
Report Cards

You will use these steps to create a Report Card Run. These remain and can be accessed at any time, yielding the same results as the original run. This means you can always pull a copy from anytime and it will be the same as what was sent out.

All students enrolled during a cycle are included in Report Card Runs and can be manually removed.

Prerequisites

[Students > Reports](#)

Grade Verification

The first step with Report Cards is to ensure all teachers have completed their work in Gradebook. Suggested reports:

- Section Submission Status – this shows the teachers that have and have not submitted grades, indicating they are complete.
- Grade Proof List – this provides a cycle average for each teacher’s Gradebook that the school can have them sign-off for each grading cycle.
- Teacher Signoff – this is useful at the end of a Term to look at course completions for students in a teacher’s Gradebook before printing report cards at the Term.

These are only suggestions and the campuses should follow their district’s local policy on report card processes and procedures.



[Students > Scheduling > Schedule Manager](#)

Each Report Card Period - Lock the Cycle

Once all teachers have completed their grades, it is time to lock the cycle(s) to prevent any grade alterations without office knowledge and approval. Cycles should be locked before the Report Card run is done.

To lock Reporting Cycles:


- Click the  to open the Schedule
- Select the **Calendar Tab**

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- Click the  for any OPEN cycles in the Term to be processed
 - This step will take a moment; it rolls up all pending grades, submits, and locks all gradebooks. The screen will fade but do not leave the screen. Once it completes, you will see a  and the cycle will be labeled CLOSED.

Each Term - Run Course Completion

Only when all cycles in the Term are CLOSED, can Course Completion be run. The system only assigns the following indicators in accordance with the course catalog setup (credit by term or overall): 01, 02, 06, 08, 13, and 14.



To Process Course Completion:

- Click 
- You will get a pop-up, click OK.
 - This step will take a moment. The screen will fade but do not leave the screen. Once it completes, you will see a log of all Pass/Fail Indicators assigned.

Creating a Report Card Run

Students > Grades > Report Cards

When you are ready to run report cards:

- Go to: Students > Grades > Report Cards
- Click  **Create Report Card Run**
- Configure the report settings:
 - **Instructional Period** – the school year
 - **Campus** – this defines which students are included
 - **Format** – This determines the template that the report cards will use. A format must be defined for each grade level (all can use the same or the campus can use multiple, each requiring its own Report Card run).
 - **Cycle** – grading cycle
 - **Comments** (optional) – these will print on all report cards
- Click 

New Report Card Run

Use this form to bulk create report cards for a given school year/cycle. The comments you provide will be printed on each of the report cards in the batch.

Identifier

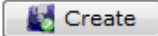

Instructional Period* 2013-2014 School Year ▼

Campus* Demo Junior High ▼

Format* Basic Semester/Six Weeks Format ▼

Cycle* 1 ▼

Comments Sample comments.

NOTE:



- The system generates a report card for each student that met the criteria and was enrolled at any point during the selected cycle. Students withdrawn before the cycle ends will be included and can be manually removed. If removed, they can be added back in.

Printing a Report Card Run

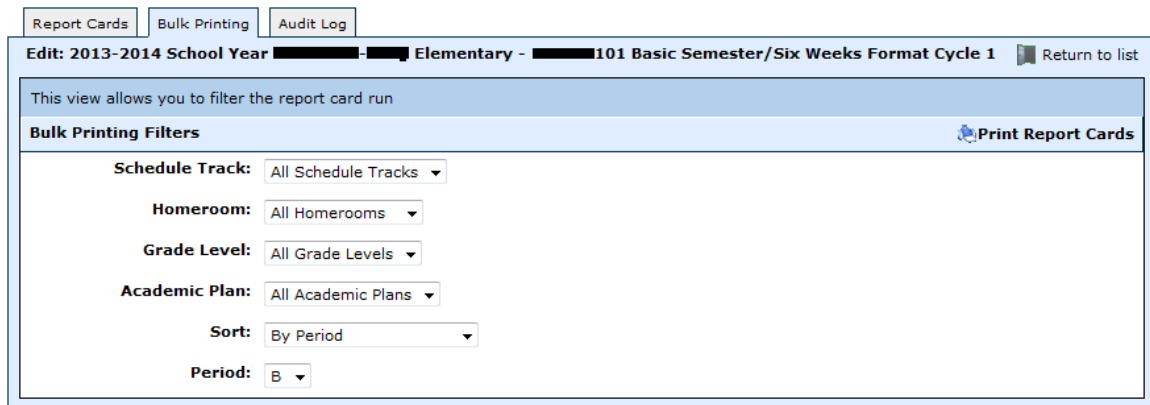
[Students](#) > [Grades](#) > [Report Cards](#)

