



District Report Cards

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Main Setup

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Student/Family

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Attendance

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GPA

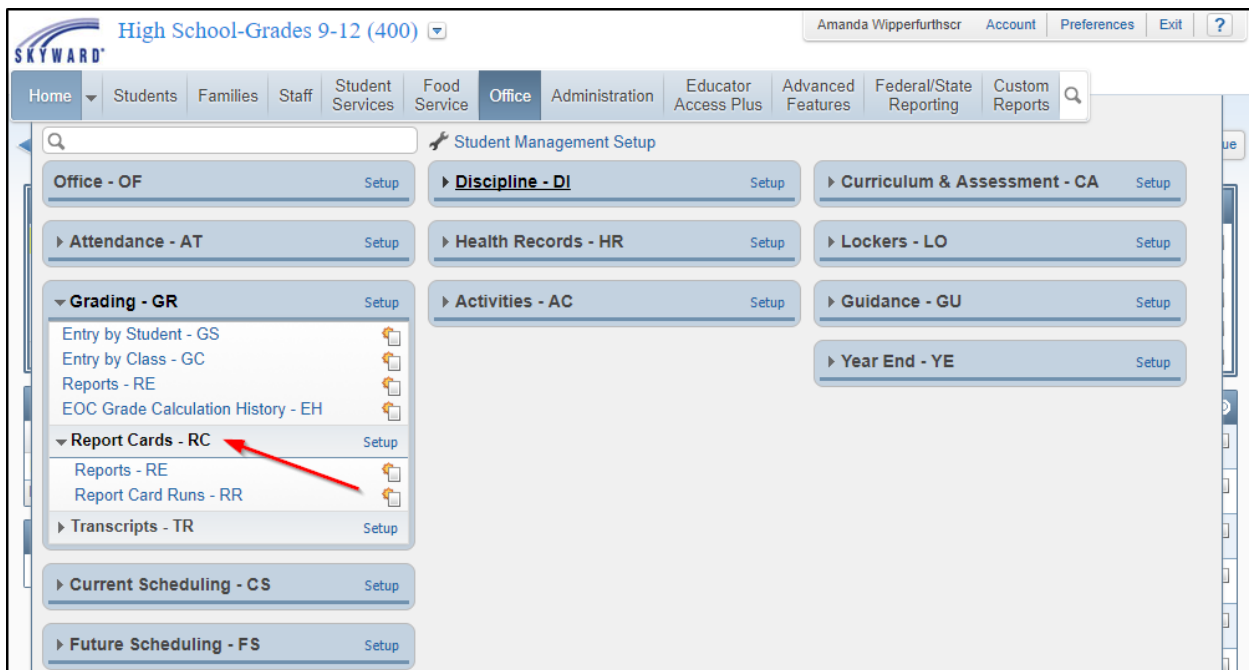
Custom

Overview

The District Report Card allows you to generate a report card. This report card can print the grades from both the Secondary and Standards Gradebook as well as grades entered by the office through Grade Entry or by teachers using Report Card Posting in Educator Access Plus. Before you generate report cards, there are a few steps you must complete:

- Grade Verification – You will want to make sure grades have been entered. There are multiple reports that can assist you with the verification process (Teacher Grade Posting, Selected Grades, Grade Input and Proof Sheets).
- GPA Verification – You will also want to verify that the GPA information is accurate.
- Run the Attendance Utility to 'Update Student Classes with Term Attendance.'

Running the District Report Cards is a two-step process. The first step is to create a District Report Card Setup template and the second step is to create a District Report Card Printing template. This guide will discuss the District Report Card Printing Template.



The screenshot displays the SKYWARD software interface for 'High School-Grades 9-12 (400)'. The user is logged in as 'Amanda Wipperfurthscr'. The navigation menu includes 'Home', 'Students', 'Families', 'Staff', 'Student Services', 'Food Service', 'Office', 'Administration', 'Educator Access Plus', 'Advanced Features', 'Federal/State Reporting', and 'Custom Reports'. The 'Office' menu is expanded to show 'Student Management Setup'. Under 'Student Management Setup', there are several categories with 'Setup' links: 'Office - OF', 'Discipline - DI', 'Curriculum & Assessment - CA', 'Attendance - AT', 'Health Records - HR', 'Lockers - LO', 'Grading - GR', 'Activities - AC', 'Guidance - GU', 'Year End - YE', 'Current Scheduling - CS', and 'Future Scheduling - FS'. The 'Grading - GR' category is expanded to show 'Entry by Student - GS', 'Entry by Class - GC', 'Reports - RE', 'EOC Grade Calculation History - EH', 'Report Cards - RC', 'Reports - RE', 'Report Card Runs - RR', and 'Transcripts - TR'. A red arrow points to the 'Report Cards - RC' option.

