

# Circle Dashboard Instructions

To access the Dashboard, go to [circlechristianschool.org/my-circle/report-grades](http://circlechristianschool.org/my-circle/report-grades). From the navigation bar on the Circle homepage, go to MY CIRCLE > MONTHLY REPORTS - DASHBOARD.

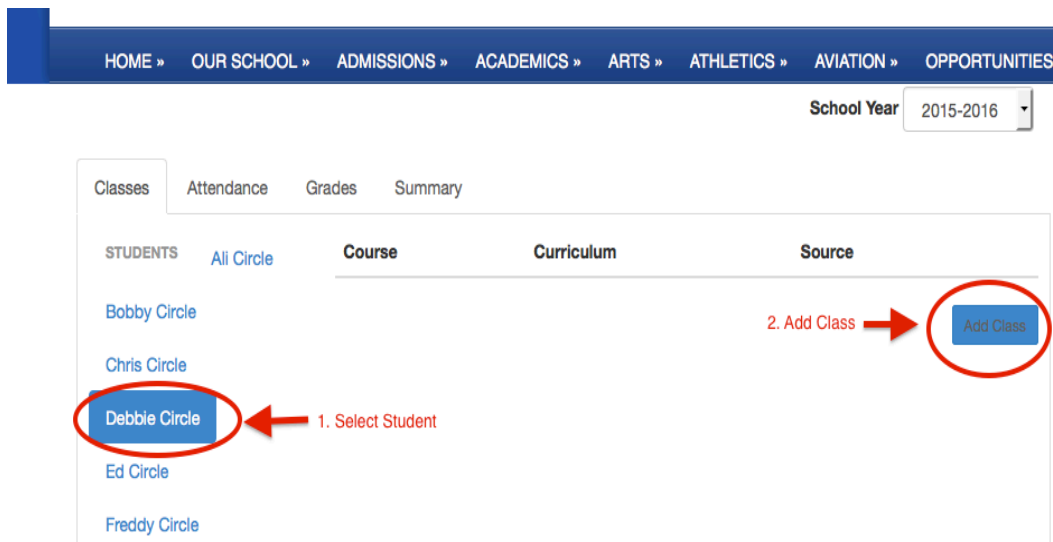
Be sure to review the [Dashboard Attendance and Monthly Report Guidelines](#) to learn what you are required to report on a monthly basis. **This is required reading for all new families before starting monthly reporting.**

Click the login button and enter your username and password, which was provided to you by Circle via email.

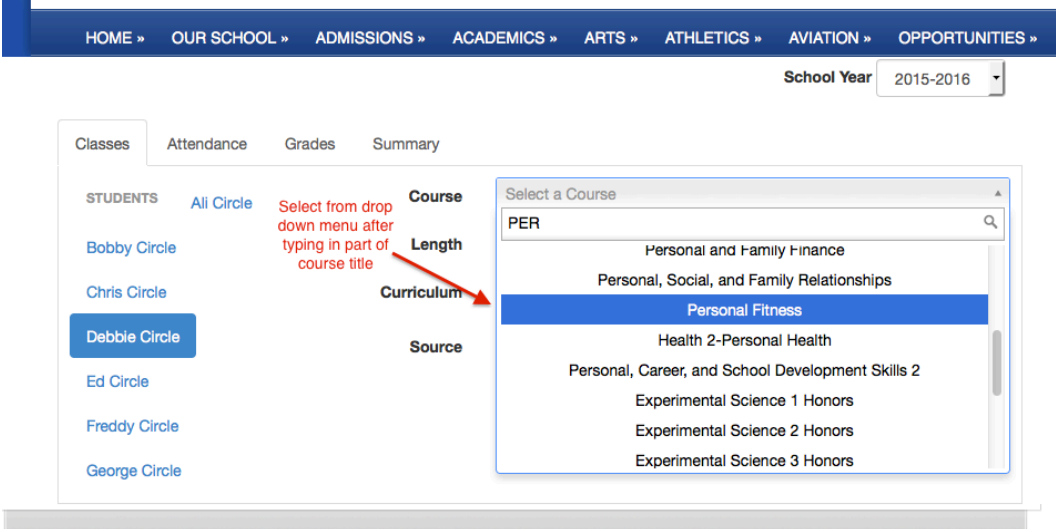
**Monthly reports are due the 7th of each month**, starting September 7, on which the August report is due (includes July if applicable). A late notice is sent, then a \$25 late fee assessed, if a report is late.