Printing a Report Card Run (All Report Cards or a Selection)

When you are ready to print report cards:

- Go to: [Students](#) > [Grades](#) > [Report Cards](#)
- Click the  for the Report Card Run
- Select the **Bulk Printing** tab
- Define the Printing Filters:
 - **Schedule Track** – this allows campuses that serve multiple tracks to run for all or a specific track
 - **Homeroom** – this allows a single homeroom or all to be run
 - **Grade Level** – this allows a single or all grade levels to be run
 - **Academic Plan** – this allows a single of all plans to be run
 - **Sort** – this determines the sort order for the report cards. If you select *By Period*, you must select a Period.
- Click  **Print Report Cards**



This will generate one pdf document for all students covered by the Printing Filters.



The screenshot shows a web application interface for filtering report card runs. At the top, there are three tabs: "Report Cards", "Bulk Printing" (which is selected), and "Audit Log". Below the tabs, the page title is "Edit: 2013-2014 School Year [redacted] Elementary - [redacted] 101 Basic Semester/Six Weeks Format Cycle 1" with a "Return to list" link. The main content area is titled "Bulk Printing Filters" and contains several dropdown menus: "Schedule Track" (All Schedule Tracks), "Homeroom" (All Homerooms), "Grade Level" (All Grade Levels), "Academic Plan" (All Academic Plans), "Sort" (By Period), and "Period" (B). A "Print Report Cards" button with a printer icon is located in the top right corner of the filter area.

Printing a Single Report Card

To print an individual report card:



- Go to: [Students](#) > [Grades](#) > [Report Cards](#)
- Click the  for the Report Card Run
- Locate the student in the list
- Click the  printer icon to generate a pdf for the selected student

Other Features

[Students > Grades > Report Cards](#)

Removing Students that Withdrew




If a Report Card Run is performed, all students enrolled during the cycle will be included. If a student should be excluded due to a withdrawal, follow these steps to remove the student. The student can be re-added to the batch if needed.

- Go to: [Students > Grades > Report Cards](#)
- Click the  for the Report Card Run
- Click the  button to remove the student

This will remove the student from the Report Card Run.

Adding Students Back into the Run

If a Report Card Run is performed, a student must be enrolled during the cycle to be included. If a student was manually removed and needs to be re-added, follow these steps to add them.

- Go to: [Students > Grades > Report Cards](#)
- Click the  for the Report Card Run
- Click  **Search for Additional Students** button
- Use the check box(es) to select the student(s)
- Click  **Add Selected Students** button

This will add those students into the Report Card Run.

Updating a Single Report Card – When, Why, and How



Update:

If a student's report card is incorrect and a replacement must be reissued, follow these steps. This should only be used to replace the issued report card with a corrected version. The standard time this would be used is when sending out a replacement report card for a student with Incompletes for a legitimate reason

Don't Update:


If there are justifiable changes that occur and impact the cycle averages, those will be reflected on future report cards and thus not require a recalculation. Under these circumstances, the one in the run should not be updated so that it remains as a *snapshot* of what was actually reported to the parent(s)/guardian(s).

To update an individual report card:

- Go to: Students > Grades > Report Cards
- Click the  for the Report Card Run
- Locate the student in the list
- Click the  recalculate icon to update the report card for the student

This should only be used when a replacement must be issued to correct invalid data. This becomes the NEW official copy and replaces the historical snapshot in the system.

Updating a Report Card Run

If an entire Report Card Run needs to be replaced, delete the Run from the Students > Grades > Report Cards screen using the  button and create a new run.

Audit Log

All activities associated with a Report Card Run are tracked and easily viewed by using the Audit Log tab. This includes the date and time stamp and user ID that performed each action.