Report Card Processing Procedural Checklist

Change Log

Date	Section Number/Name	Change Description
9/18/20	Setting Up Report Card Processing	Add Use Student Marks and Use Teacher Menu – add note to Honor Roll Update reports list
	Publish Report Cards to ParentAccess	Add Note regarding GB/PA Admin and Page Level Security
7/8/20	Publish Report Cards to ParentAccess	Fix typo
10/28/19	Entire document	Review and Update

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Setting Up Report Card Processing

Important: Prior to processing report cards, verify the following screens and tables are setup correctly.

- ☐ **Verify StudentInformation Options** by navigating to StudentInformation > Management > School Administration > StudentInformation Options - Marks tab. Confirm the type of mark your district will use. Alpha marks are the most commonly reported marks. Numeric marks must be associated with valid standard alpha marks for the purpose of determining GPA calculations.

- ☐ **Verify Courses** by navigating to StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Courses. Search for the applicable course and click the edit pencil. For details on the fields on a course record, refer to the Course and Course Section Setup, Course Group and Course Group Section Setup Procedural Checklist.

- ☐ **Verify Student Profile** by navigating to StudentInformation > SIS > Student > Edit Profile - Additional tab. Confirm the applicable checkboxes are marked if the student is to be included in the Honor Roll, Ranking and GPA and if the student requires a paper copy of the report card. For details on other fields on the profile, refer to the Student and Registration End User Guide.

- ☐ **Verify Mark Types** by navigating to StudentInformation > Management > School Administration > Marks Administration Menu > Mark Types. Confirm all needed mark types are displayed. You must define a mark type if you wish to give that type of mark during the school year. Mark types also specify a default weight for the mark type for mark averaging and GPA calculations

- ☐ **Verify Marks** by navigating to StudentInformation > Management > School Administration > Marks Administration Menu > Marks. Marks are also referred to as grades and can be alpha or numeric values (as set on StudentInformation Options above). Schools using numeric marks should have no gaps between min and max numeric marks.

- ☐ **Verify Mark Groups** by navigating to StudentInformation > Management > School Administration > Marks Administration Menu > Combined Mark Groups. Combined

mark groups are used to group like grades together for honor roll purposes or to define difficulty point scales or add-on point scales.

□ **Verify Difficulty Levels** by navigating to StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Course Difficulty. Course difficulty levels are used to specify courses of elevated or possibly remedial stature. Schools may also elect to award alternate points for marks earned in specific courses based on the level of difficulty assigned for the course.

□ **Verify Difficulty Point Scale** by navigating to StudentInformation > Management > School Administration > Marks Administration Menu > Difficulty Point Scale. Only one difficulty level may be assigned to a course section.

□ **Verify Add-On Level Codes** by navigating to StudentInformation > Management > School Administration > Marks Administration Menu > Add-On Level Codes. Add-on level along with GPA add-on points will determine if a student may be awarded additional points to his/her final GPA for a specific course based on the mark received for the course.

□ **Verify Add-On GPA** by navigating to StudentInformation > Management > School Administration > Marks Administration Menu > Add-On GPA. GPA add-on points are awarded for specified marks and are then added to the resulting GPA.

□ **Verify Exception Credit** for a specific course section by navigating to StudentInformation > Management > School Administration > Marks Administration Menu > Course Section Exception or for a specific student by navigating to StudentInformation > SIS > Student > Marks > Student Exception Credit.

□ **Verify Reporting Terms** by navigating to StudentInformation > Management > School Administration > Scheduling Administration > Initialization > Reporting Terms Maintenance. There are two types of reporting terms, standard and virtual. Standard reporting terms represent a collection of days on which information concerning students will be reported and are made up of scheduling terms. Virtual reporting terms are used to create a placehold for marks (Interims, Exams, Averages, etc) and are not associated with any dates.

If the school will be printing GPA Sets, Honor Rolls or Comments on the Report cards, ensure the following are setup in StudentInformation.

- **Define GPA Sets** by navigating to StudentInformation > Management > School Administration > Course History Administration > GPA Sets. Refer to the GPA Procedural Checklist for detailed instructions.

- **Define Honor Rolls** by navigating to StudentInformation > Management > School Administration > Marks Administration Menu > Honor Rolls. Refer to the Honor Roll Procedural Checklist for further instructions. Note: If changes are made to a Honor Roll, refresh the corresponding GPA Set.

- **Define Standard Comment Maintenance** by navigating to StudentInformation > Management > School Administration > Marks Administration Menu > Standard Comment Maintenance.

Prior to running Report Cards, there are several reports that can be run for verification of marks and attendance.