## Classes Tab – Entering Classes (Done once at beginning of year)

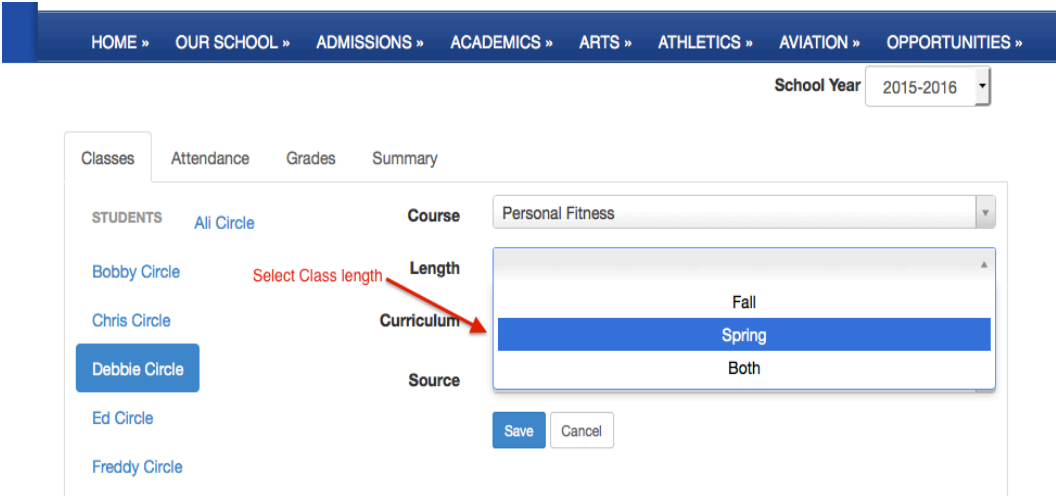
1. Select a student.
2. Click on “add class” (all fields will be required for every student).



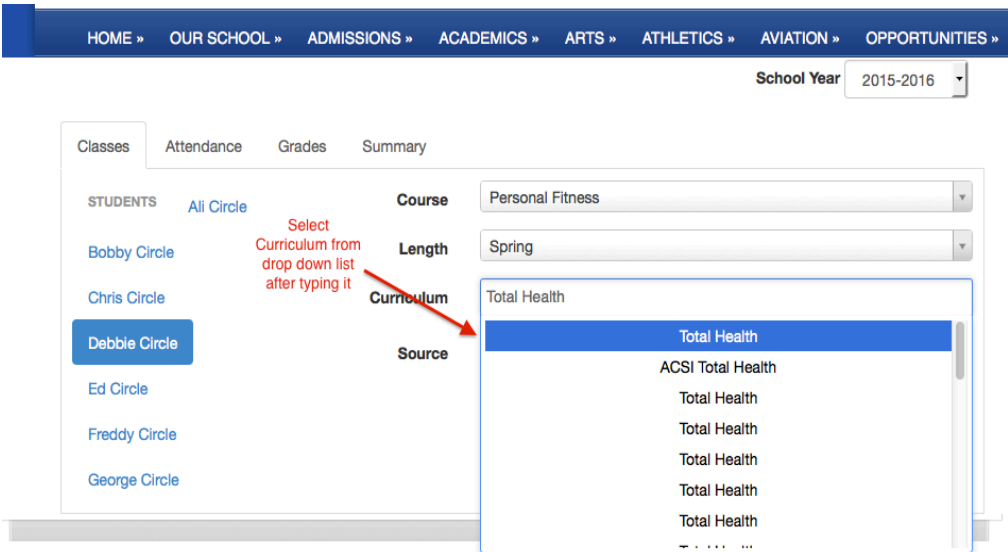
3. COURSE: Available course titles are preset in the system. Simply type a few letters of the course title and wait for the drop down menu to show the entire course name, then select it.
  - Add every course with the exception of Circle campus classes. (Circle campus classes will be added at a later date by Circle.)
  - Only preset courses will be allowed to be entered. If your course is not available, please call or email [Robin Smith](#).
  - Courses that begin with a code are for dual enrollment use only.
  - **K-8 grades: Do not use high school classes.** Be sure you choose classes that show grade level appropriateness. A course that does not have a grade level or (middle school) attached to it, is a high school course.
  - Dual Enrolled classes: Type the course code and wait for the class to pop up.
  - Select the “Honors” course title if applicable. If unsure whether or not a course is honors, call or email [Robin Smith](#).



