

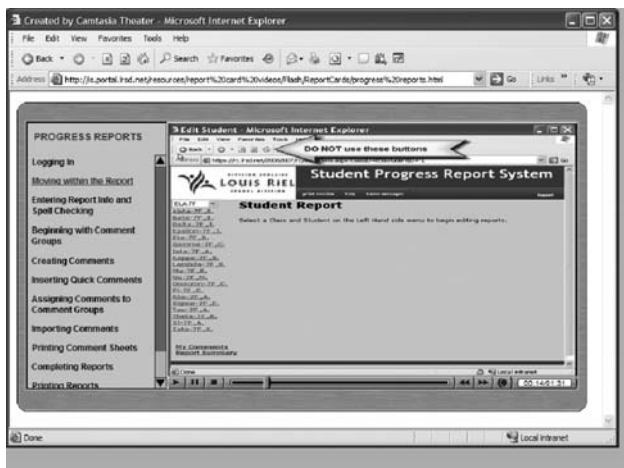
# The On-line Reporting System in Grades K-8 (9)



The *On-line Student Progress Report System* is a standard web application – a user can access the system from any compatible Internet-connected computer running a modern browser. When accessing the system from home you will need to log on using your network user name and password.

To access the login page go to <https://rc.lrsd.net/>

## Notes



The Division has developed a series of on-line training videos.

Teachers can access these videos from the *FAQ* link in the *On-line Student Progress Report System*.

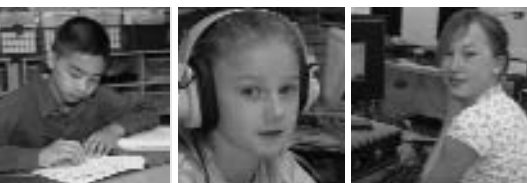
A manual has been created to assist teachers with using the comment writing features on the system. It can be found on-line at:

<https://portal/lrsd.net/aer/k-8/default.aspx>

## On-line Training Videos

1. Logging in
2. Moving within the *On-line System*
3. Entering report information and using the spell-check
4. Beginning with Comment Groups
5. Creating comments
6. Inserting *Quick Comments*
7. Assigning comments to *Comment Groups*
8. Importing comments
9. Printing comment sheets
10. Completing reports
11. Printing reports
12. Other options and navigation

# SECTION 9.b



## The On-line Reporting System – High Schools

Information and training material for teachers regarding StudentsAchieve can be found on-line at: <https://portal.lrsd.net/aer/9-12/Shared%20Documents/Forms/AllItems.aspx>

### Training Teachers New to the School during the Year

Schools should pair new teachers with an experienced teacher to learn how to use the software. One half-day of release time will be provided for each new teacher and their mentor. This works particularly well if the training is close to a report period as the mentor can work on their reports as the new teacher works on their own reports.



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