- **Class List Formatter (R703)** – Run the R703 to verify marks for each course section.

- **Students with Specified Marks by Student (R302A)** – Run the R302A to view students with specific or missing marks.

- **Students with Specified Marks by Teacher (R302B)** – Run the R302B to view students with specific or missing marks, report will group by teacher, then course, then student.

- **Marks Analysis (R301)** – Run the R301 to view the mark distribution by teacher and/or course section.

- **Student Composite (R112)** – Run R112 to generate a condensed composite report card printout for student(s). This report will provide GPA results which standard report cards may not.

- **Student Absence Search Detail (R309-A)** – Run the R309-A to generate a list of selected students and show the detail of their daily absences for the date range selected.

- ☐ **Student Absence Search Summary (R309-B)** – Run the R309-B to generate a list of selected students and show the total of their daily absences for the date range selected.
- ☐ **Student Absence Analysis by Date Range (Analytics Hub)** – Run this report to list the students days and hours absent for the selected date range. In the post-filter pane, you can filter the results by a range of absence dates and/or hours.

If adjustments are needed to the marks, it can be done in several screens.

- ☐ **Use Student Marks** by navigating to StudentInformation > SIS > Student > Marks > Student Marks. Click on any of the blue links for a Course Section to see the appropriate Student Marks Entry page.

Student Marks

From this screen, you can view a student's marks for each completed or present course.

☐ Show Completed Courses Only   Dropped **Withdrawn**

Marking Pattern: Semester 1

Course Section		Int1 INT	Qtr1 QTR	Int2 INT	Qtr2 QTR	FL FNL
6713 - Pre-Engineering Tech 7 (Section 3)			A+		A	A+
8000 - Social Emotional Learning (Section 57)						

Marking Pattern: Semester 2

Course Section		Int3 INT	Qtr3 QTR	Int4 INT	Qtr4 QTR	FL FNL
6702 - ART 7 (Section 4)			A+		A+	A+

Marking Pattern: All Year

Course Section		Int1 INT	Qtr1 QTR	Int2 INT	Qtr2 QTR	AVG1 Avg	Qtr3 QTR	Int3 INT	Qtr4 QTR	Int4 INT	FL FNL
1710 - Writing 7 (Section 1)			A		A		A+		A+		A+
1711 - Accelerated Language Arts 7 (Section 1)			A+		A+		A		A+		A+
2711 - 7th Gr. Math Plus (Section 1)			A		A+		A+		A+		A+
3711 - Accelerated Science 7 (Section 1)			A-		A		A		A+		A-
4711 - Accelerated Social Studies 7 (Section 1)			A		A		A		A+		A+
6709 - Intro to Spanish (Section 1)			A+		A+		A+		A+		A+
8000 - Social Emotional Learning (Section 71)											

Ex. Click on course 1710 Section 1 and then filter on Final (AY) marks.

Student Mark Entry - ▓▓▓▓▓▓

This screen is used to perform mark entry for a student

Show Marks List   Show Display Options

Save Changes

Course Section	Mark	Value	General	
1710 - Writing 7: Section 1	Final	A+		
1711 - Accelerated Language Arts 7: Section 1	Final	A+		
2711 - 7th Gr. Math Plus: Section 1	Final	A+		
3711 - Accelerated Science 7: Section 1	Final	A-		
4711 - Accelerated Social Studies 7: Section 1	Final	A+		
6709 - Intro to Spanish: Section 1	Final	A+		
8000 - Social Emotional Learning: Section 71	Final			

Save Changes

☐ **Use Teacher Menu** by navigating to StudentInformation > Teacher Menu > Course Section Mark Entry. Filter on Teacher and Section.

Ex. Filter on Final marks.

Course Section Mark Entry

This screen is used to perform mark entry for a course section

Show Marks List   Show Display Options   Show Bulk Update

Teacher: ▓▓▓▓▓▓ Section: 8000 (Social Em Lrn) - 71 ⌄ ☐ Only sections in progress

8000 - Social Emotional Learning: Section 71   **Save Changes**

Student Name	Number	Grade	Mark	Value	General	
▓▓▓▓	▓▓	07	Final	A		
▓▓	▓▓	07	Final	A		
▓▓▓	▓▓	07	Final	B		
▓▓▓	▓▓	07	Final	B		

Running Report Cards (R700)

The Report Card Formatter is used to create report cards, interim reports and permanent record labels for the building.

Note: If you use custom Report Card Formats, they will have different format options, including formatting options (margins, assessment and marks subreport inclusions, and so on) on the Report Card Formatter itself.