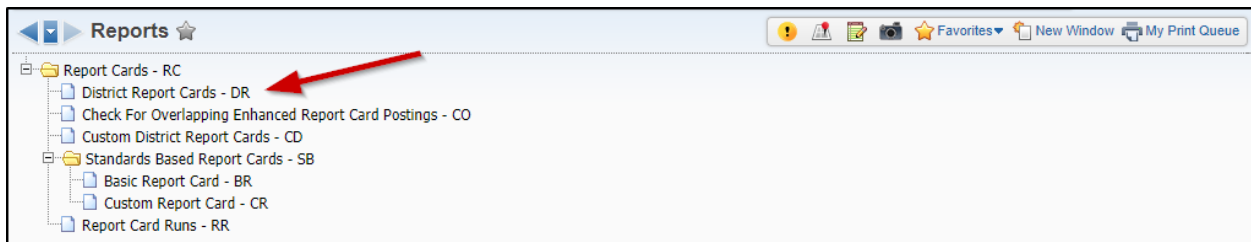
You will find the District Report Cards by going to Student Management>Office>Grading>Report Cards.

Printing Report Cards

- Main Setup
- Format
- Student/Family
- Courses
- Attendance
- Comments
- GPA
- Custom
- Save Options



You can print the District Report Cards by going to Student Management>Office>Grading>Report Cards>Reports.



You will select **District Report Cards**.



District Report Cards

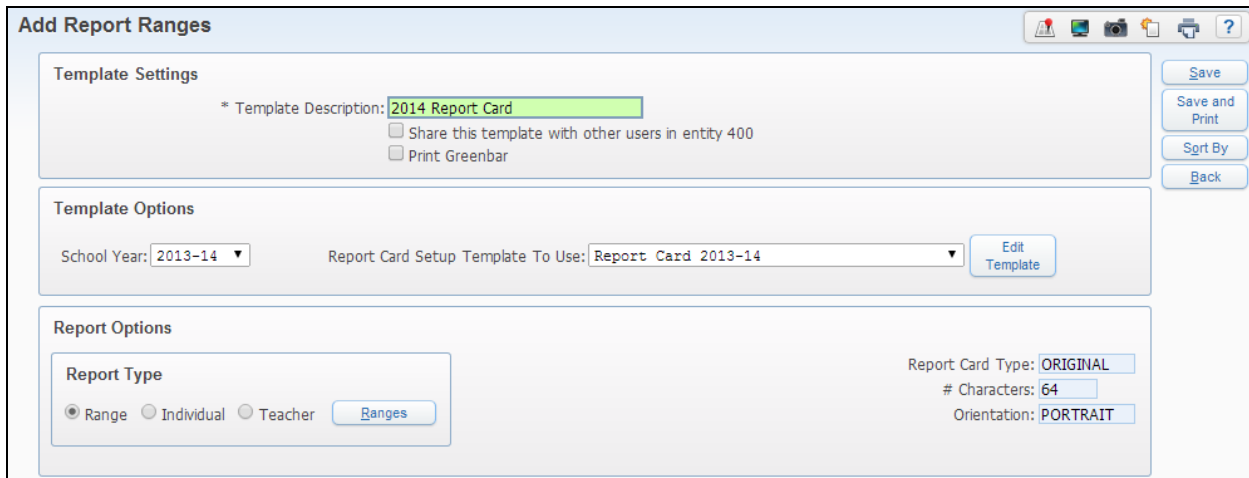
Display My Templates Display Shared Templates Display Skyward Templates

District Report Cards Templates

Template Type ▲	Description	Created By
2) Entity	2015	Kneseser, Jacob T.

Buttons: Print, Processing List, Add, View, Clone, Entity Clone, Delete, Scheduled Tasks (0), Monitoring Tasks (0), Back

You will need to click on the **Add** button to create a new report card for the specific year.



