FOUNDATIONS
How to Report Foundations in the Dashboard | 2018-19

If you are using Foundations as your core or only curriculum:

1. Attending Foundations and using the HLP covers the following subjects:
   - Science
   - Social Studies
   - Bible
   - Art (Reporting optional)
   - Music (Reporting optional)
   - Theater (Reporting optional)

2. Since all of the required subjects for your student are pre-populated into the dashboard, you only need to enter curriculum for each subject at the beginning of the year. If you wish to report Art, Music, and/or Theater, you must add these classes to the Dashboard, since you are not required to report on these subjects. Please use the designated Grade appropriate class titles.

3. **Entering Curriculum on the CLASSES TAB:** For the Foundations subjects, you will type "Foundations" as the curriculum name. If in addition to the HLP, you pull from other resources to teach these subjects at home, you can list those resources in the monthly Notes Boxes. You do not need to list them in the curriculum field. For non-Foundations subjects, enter the name of the curriculum you are using at home.

4. **Monthly Reporting on the GRADES TAB:** Each month, you must enter the following information for all subjects before submitting your report:
   - **Monthly Grade** (determined by you, the parent). You can use the work from the HLP for calculating the grade for Foundations subjects). K-3rd may use the E,S,N grading Scale.
   - **Chapters and/or pages**: To simplify this process, for Foundations subjects you can enter "HLP" and then the week # and assignment # from which you taught/assigned your student work.
   - **Benchmarks**: Check all benchmarks covered for that month from the HLP. They don't have to be mastered. Once you check a benchmark, you do not have to re-check it regardless of how many times you covered it. *If a subject does not have a pre-set list of benchmarks, you must type skills/concepts taught in the "Skills" box each month.*
   - **Submit**: After completing the above information and attendance, you must submit your report from the REPORT SUMMARY TAB.

5. **Semester Grades:** A final 1st semester grade will be due January 7 for all subjects. Semester grades are an average of the August – December monthly grades. They are to be entered into the column labeled "1st" under the Grades Tab. Repeat the process for 2nd semester grades which are an average of the January-May/June grades, which are to be entered into the "2nd" column, which are due June 7. These grades must also be submitted from the REPORT SUMMARY TAB.

If using Foundations as enrichment or to supplement home curriculum:

1. If your student is attending Foundations, but you are teaching all of the required subjects at home using a major curriculum that does **not include the HLP**, you will report your classes as such:
   - Under the CLASSES TAB: The **Curriculum** name will be reported as whatever your home curriculum is for every subject
   - Under the GRADES TAB : You will **report monthly / semester grades** (see step 5 above for details on semester grades), **chapters and pages** (from your home curriculum), and check **benchmarks**. *If a subject does not have a pre-set list of benchmarks, you must type skills/concepts taught in the "Skills" box each month.*
   - All monthly and semester grade reports and attendance must be submitted from the REPORT SUMMARY TAB.
2. If your student is attending Foundations and you are using a curriculum at home and wish to supplement with some items from the HLP, you will follow step 1 above with one exception: For the subjects with which you use the HLP, you will type your home curriculum and list "Foundations" after it, in the **curriculum** field under the CLASSES TAB.

If you have any questions regarding monthly reporting on Dashboard, please contact Robin Smith at robins@circlechristianschool.org or by calling the Circle Office at 407-740-8877.