Navigate to the R700 submission screen by going to StudentInformation > SIS > Marks > Marks Reports > Report Card Formatter (R700).

Report Card Formatter (R700)

From this screen, you can select parameters to generate a report.

| Selection Criteria | Selection Summary | Load Settings |

⚠ (Warning: the Non-Custom formats can be used, but state support will no longer be provided.)

Formatter Version: ◉ Custom   ○ Permanent Record Labels

Report Layout: AllYear2 ▼

Watermark Image: None ▼   **Watermark Alignment:** Top Left ▼

Footer Location: ○ Directly Beneath the Detail Section   ◉ At The Bottom of the Last Report Page

Report Orientation: ○ Portrait   ◉ Landscape

Paper Kind: Letter ▼

Paper Width: 8.5   **Paper Height:** 11

Left Margin: 0.5   **Top Margin:** 0.5

Right Margin: 0.5   **Bottom Margin:** 0.5   **Gutter:** 0.0

School Years For Credits

2018-2019		2019-2020
2017-2018	← →	
2016-2017	◄◄ ►►	
2015-2016		

Interim Report Card: ○ Yes   ◉ No

Reporting Term For Which To Show Comments		**Latest Physical Term Is Used For The Current Reporting Term**
Quarter 2		Quarter 1
Exam 1	← →	
Semester 1		
Quarter 3		

Mark Type For Which To Show Comments		
Avg		Mark
Exam	← →	
Final	◄◄ ►►	

Reporting Term For Which To Show Marks		
Quarter 2		Quarter 1
Exam 1	← →	
Semester 1		
Quarter 3		

Mark Type For Which To Show Marks		
Avg		Mark
Exam	← →	
Final	◄◄ ►►	

Course Types

C - Class L - Lunch Z - Study hall ESC - ESC course	

Mark Credit Type: All ▼

Show Required Marks Only:	● Yes	○ No
Print Report Card If Student Has No Marks Or Comments:	● Yes	○ No
Print Regular Course From Prior Course Term That Has No Marks Or Comments:	○ Yes	● No
Print Regular Course From Current Course Term That Has No Marks Or Comments:	○ Yes	● No
Print Regular Course From Future Course Term That Has No Marks Or Comments:	○ Yes	● No
Print Course History That Has No Marks:	○ Yes	● No
Include Dropped Courses In Past Or Current Course Terms In Current Year:	○ Yes	● No
Include Dropped Courses In Future Course Terms In Current Year:	○ Yes	● No
Include Dropped Courses in Prior Years (for Credits totals):	○ Yes	● No
Show Separate Marks Subreports For Each Marking Pattern:	○ Yes	● No
Show Separate Rows in Credits Subreport for Credits from Different Schools in the Same Year:	● Yes	○ No
Require 'Update History' Flag to be True for Course to be on Report Card:	○ Yes	● No
Require 'Is High School Credit' Flag to be True for Course to be on Report Card:	○ Yes	● No

Marks Alignment in Marks Subreports:
- ● Align Equivalent Marks Columns in Marks Subreports for All Marking Patterns
- ○ Stretch Marks Columns to Fill Width of Marks Shape Within the Marks Subreport for Each Marking Pattern

GPA Sets

Cum Weighted Cumulative GPA New Semester GPA NEWGPA	Quarter 1 GPA

Honor Roll GPA Sets

Cum Weighted Cumulative GPA New Semester GPA NEWGPA	

Refresh GPA Set and Honor Roll Results: ○ Yes ● No

Reporting Term For Which To Show Attendance

	Quarter 1 Quarter 2 Quarter 3 Quarter 4

Absence Type

```
A - ABS/EX
C - Court Ordered Absence
CLI - CLINIC
FT - Field Trip
```

Show Days Present and Days Absent Totals based on Total Days or Occurrences: ◉ Total Days ◯ Occurrences

Absence Cutoff Date: 10/14/2019

Use Period Attendance: ◯ Yes ◉ No

Period

```
1
2
3
4
```

Student Status

```
A - ACTIVE RES
GO - Grad Only
I - INACTIVE
J - JVS FULL T
```

Administrative Homeroom

```
C105 - KIRK (Full Year Term)
C105 - KIRK (Semester 1)
C107 - GORDON (Semester 1)
C107 - GORDON (Full Year Term)
```

Program

```
** - NOT APPLICABLE
01 - MULTIPLE DISABLTIES
02 - DEAF-BLINDNESS
03 - HEARING IMPAIRMENTS
```

Home School

```
012773 - Galion High School (Sch)
```

Counselor

```
BALL, SHARON
SIMS, BRENT
COOPER, RALPH
HAMPTON, MARILYN
```

Membership

```
15 - Extended Learning Time (Each Week)
15 - Guided Reading (Small Group Instruction)
15 - Increase Reading Time
15 - Interactive Writing
```