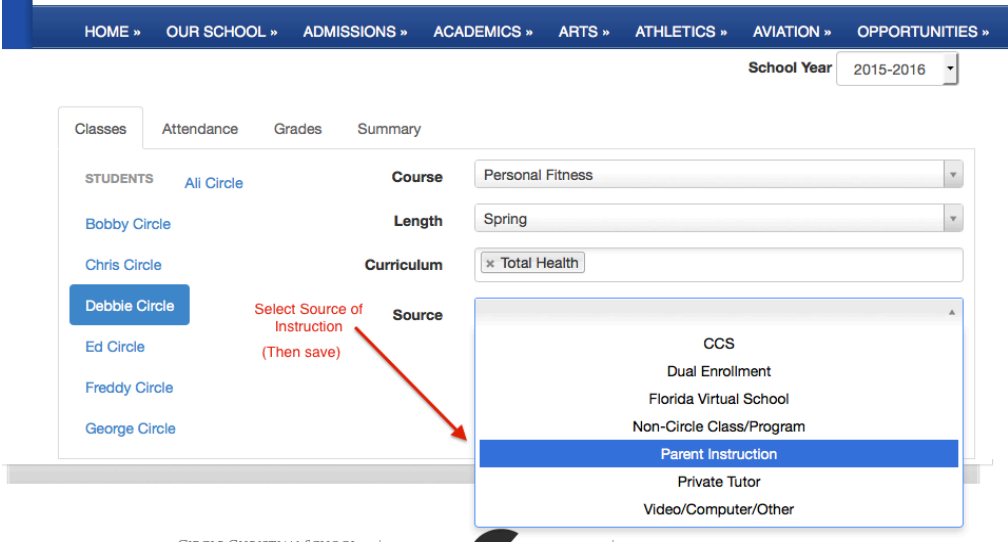
4. LENGTH: Click on field and select Fall, Spring, or both.
- For High School courses:
    - Select FALL if course is a .5 credit.
    - Select SPRING if course is a .5 credit that will be stretched over the entire year or taken 2nd semester only.
    - Select BOTH if course is a 1.0 credit.



5. CURRICULUM: Type entire curriculum in field and wait for it to appear in the drop down menu. Then click on it. **It will not save if you do not click on the entry in the drop down menu.**
- Type in Book title and publisher. Be specific (you can type in as much as you want).
  - **Curriculum changes:** If you switch curriculum, add the new curriculum to the old one, so that both are showing. The system is live, so if you erase the old one, there will be no record of it anywhere. Indicate in the notes area when you made the change.
  - **Foundations/Explorations:** Indicate program name as curriculum, along with anything else you are using.



6. SOURCE: Select source of instruction from the drop down menu.
  - **Foundations/Explorations:** Use Parent Instruction as source
7. Click on “Save”. Repeat for each course.
8. To delete a course: Click on edit, then “Delete”, then “Save”. It will not look like it is deleting, but when your page is refreshed it will not show up.
9. If editing a class title mid semester, please notify [Robin Smith](#) of changes.
10. To edit a class already in the system, click on “edit” after the appropriate class.



**Attendance Tab – Entering Attendance (Done monthly) – 85-90 days Attendance required per semester**

1. Go to appropriate month. If editing a past month, use “prev” and “next” arrows. The Dashboard will always open to the current month.
2. Click on student’s name on the left to mark that entire week as present. Click on individual days to mark one day at a time.
  - Use “Sick” option if student cannot do schoolwork due to illness.
  - For long periods of absences due to sickness or travel, please notify [Robin Smith](#).
  - Click on Arrow of an individual day to select Absent, Present, or Sick from the drop down list.
  - Attendance is saved automatically.

### 3. Repeat for each student.

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School Year 2015-2016

Classes Attendance Grades Summary

July 2015

← Prev Next →

	Monday	Tuesday	Wednesday	Thursday	Friday
All Circle 0			Absent	Absent	Absent
Bobby Circle 5			Absent	Absent	Absent
Chris Circle 0			Absent	Absent	Absent
Debbie Circle 0			Absent	Absent	Absent
Ed Circle 0			Absent	Absent	Absent
Freddy Circle 0			Absent	Absent	Absent
George Circle 0			Absent	Absent	Absent
All Circle 0	Absent	Absent	Absent	Absent	Absent
Bobby Circle 5	Present	Present	Present	Present	Present
Chris Circle 0	Absent	Absent	Absent	Absent	Absent
Debbie Circle 0	Absent	Absent	Absent	Absent	Absent
Ed Circle 0	Absent	Absent	Absent	Absent	Absent
Freddy Circle 0	Absent	Absent	Absent	Absent	Absent
George Circle 0	Absent	Absent	Absent	Absent	Absent

Annotations:  
 - Click on individual day to mark 1 day at a time (points to Wednesday for Bobby Circle)  
 - Click on name to mark entire week (points to Bobby Circle)  
 - Arrow shows attendance options (points to the dropdown menu for Bobby Circle on Wednesday)

