

Report Card System Instructions

1. Using a web browser navigate to <https://14188faweb.blackbaudondemand.com/>
 - a. On a pc use *Internet Explorer* or *Firefox*
 - b. On a mac use only *Firefox*
 - c. If you are typing the address in manually note the https
 - d. I recommend bookmarking the site for your convenience
 - e. You may always navigate to the sign in section of www.gatewaysc.org and click the “Login to Report Card” the link there.
2. You will be prompted to enter your username and password
3. You will be prompted to enter your username and password again (they swear there is a good reason for this)
4. You will be taken to your home page where all of your subjects (referred to as classes by Blackbaud) will be listed.
5. To enter grades for a class click the grade book icon directly to the left of the class title.
6. Once you are in the grade book for a class you will see a list of students enrolled in this class. Click in the appropriate “Sem1 grade” or “Sem2 Grade” box and then click the “Comments” button in the upper right corner to open the window to enter comments and grades (letter grades for lower school, percentage and effort for middle school).
7. Middle School Faculty, be sure to enter comments on the grade and not on the effort score.
8. Once you have entered a comment and grade **SAVE!** You may “*save*” and use the navigation buttons at the top of the window to move to the next student in that subject, or “*Save and close*” to return to the grade book.
9. From any grade book there is a drop down menu to move from subject to subject. Some of you may want to use this to enter all subjects for a single students as opposed to all students in a single subject.
10. When you have entered all of your grades and comments for a subject click on the “post status” tab in the blue bar and change that subjects status to ready. You may find it is easier to complete all of your reports first and then change all status to ready from this window.

FYI’s

The system will time you out after 20 minutes unless you hit a “save” button, anytime you leave your computer please remember to click “save” even if you plan on coming right back. It does not recognize any other action (including typing and switching between students) as extending your login time except for the “save”.

You will need to allow pop ups for this site, if you need help with this contact Jeremy.