Special Education Services

```
215001 - Adapted Physical Education Services
215002 - Aide Services
215003 - Attendant Services
215004 - Audiological Services
```

Membership Group

```
11 - Intervention
12 - Post-secondary Enrollment Options Program
15 - 15
16 - 16
```

Ad-Hoc Membership: -- Select an Ad-Hoc Membership -- ▼

Public And Private ☐

Student ID(s): [   ]

Homeroom Date:[*] 10/22/2019 📅

Common Text For Report Cards: [   ]

Grading Scale: [   ]

Print Blank Report Card For Student With Unpaid Fees: ○ Yes ● No

Print for Students Requesting Hard Copies: ☐

Omit Unlisted Phone Numbers: ☐

Student Graduation Eligibility Rule: ☐ Primary   ☐ Secondary
ⓘ Select to view the student(s) primary and secondary Graduation Eligibility rule(s) in the report.

Choose Graduation Eligibility Rule: [▼]   ⓘ Choose a Graduation Eligibility rule from the list to include in the report.

Mark Type:[*] Mark - Mark ▼   ⓘ Choose the mark type to use in current year's total credits calculation. The mark type is only required if Primary, Secondary, or a specific Rule are chosen.

Recalculate Graduation Eligibility: ☐   ⓘ Check recalculate to refresh the student's Graduation Eligibility data (slower) or Uncheck recalculate to view the student's cached Graduation Eligibility data (faster).

Improve Performance by Separating Report Processing by Grade: ☐ ⓘ Choose this option for shorter execution time and lower memory usage when running the report for multiple grade levels. A separate interim report will be generated for each selected grade, and then the interim reports for all selected grades will be combined into one final report. When choosing this option, 'Grade' will be the first sort order for the final report, in order of the grades selected in the 'Grade' dual select below.

Grade[*]
```
PS - PS
KG - KG
01 - 01
02 - 02
```
ⓘ The 'Grade' dual select is only Required if the 'Improve Performance by Separating Report Processing by Grade' option is chosen above.

Sorting Options
```
Grade (ASC)             Grade (DESC)
Student Number (ASC)    Student Name (ASC)
Student Number (DESC)
Student Name (DESC)
```
ⓘ If the 'Improve Performance by Separating Report Processing by Grade' option is chosen above, then the sort order of grades is determined by the order of the grades in the 'Grade' dual select above. In that case the 'Grade' option does not have to be selected in the Sorting Options dual select, since the grade will automatically be the first sort criteria.

Output: ● Report ○ Labels ○ Both Report and Labels

Label Type: Avery Label 5160 - 1" X 2 5/8" 3-columns ▼

Address: ● Use Student Address ○ Use Parent Address
☐ Use custom address text [   ]

Include Copied On Correspondence: ○ Yes ● No

Delivery Method: Pickup ▼ [Set As Default]

Email Address: devin.launder@managementcouncil.org

Description: [   ]

[Submit]

Formatter Version
- Custom – report cards generated with the custom report card formatter
- Permanent Record Labels – permanent record labels using fixed formats
- Non-Custom – non-custom report cards are no longer supported; if you are seeing these on your submission screen, contact your ITC.

Report Layout (required) – select the appropriate format from the dropdown menu. These formats are created with the custom formatter application. However, StudentInformation does come with pre-loaded custom formats. For details on all of the fixed custom formats, refer to the table in the StudentInformation Marks End User Guide.

Watermark Image (optional) – select an image to be printed on all pages from the dropdown list. This is configured by ITCs.

Watermark Alignment (optional) – select the position for the watermark image from the drop-down menu. Choices are top left, bottom left, top right, bottom right or center.

Footer Location (required) – select whether the footer should be directly beneath the detail section or at the bottom of the last report page.

Report Orientation (required) – select whether the report card prints in portrait or landscape orientation.

Paper Kind (required) – select the type of paper used for the report card. Choices are letter, legal or custom.

Paper Width (optional) – only available if using custom for paper kind. Enter the width of the paper used, in inches. If using letter or legal, this value is 8.5.

Paper Height (optional) – only available if using custom for paper kind. Enter the height of the paper used, in inches. If using letter, this value is 11.   If using legal, this value is 14.

Left Margin (optional) – enter the left-side print margin for the report card, in inches.

Right Margin (optional) – enter the right-side print margin for the report card, in inches.

Top Margin (optional) – enter the top margin for the report card, in inches.