Add Report Ranges

Template Settings

* Template Description: 2014 Report Card

Share this template with other users in entity 400

Print Greenbar

Template Options

School Year: 2013-14 Report Card Setup Template To Use: Report Card 2013-14 Edit Template

Report Options

Report Type: Range Individual Teacher Ranges

Report Card Type: ORIGINAL

Characters: 64

Orientation: PORTRAIT

Buttons: Save, Save and Print, Sort By, Back

Template Settings

- **Template Description** – Enter a template name for the report card.

Template Options





- **School Year** - You will select the school year for this template.
- **Report Card Setup Template To Use** – Select a Report Card Setup Template. The templates displaying are based upon the school year selected.
- **Edit Template** – This button allows you to make modifications to the template without needing to go to Office>Grading>Report Card Setup>Setup>Configuration.

Report Options

- **Report Type** – This allows you to determine the students for whom report cards will be generated. You can run report cards for either a **range** of students, **individual** student(s), or for students of specific **teachers**.

Sort By

Sort Order

Move	Field	Select
↕	Class Period	<input checked="" type="checkbox"/>
	Advisor	<input type="checkbox"/>
	Calendar ID	<input type="checkbox"/>
	Default Entity	<input type="checkbox"/>
	Gender	<input type="checkbox"/>
	Graduation Year	<input type="checkbox"/>
	Guardian Key	<input type="checkbox"/>
	Homeroom	<input type="checkbox"/>
	Race	<input type="checkbox"/>
	Residency	<input type="checkbox"/>
	School ID	<input type="checkbox"/>
	Student Name	<input type="checkbox"/>
	Student Status	<input type="checkbox"/>
	Student Type	<input type="checkbox"/>
	Family Zip Code	<input type="checkbox"/>

The **Sort By** button allows you to determine how the Report Cards will be sorted as they are being generated.

Report Options

Report Type

Range
 Individual
 Teacher

Class Period Sort Criteria (Distribution Information)

Period Distributed:

Distributed Date:

Distributed Date:

Report Card Type:

Characters:

Orientation:

If you select the option to sort by **Class Period**, you will be able to select the period in the 'Report Options.'

Main Setup

Main Setup

Grading Period: Always Use Last Completed ▾

Run GPA Calc for each student on the report

Grade Buckets

Entity 400

Athletic	Midterm	Term	Sem Exam	Semester	Other
<input type="checkbox"/> ATH	<input type="checkbox"/> PR1	<input checked="" type="checkbox"/> Q1	<input type="checkbox"/> SE1	<input type="checkbox"/> S1	<input type="checkbox"/>
<input type="checkbox"/> PR2	<input type="checkbox"/> Q2	<input type="checkbox"/> SE2	<input type="checkbox"/> S2		
<input type="checkbox"/> PR3	<input type="checkbox"/> Q3				
<input type="checkbox"/> PR4	<input type="checkbox"/> Q4				

Include All Activities Activities

Save Report Cards To Student Portfolio Portfolio Record Description:

Allow Parent's Signature ?

Main Setup

- **Grading Period** – Select the Grading Period the Report Card will include.
 - **Always Use Last Completed** – This option will look at the most recently ended grading period.
 - **Run for Grading Period** – When you select this option, you will be able to determine the grading period.

Main Setup

Grading Period: Run for Grading Period ▾ 2 ▾ Quarter 1

- **Run GPA Calc for each student on the report** – If this option is selected, the program will run a GPA Calc for any student with a generated report Card. This option will only be available if you select 'Run for Grading Period.'
- **Grade Buckets** – You need to select the Grade Buckets that will print on the report card. The Grade Buckets you see listed are pulling from your grading setup.
- **Include All Activities** – You can use this option to generate a report card for students based upon a specific activity.
- **Save Report Card To Student Portfolio** – If this option is selected, the report card will be saved on the Student's Portfolio tab. By saving the report card to the Portfolio tab and enabling the report card option in Family/Student Access, it will allow the report card to be seen in Family and/or Student Access. When checked, this will create a record in the Report Card Runs screen, located under Student Management>Office>Grading>Report Cards>Report Card Runs.
- **Allow Parent's Signature** – This option is available when a report card has been saved to the student's portfolio. This will allow the entity to accept electronic signatures of seeing a report card through Family Access. If you wish to change whether this box is checked or not after your initial run, you can update your preference on the Report Card Runs screen as well.

Format

Format

Print Duplex Report Card ?

