



11th December 2025

Schoology Gradebook Report downloads

Kia ora Parents and Caregivers,

Thank you to everyone who came out to the Middle Years Prizegiving last night, it was a wonderful celebration of everything that has happened this year.

It is now that time of the year where the schoology gradebooks have been finalised and these can now be downloaded as a report for your child. Schoology Gradebooks can be downloaded from Friday 12th December. These must be downloaded before the 31st of December as from the 1st of January schoology will roll into a new 2026 gradebook.

Follow these steps to access and then download your child's grade report from Schoology.

Our gradebook is live; at any stage during the year, a grade report can be accessed and downloaded.

1. Go to <https://elim.schoology.com/> to log in with your parent credentials - each student has at least one parent registered on Schoology. If you have forgotten your password, please use the Forgot Password function to reset your password.
2. Go to the top right of the page, and click on the down arrow next to the parent name.
3. One or more of your children's names will appear. Click on the child whose report you want to print.
4. A new page with the words Courses, Groups, and Grade Report will appear.
5. Click on the Grade Report tab.
6. A new page with a button (Download Student Report) will appear - click on the button.
7. A pop-up window (Download Grades/ Attendance Report) will appear.
8. Select the grading period (for 2025 it is called Overall Coursework 2025) - select that one and click next.
9. A new pop-up Export [Your Child's Name]'s Student Report with a "Select All" button - click the button and then click "Submit".
10. A page will show the report.

11. Right-click anywhere on the page, and click on "Print...". A print instruction pop-up will appear. In the "Destination" drop-down, choose "Save as PDF" and click "Save".

12. A PDF will be created and can then be saved to a folder on your device, or your cloud storage, or be emailed and later printed.

This is the record of learning, a snapshot of your child's learning journey that reflects the formative processes that happen during the year and mastery or lack of mastery for each of the learning opportunities in each course.

To get a more comprehensive idea of the depth of specific learning tasks you can drill into each subject by clicking on the individual subjects when you are on the page that has the "Download Student Report" button.

Once again, I thank you for a wonderful year and for being part of the Elim Christian College Middle Years this year.

I pray that you all have a wonderful Christmas and a restful summer break.

We look forward to seeing you next year,

Kind Regards

Mr Michael McKenzie
Deputy Principal Middle Years
Golflands Campus