Bottom Margin (optional) – enter the bottom margin for the report card, in inches.

Gutter (optional) – enter the width of space between columns, in inches.

School Years for Credits (optional) – if no school years are selected, the report will use all school years to calculate credits on the report card. You can also filter by selecting specific school years to calculated credits on your report card.

Interim Report Card (optional) – Yes or No; check this box if this is an interim report card.

Reporting Term For Which To Show Comments (optional) – If no reporting terms are selected, the report will use all reporting terms for listing comments on the report card. You can also filter comments by selecting specific reporting terms for your report card.

Mark Type For Which To Show Comments (optional) – If no mark types are selected, the report will use comments of all mark types in creation of the report card. You can also filter by selecting specific mark types for your report card.

Reporting Term For Which To Show Marks (optional) – If no reporting terms are selected, the report will use all reporting terms for listing marks on the report card. You can also filter marks by selecting specific reporting terms for your report card.

Mark Type For Which To Show Marks (optional) – If no mark types are selected, the report will use marks of all mark types in creation of the report card. You can also filter by selecting specific mark types for your report card.

Course Types (optional) – If no course types are selected, the report will use all course types in the creation of the report card. You can also filter by selecting specific course types for your report card.

Mark Credit Type (optional) – select the desired mark credit types for this report card. Valid options are All, Progress 1 or greater, Progress 2 or greater, Progress 3 or greater, Progress 4 or greater, Not Used only, Progress 1 only, Progress 2 only, Progress 3 only, Progress 4 only or Earned only.

Show Required Marks Only (optional) – Yes or No; If a student has manual course history and is also taking classes that appear on the student mark screen, would you like only courses listed on the student marks screen to print on the report card? If you do, answer Yes. If you want manual course history to show also, answer No.

Print Report Card If Student Has No Marks Or Comments (optional) – Yes or No; If a student does not have any marks or comments entered, would you like a blank report card to print for this student? If you do, answer Yes.

Print Regular Course From Prior Course Term That Has No Marks Or Comments (optional) – Yes or No; Allows the user to determine whether a regular course from a prior course term appears on the report card when a student has no marks or comments for the course in the reporting terms chosen on the report submission screen for marks and comments.

Print Regular Course From Current Course Term That Has No Marks Or Comments (optional) – Yes or No; Allows the user to determine whether a regular course from the current course term appears on the report card when a student has no marks or comments for the course in the reporting terms chosen on the report submission screen for marks and comments.

Print Regular Course From Future Course Term That Has No Marks Or Comments (optional) – Yes or No; Allows the user to determine whether a regular course from a future course term appears on the report card when a student has no marks or comments for the

course in the reporting terms chosen on the report submission screen for marks and comments.

Print Course History That Has No Marks – This option is non-functional. While you can enter course history without a mark, it won't print on the report card because there is no reporting term associated if no mark is entered.

Include Dropped Courses in Past Or Current Course Terms In Current Year (optional) – Yes or No; If a student has dropped courses in a completed course term or the current course term, do you want the courses to print on the report card? If you do want the dropped courses to print, select Yes.

Include Dropped Courses in Future Course Terms In Current Year (optional) – Yes or No; If a student drops a 2nd semester only class and you are running her report card in the middle of 1st semester, do you want the dropped 2nd semester only class printing on her report card? If you do want future drops to print, select Yes.

Included Dropped Courses in Prior Years (for Credit totals) (optional) – Yes or No; If a student has dropped classes in prior years, do you want the dropped courses being included in the credit amounts that print on selected report card formats? If you do want the drops included, select Yes.

Show Separate Marks Subreports For Each Marking Pattern (optional) – Yes or No; If you would like the report to be broken down into separate sections for 1st semester only classes, 2nd semester only classes and all year classes, select Yes.

Show Separate Rows in Credits Subreport for Credits from Different Schools in the Same Year (optional) – Yes or No; If the student was in two different buildings and has course history from each building, do you want each school broken out into its' own section? If so, select Yes.

Require "Update History" Flag to be True for Course to be on Report Cards (optional) – The update history flag on the course determines if a course displays on the student's course history screen. Occasionally, a school will unmark a course as update history and does not want this course to print on the report card. In 99% of the cases, you will want to mark Yes for this prompt. NOTE: You can also uncheck the flag on the course titled Print on Report Card.

Require "Is High School Credit" Flag to be True for Course to be on Report Card (optional) – if Yes is selected, courses will be excluded from the report card if they are not checked as "Is High School Credit". This would mainly be used when high school courses are taken at a middle school or junior high.