Print Signature Line

Change Report Heading

Print Headings on Multiple Lines

Column to Shift:

Number of Columns to Shift:

Inches to Shift:

Print Report Card Image

<p>Starting Position ?</p> <p>Top: <input style="width: 40px;" type="text" value="000"/> lines</p> <p>Left: <input style="width: 40px;" type="text" value="000"/> characters</p>	<p>Image Dimensions ?</p> <p><input type="checkbox"/> Resize Image</p> <p>Height: <input style="width: 40px;" type="text" value="000"/> lines</p> <p>Width: <input style="width: 40px;" type="text" value="000"/> characters</p>
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Heading

Left Justified Centered Right Justified

Format

- **Print Duplex Report Card** – If this option is selected, it will print multi-page report cards front to back. There will be a page break per student, so each student's report card will start on a new page. This option will only work if the printer is setup to print duplex.
- **Print Signature Line** – When this option is selected, it will print a signature line at the bottom of every page of the Report Card.
- **Change Report Heading** – This option allows you to modify the heading that appears below the student's name on the Report Card. If you do not change the heading, it will default with the heading of 'Mid Quarter Grades For.'
- **Print Heading on Multiple Lines** – If this option is selected, it will print the grade bucket headings and grades on multiple lines.
- **Print Report Card Image** – When this option is selected, it allows you to print an image on the report card. The image must be a jpeg file. You can determine the 'Starting Position' and the 'Image Dimensions.'
- **Heading** – This option allows you to print a heading on the Report Card. You can select **Left Justified**, **Centered**, or **Right Justified** if you selected to 'Print Window Envelope' or 'Print Self Seal.'

Student/Family

Student/Family [?](#)

<p>Print Family</p> <p><input checked="" type="radio"/> First and Second <input type="radio"/> First Only <input type="radio"/> Second Only <input type="radio"/> Up to 5 Families <input type="radio"/> Use Relationships <input type="radio"/> Family Range</p> <p><input type="checkbox"/> Print Report Cards Only For Families Receiving Hard Copy Report Cards <input type="checkbox"/> Print Report Cards For Students Without Any Families Set To Receive Report Cards</p>	<p>Language Translator</p> <p><input checked="" type="radio"/> Student's Home Language <input type="radio"/> English <input type="radio"/> Spanish</p>
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- **Print Family** – This option allows you to determine the families who Report Cards will be generated for.
- **Print Report Cards Only For Families Receiving Hard Copy Report Cards** – If this option is selected, it will look at the student's family tab for the 'Receive Hard Copy of Report Card' field to determine if a report card should print for the family.
- **Print Report Cards For Students Without Any Families Set To Receive Report Cards** – When this option is selected, it will generate a report card for students who do not have any families flagged to 'Receive Hard Copy of Report Card' on the family tab.
- **Language Translator** – This option allows you to print the report card in the **Student's Home Language, English, or Spanish**. In order for this option to work, you must have the Language Translations entered in Product Setup>Student Management>Language Translator>Grading>Codes. You can translate the **Courses, Grading Comments, Comments Plus, Academic Areas** and **Grade Marks**.

Courses

Courses

Class Record Type: Current Year Exclude Courses Without Grades Exclude Courses Without Comments

Secondary

Group Sections Of Different Courses On Same Line

Group Sections Of Same Course On Same Line

Combine Based On: Overlapping Terms Overlapping Grades ?

Include Dropped Classes ?

Standards

Exclude Skills Without Grades

Exclude Non-Graded Skills

Entity 400

Include All Student Class Lengths Class Lengths

Secondary

Exclude Courses With Selected Grades Course Grades

Standards

Exclude Skills With Selected Grades Skill Grades

Courses

- **Class Record Type** – This option allows you to print courses based upon the Class Record Type of **Current Year**, **Historical** or **Both**.
- **Exclude Courses Without Grades** – If this option is selected, courses not having grades will not print on the report card.
- **Exclude Courses Without Comments** – When this option is selected if a course does not have comments entered, the course will not print on the report card.

Secondary

- **Group Sections of Different Courses On Same Line** – This option will print different courses on the same line of the report card. The courses in the Course Master (Office>Current Scheduling>Build Course Master>Course Master) must have the same 'Report Card Group' attached to both courses in order to print on the same line.
- **Group Sections of Same Course on Same Line** – If this option is selected, it will print grades from different sections on same line. The section's start and stop terms cannot overlap and only one grade mark can display in a grade bucket.

