


## Populating Your Report Card with Students

First thing you should do is **rename your report card workbook**.

1. Right click on the title of the document and you will get a menu.
2. Select rename. 
3. Type in : "last name"\_rc "your grade" It should look like this:



greeley\_grbk4.xls



greeley\_rc4

a Mac will have the xls where a Windows machine won't....

### Fill in 3 pieces of information: Teacher, School, and Grade.

Do it on the first sheet before copying it; so you only have to do it once.

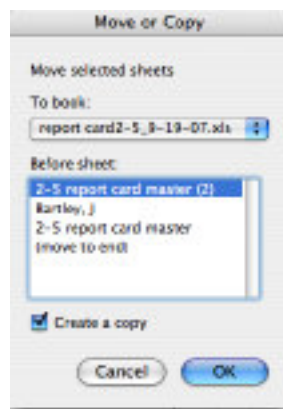
Just use initials for the schools. Talk with your principal to make sure you are using the correct initials.

The initials for my school are\_\_\_\_\_.

	A	B	C	D	E	F	G	H	I	J
1	MSAD 75 Bowdoin, Bowdoinham, Harpswell, Topsham									
2	Student Name:									
3	Teacher:								School:	
4	Support Services:								Grade:	
5										

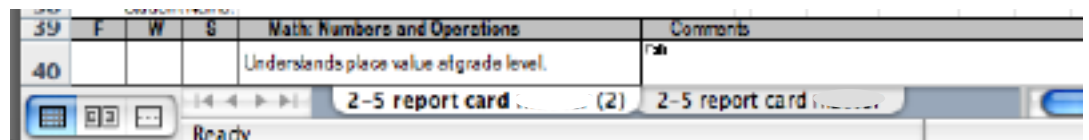
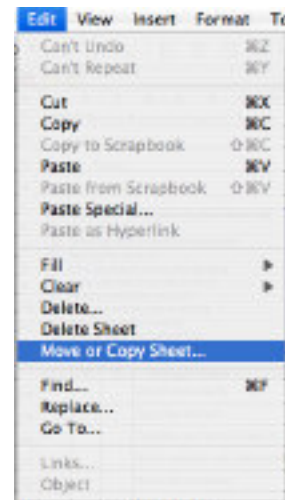
### Make copies of the worksheet:

Under edit, select Move or Copy sheet and you will see this window open:



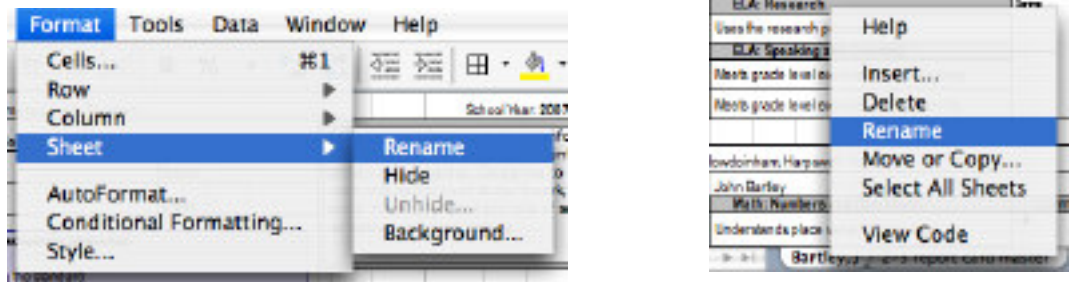
Be sure to click the little box that says Create a copy.

Now look at the bottom of your workbook. You should see a new tab with the same name except it has (2) at the end just like in the picture below.

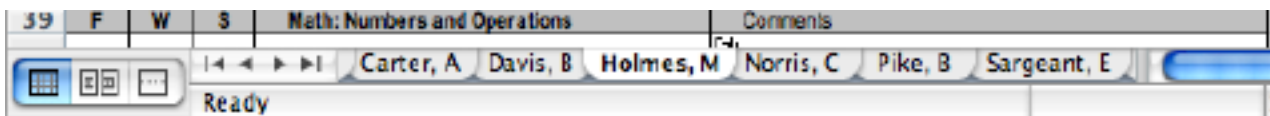


## Two ways to rename the sheet

Use the menu at the top and go to format, sheet, rename or right click on the mouse and select Rename.



## Naming format: Last Name, first initial



When filling in student information, there are two places the name needs to appear: on page one near the top and again on page two. If you try to copy and paste and get a message that says you can't do it because of merged cells, just hit cancel and click twice inside the box into which you are trying to paste. You will see the blinking line right in the middle of the cell. Now you can paste.

37	MSAD 75 Bowdoin, Bowdoinham, Harpswell, Topsham	
38	Student Name:	

**Helpful Tip:** If you want to copy the sheets faster select more than one once you have some made. To do that, just hold down the shift key and click on the tabs at the bottom. You will know you have more than one selected because they will turn white. Then select copy. If you select three sheets, then you will have three new sheets. If you select 8 sheets, you will have 8 new sheets.

To watch online tutorials for report card support, go to [www.link75.org](http://www.link75.org). Select Resources and go to teacher resources. Follow the links from there...