Marks Alignment in Marks Subreports (optional) - Select how you want Marks to display in Marks subreports. Choices are "Align Equivalent Marks Columns in Marks Subreports for All Marking Patterns", which will keep all equivalent Marks columns aligned (such as Semester 1 Final on a full-page-width All Year Marking Pattern lining up with Semester 1 Final on a half-page-width 1st Semester Marking Pattern), or "Stretch Marks Columns to Fill Width of Marks Shape Within the Marks Subreport for Each Marking Pattern", which will use the full width available in the Marks subreport, regardless of how many Marks are in the Marking Pattern (the

All Year and 1st Semester Marking Patterns in the example above would instead each take up the full page width, without their columns being aligned together).

GPA Sets (optional) – Select desired GPA Set(s) from the dual-select box. If no GPA Sets are selected, GPA information will not print on the report card.

Honor Roll GPA Sets (optional) – Select specific Honor Roll GPA sets to display on the report card. If no Honor Roll GPA sets are selected, no Honor Rolls will print on the report card.

Refresh GPA Set and Honor Roll Results (optional) – Yes or No; Select whether GPA Set and Honor Roll Results will be refreshed. Selecting Yes could slow down the processing of report cards.

Reporting Term For Which To Show Attendance (optional) – Select specific reporting terms to display attendance for on the report card. If no reporting terms are selected, the report will use all reporting terms for listing attendance on the report card.

Absence Type (optional) – If no absence types are selected, the report card will use all absence types in creation of the report card except those with a qualifier of non-absence or partial (these are not included in report card day totals). NOTE: Absence type filters are ignored on the attendance hours subreport.

Show Days Present and Days Absent Totals based on Total Days or Occurrences (required) - If "Total Days" is chosen, then the Days Present will be calculated as the sum of the Actual Days value for each calendar day for the student. Note: If the Actual Days value on any calendar day exceeds the Max Absence Level for the student's calendar, then the Max Absence Level is used for that day in the Days Present sum. The Days Absent will be calculated as the sum of the following: the Absence Level for each daily absence record, multiplied by the Actual Days (or Max Absence Level) for the calendar day on which the absence occurred.

If "Occurrences" is chosen, then the Days Present will be calculated as the sum of the Days Counted value for each calendar day for the student. The Days Absent will be calculated as the sum of the following: the Absence Level for each daily absence record, multiplied by the Days Counted for the calendar day on which the absence occurred. The Days Counted for a calendar day is determined from the Calendar Day Type of the calendar day. For a Calendar Day Type of "School Day", the Days Counted is 1, for "Calamity Make-up Day", the Days Counted is 1, and for "School Half-Day" the Days Counted is 0.5.

Absence Cutoff Date (optional) – Specify the date after which absences are not counted towards the attendance information listed on the report card.

Use Period Attendance (optional) – Yes or No; to use the period attendance values, select Yes.

Period (optional) – If no periods are selected, the report will use all periods in creation of the report card. You can also filter by selecting specific periods for your report card.

Student Status (optional) - If no student statuses are selected, the report will use all student statuses in creation of the report card. You can also filter by selecting specific student statuses for your report card.

Administrative Homeroom (optional) – If no administrative homerooms are selected, the report will use all administrative homerooms in creation of the report card.

Program (optional) – If no programs are selected, the report will use all programs in creation of the report card. You can also filter by selecting specific programs for your report card.

Home School (optional) – This field is populated based on the values entered in the Home School field on the Student Profile – General tab. If no home schools are selected, the report will use all home schools in the creation of the report card. You can also filter by selecting specific home schools for your report card.

Counselor (optional) – If no counselors are selected, the report will use all counselors in creation of the report card. You can also filter by selecting specific counselors for your report card.

Membership (optional) – If no memberships are selected, the report will select all memberships. You can also filter by selecting specific memberships for your report card.

Special Education Services (optional) – Select the special education services to return report cards for students who are assigned those services. If no special education services are selected, the report will return students assigned to all services. This list box contains the 215xxx codes and refers to the records entered for a student on the Services tab of the Special Education screen.

Membership Group (optional) – If no memberships groups are selected, the report will use all membership groups for creation of the report cards. You can also filter by selecting specific membership groups for your report card.

Ad-Hoc Membership (optional) – You can select an ad-hoc membership from the drop-down list. If you select an ad-hoc memberhip, only students in that ad-hoc memberhip will have a report card generated.

Student ID(s) (optional) – If report cards are needed for individual students, the student ID(s) may be input here separated by a comma. Report cards will only be produced for those individuals.

Homeroom Date (required) – Specify the date to use to retrieve the students' homeroom; defaults to today's date.