Standards

- **Exclude Skills Without Grades** – If this option is selected, skills not having grades will not print on the report card.
- **Exclude Non-Graded Skills** – When this option is selected, skills not set to be graded that term will not print on the report card.

Entity

- **Include All Student Class Lengths** – When this option is not selected, you can choose the class lengths of courses to be printed on the report card.
- **Secondary-Exclude Courses With Selected Grades** – If you select this option, you can select the grade marks for classes that will not print on the report card when the grade mark is earned.

- **Standards-Exclude Skill With Selected Grades** – This option allows you to select specific grade marks. If a skill has a selected grade mark, it will not print on the report card.

Attendance

Attendance

Attendance Start and Stop Dates: to:

Attendance Totals per Class Start and Stop Terms: to:

The options you see in Attendance are based upon what you selected in the report card configuration template. You might not even see the Attendance Option based upon the options selected.

- **Attendance Start and Stop Dates** – This option allows you to select the date range to print attendance for. The 'Attendance Start and Stop Dates' will not be available if you select to 'Default Attendance Start and Stop Dates to Entered Grading Period' in the report card configuration template.
- **Attendance Totals per Class Start and Stop Terms** – You can select the terms to print class attendance totals for on the report card. This option is available when selecting to print attendance totals per class and selecting 'Cumulative of Selected Terms' on the report card configuration template.

Comments

Comments

Entity 400

Grading Period(s) To Print Comments For: through:

Print Comment/Legend After Address

Parent-Teacher conferences will be held November 12th and 14th from 3:30 PM-7:00 PM. Please sign up for a conference time in Family Access.

Use Generalized Free Form Comment.
Prints at bottom of report card

If you still need to pay for fees for the year, please stop in the office during Parent-Teacher conferences.

- **Grading Period(s) To Print Comments For** – This option allows you to determine the grading periods in which comments will print for on the report card.

- **Print Comment/Legend After Address** – If this option is selected, the box will become active and you can enter the comment/legend. The comment/legend entered will print below the address on the first page of the report card.
- **Use Generalized Free Form Comment** – When this option is selected, the box will become active and will allow you to enter a comment which will print at the bottom of the report card.

GPA

GPA

Print NA for Rank and GPA if student has received any of the following grade marks Grade Marks

Select Which GPA(s) To Print

Semester To Use:

Select a GPA type to use for GPA Range

None
 Term
 Semester
 Year to Date
 Cumulative

GPA Range: Low High

GPA Method for GPA Range:

- **Print NA for Rank and GPA if student has received any of the following grade marks** – If this option is selected, an 'NA' will print for the Rank and GPA if the student has any of the selected Grade Marks. Example – You might want to exclude the GPA and Rank information for students having an 'Incomplete' Grade Mark.
- **Select Which GPA(s) to Print** – This option allows you to select the Midterm, Term and/or Semester that should be used when the GPA print on the report card. The options that display are based upon the items selected in the 'Select Which GPA(s) to Print' from the configuration template.
- **Select a GPA type to use for GPA Range** – This option allows you to limit the students that print based upon the GPA. This range could be used to include additional information on the report card based upon the student's GPA.

Custom

Custom ?

Composite Grade

None

Overall

Language Arts

Both

End of Year Placement ?

None

Format 1 (Elementary)

Format 2 (Middle School)

Print Student's Quartile

Print Special Codes

Print Campus Accountability Rating

- **Composite Grade** – This option allows you to group courses together based upon the Department Code attached to the course in the Course Master. These courses can then calculate a composite grade based upon the grades earned in the courses. Example – A Language Arts Composite grade can be made up of the courses of Spelling, Reading and Writing.
- **End of Year Placement** – When this option is selected, it will print the promotion information above the signature. You can click on the question mark to view the statement that will print based upon the format selected.
- **Print Student's Quartile** – If this option is selected, it will print the student's GPA rank quartile.
- **Print Special Codes** – This option will print the special grade comment codes. You can setup the Special Codes by going to Student Management>Office>Setup>Codes>Grad Comment Codes and selecting 'Use comment as a special code on the new report card.'
- **Print Campus Accountability Rating** – This option allows you to print the campus accountability rating on the report cards.

Save Options

[Save](#)

[Save and Print](#)

[Sort By](#)

[Back](#)

After you have setup the report card printing template, you have two save options.

- **Save** – This option will save the report template, which can be printed at a later time.
- **Save and Print** – If this option is selected, it will save the template and generate the report card.