## Grades Tab – Entering Grades (Done Monthly and at the end of each semester)

All the below information is required for every student for each class with the exception of:

- CCS High School Classes
- Frameworks Classes
- Fundamentals Classes

### Monthly grades/ Benchmarks/ Progression

1. Select student.
2. Click on box after appropriate subject in the column of the month you wish to report.

Classes Attendance Grades Summary

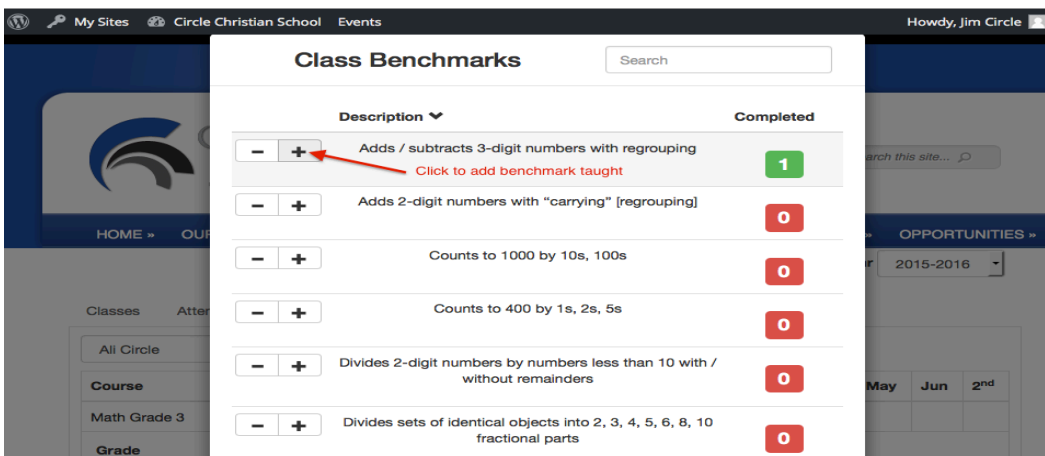
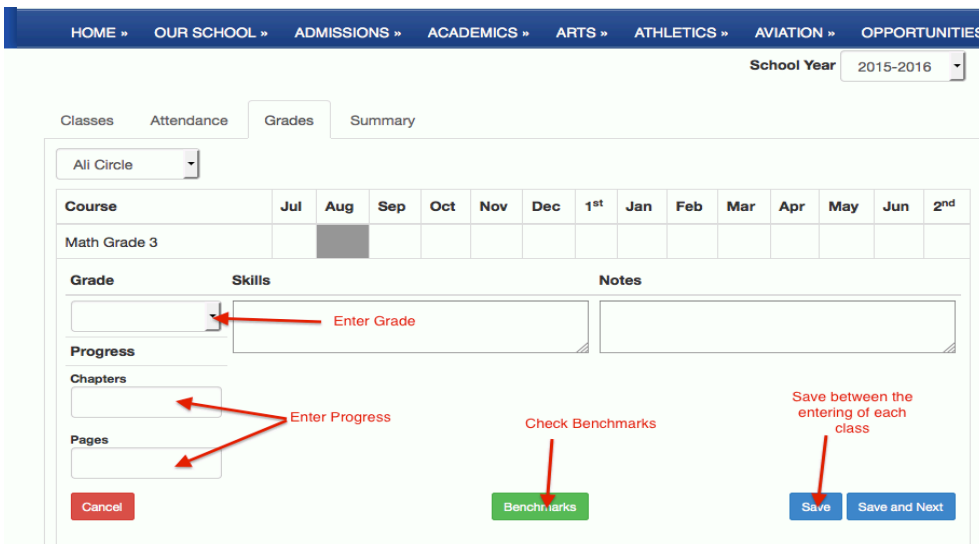
All Circle

Course	Jul	Aug	Sep	Oct	Nov	Dec	1 <sup>st</sup>	Jan	Feb	Mar	Apr	May	Jun	2 <sup>nd</sup>
Math Grade 3														
Language Arts Grade 3 Grammar														
Language Arts Grade 3 Handwriting/Composition														
Language Arts Grade 3 Reading Comprehension														
Language Arts Grade 3 Spelling/Vocabulary														
Science Grade 3														
Social Studies Grade 3														
Bible (K-8)														

Annotations:  
 - Click to enter monthly grade (points to August for Math Grade 3)  
 - Click to enter Semester Grades (points to 1<sup>st</sup> for Math Grade 3)