Common Text For Report Cards (optional) – Type in a common text message that is to appear on report cards.

Grading Scale (optional) – Type in a common grading scale text message that is to appear on all report cards.

Print Blank Report Card for Students with Unpaid Fees (optional) – Yes or No; choose if you wish to print blank report cards (no course information or marks) for students still owing fees. A message will appear stating the amount of fees they owe.
Note: This option is dependent on the scripting being included in the format selected.

Print for Students Requesting Hard Copies (optional) – Select this checkbox to print a paper copy of the report card for students whose profile indicates this preference.

Omit Unlisted Phone Numbers (optional) – Select this box if you wish to omit unlisted phone numbers on the report card.

Student Graduation Eligibility Rule (optional) – Check the appropriate boxes if you want to view the students' primary and/or secondary graduation eligibility rule status on the report card.

Choose Graduation Eligibility Rule (optional) – Select a graduation eligibility rule from the drop-down list if you want to view the students' status for that rule on the report card.

Mark Type (required if selecting rule) – Choose the mark type to use in the current year's total. The mark type is only required if primary, secondary, and/or a specific graduation eligibility rule are chosen.

Recalculate Graduation Eligibility (optional) – Check this box if you want to recalculate the students' status for the selected graduation eligibility rule(s). Selecting this option will result in slower processing of the report cards. Otherwise, the report cards will use cached (faster) values, if they exist.

Improve Performance by Separating Report Processing by Grade (optional) – Choose this option for shorter execution time and lower memory usage when running the report for multiple grade levels. A separate interim report will be generated for each selected grade and then the interim reports for all selected grades will be combined into one final report. When choosing this option, 'Grade' will be the first sort order for the final report, in order of the grades selected in the 'Grade' dual select.

Grade (optional) – If no grades are selected, the report will use all grades in creation of the report card. You can also filter by selecting specific grades for your report cards. The grade dual select box is only required if the 'Improve Performance by Separating Report Processing by Grade' option is chosen above.

Sorting Options (optional) – Choose one or more sort options for your report cards. If the 'Improve Performance by Separating Report Processing by Grade' option is chosen above, then the sort order of Grade is determined by the order of the grades in the Grade dual select. In that case, the Grade option does not have to be selected in the sorting options dual select since the grade will automatically be the first sort criteria.

> *Note: If the Zip Code is selected as the primary sort and 'Include Copied on Correspondence' is set to Yes, then a student may have multiple report card copies, and each of those copies may have a different zip code, since the student's zip code may differ from one or more of the contact zip codes. In this case, the report card will group all of a student's report card copies together in the final set of report cards. This is accomplished by using one zip code per student as the zip code by which all of the*

copies are sorted. The following rules determine which zip code is used for each student when sorting the report cards:
• If "Use Student Address" is chosen, the zip code used for each student will be the student's mailing zip code.
• If "Use Parent Address" is chosen, the zip code used for each student will be the primary contact's zip code.

Output – Select report, labels or both report and labels.
   If labels are chosen, use the following adobe page settings to ensure that the labels print correctly on the page.
       For Adobe 9:
       • Page Scaling = None
       • Auto Rotate and Center = unchecked
       For Adobe 10:
       • Size Options = Actual Size
       • Orientation = Portrait

Label Type – If choosing labels, specify the size of the labels by selecting the appropriate label format from the dropdown list.

Address – select the address to use for labels. If you check 'use custom address text', the text you enter in the field will be added at the top of each label and address field.

Include Copied On Correspondence – Yes or No; select whether to include copies of the report card listing addresses for contacts marked 'Copied on Correspondence'.

Delivery Method (optional) – Select from the dropdown – Pickup will return the report cards to the Batch/Report Management screen.

Email Address – auto populated from your StudentInformation profile.

Description (optional) – Data entered here will show on the Batch/Report Management screen.

Publish Report Cards to ParentAccess

StudentInformation – SIS – Marks – Marks Reports – Report Card Formatter (R700) – Load Settings Tab

When you finalize report cards, you can schedule an electronic copy to be saved in the system and published to ParentAccess for parents and students to view.
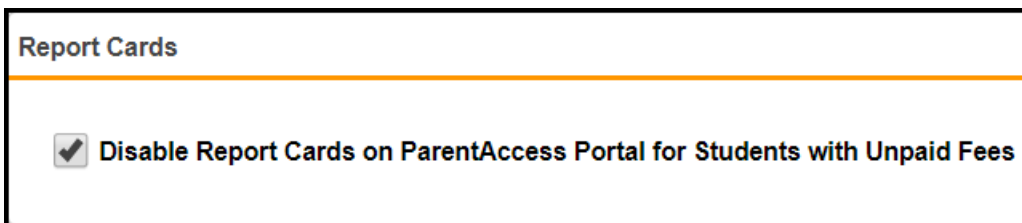
Note: Publication of report cards to ParentAccess depends on a JAMS job scheduled by your technology center. If you encounter any issues with report card publication, please contact the technology center to troubleshoot the issue.