3. Select monthly grade (note that there are grade appropriate scales).
4. Enter Chapters and pages to show progression.

- If not using chapters and pages, enter lesson numbers, modules, video #, sections, or any other format that shows progression.
5. Click on “Benchmarks”. Click on the “+” sign for each benchmark taught that month, then click “Done”. You will need to scroll down to view the entire list.
    - No Benchmarks Listed: If no benchmarks are listed, you must briefly summarize or list the concepts you taught for that month in the “Skills” box.
    - **80% of the benchmarks are required to be checked by the end of the class.**
    - If a benchmark is taught more than once, you are not required to check it again. However, you can if you want. The number to the right under the “completed” column, only show how many times you’ve checked the benchmark. It has nothing to do with mastery.
    - Benchmarks and progression are not required for DE classes, FLVS classes, or those classes with which we have an articulation agreement.
  6. Click “Save”. You must save between the entering of information for each class / subject or your information will not save.
    - If you are interrupted, click save immediately because your account may time out before you resume data entry.
    - Upon resuming, “refresh” the page to be sure you are not timed out.
    - If you have a lot of benchmarks or notes, or skills to enter, click on “save” every now and then. If you have lots of notes or skills to enter each month, it has been suggested to type it in a Word document and copy and paste it into the Dashboard in case your account times out before you can save your information.
    - Repeat this process for each subject.



## 7. Submit Information on REPORT SUMMARY Tab.

- This lets us know you have completed all of your information on your monthly report.
- **Submitting is necessary** as it completes the reporting process. **NOTE: You will be charged a late fee if a filled-out report is not submitted.**
- You can edit submitted months, but notify [Robin Smith](#) if doing so.
- Check to be sure the three-digit month/semester abbreviation changes to a single digit to know the submission is complete.

HOME » OUR SCHOOL » ADMISSIONS » ACADEMICS » ARTS » ATHLETICS » AVIATION » OPPORTUNITIES »

School Year 2015-2016

Classes Attendance Grades Summary

All Circle

Select Month to submit

Month	Grade	Year Total
JUL	JAN	
<b>AUG</b>	FEB	19
SEP	MAR	
OCT	APR	
NOV	MAY	
DEC	JUN	
1st	2nd	

Class	Grade	Year Total
Math Grade 3	A	
Language Arts Grade 3 Grammar	A	19
Language Arts Grade 3 Handwriting/Composition	A	
Language Arts Grade 3 Reading Comprehension	A	16
Language Arts Grade 3 Spelling/Vocabulary	A	
Science Grade 3	A	
Social Studies Grade 3	A	
Bible (K-8)	A	0

Double check Attendance and grades, and click on Submit

Edit Attendance

Edit Grades

Submit August

## Semester Grades – Required for all grade levels

- K-11th Grade: 1st Semester Grades due January 7, 2nd Semester Grades due June 7.
  - 12th Grade: 1st Semester Grades due January 7, 2nd Semester Grades due at beginning of May before graduation.
1. Enter Semester Grades (average of semester monthly grades) for all non-CCS High School, Fundamentals, and Frameworks classes.
    - Enter first semester grade in column labeled “1st”, and second semester grades in column labeled “2nd”.
    - For classes that are not completed, enter “Incomplete” and edit them when the credit has been earned.
    - For .5 courses being stretched over the entire year, leave 1st semester blank and change length of class to “Spring”, then enter final semester grade into the “2nd” column.
    - DO NOT delete completed courses, or we will have no record of them.
    - **If retaining student in current grade level**, email [Robin Smith](#) with the reason (required).
    - We will assume your child is promoted to the next grade level unless you report otherwise.
  2. A \$100 late fee per family is assessed for late semester grades.

## Report Summary Tab

- Shows a summary of the month's attendance and grades, and year to date attendance.
- This is where you submit each monthly report and semester grade.
- Enter General monthly notes here. If something needs our immediate attention, email [Robin Smith](mailto:Robin.Smith).
- You will receive a late notice if the submit button is not used or the submission did not go through.
- The three-digit month/semester abbreviation will change to a single digit when the report is submitted.

Month	Class	Grade
J J	Individual and Dual Sports 1	
A F	Vocal Techniques 1	
S MAR	Pre Algebra Grade 8	
O A	Social Studies Grade 1	
N MAY	Instrumental Techniques 1	
D JUN	Personal, Career, and School Development Skills 1	
1 2nd		

The month/semester abbreviation changes from 3 digit to a single digit when the item has been submitted.

Contact Robin Smith, [robins@circlechristianschool.org](mailto:robins@circlechristianschool.org) with any questions.