Note: When a student is in context, and you click on the arrow to see the I want to dropdown list, there is an option View Latest Report Card which will show you the electronic copy of the report card that was published to ParentAccess. No electronic copy of the report cards will display until the report card has been published to ParentAccess. A message will display stating "No report cards available for this student."

Note: Report Cards published to ParentAccess do not have the student address displays as a security precaution.

Note: In GradeBook/PA Admin, you will need to go to the Page Level Security to check viewing access for the report cards to PA.

1. Optional: If you do not want report cards to display in ParentAccess for students with unpaid fees, navigate to StudentInformation > Management > District Administration > District Options and ensure the **Disable Report Cards on ParentAccess Portal for Students with Unpaid Fees** option is selected.

2. On the **Report Card Formatter (R700)** screen **Load Settings** tab, in the row of the report card you want to schedule for publishing, click on the pencil.

Report Card Formatter (R700)

From this screen, you can select parameters to generate a report.

		Name	Term	Archive Date	Private	Creator	Date Created	Status
🗑	✏	Qtr1 19/20			☐	Launder, Devin (devin)	Oct 25, 2019	

Default Settings On Startup: Load Last Parameters ▾

Current Settings

Name:* [   ] 📇

Private: ✔

[Save]

3. On the add/edit version of the screen, ensure the **Name** field displays the name of the report card as you want it to display in ParentAccess. (For example, you may not want a name like "2nd run," "3rd run," etc.)
4. Select the **Schedule Report Card** checkbox.
5. Select the **Term** for which you want to publish the report card.
6. Optional: If the date that defaults in the **Archive Date** field is not the date you want the report card to be viewable by parents and students, enter or select a different date on which to publish the report card to ParentAccess.
7. Click **Save**.

Report Card Formatter (R700)

From this screen, you can select parameters to generate a report.

Selection Criteria   Selection Summary   **Load Settings**

Creator	Date Created	Scheduled By	Date Scheduled	Status
Launder, Devin (devin)	Oct 25, 2019			

Name:* [Qtr1 19/20   ] 📇 ⓘ

Private: ☐

Schedule Report Card: ✔

Term:* [Qtr1 ▾]

Archive Date:* [10/18/2019   ] 📅

[Cancel] [Run Ready Jobs] [Save]

The report card now shows a status of "Pending."

The first time the scheduled JAMS job runs on or after the selected **Archive Date**, parents and students can view the report cards in ParentAccess, and the status changes to "Complete."

If you do not want to wait for the next scheduled JAMS job to process pending report card jobs, you can click the Run Ready Jobs button to immediately run any pending report card jobs.

The job also displays a description of "Report Cards Published to ParentAccess" on the **Batch/Report Management** window.
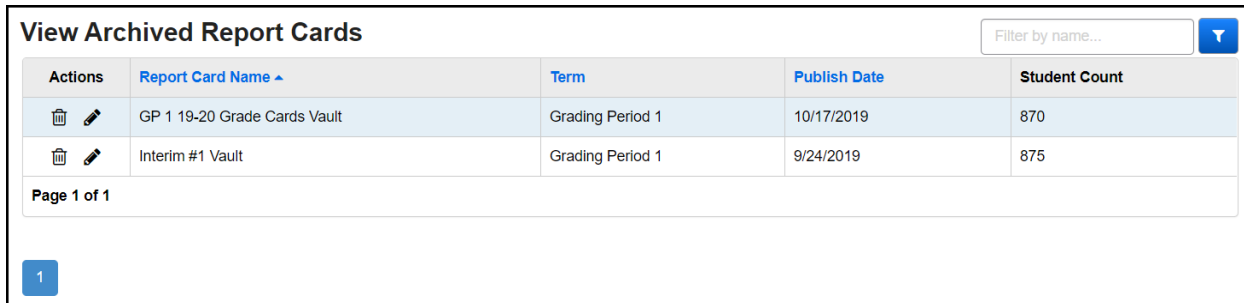
View Archived Report Cards

Navigate to StudentInformation > Management > School Administration > Archived Report Card Maintenance. From here you can view archived R700 report cards that were published to ParentAccess, edit the name of an archived report card or delete an archived report card.
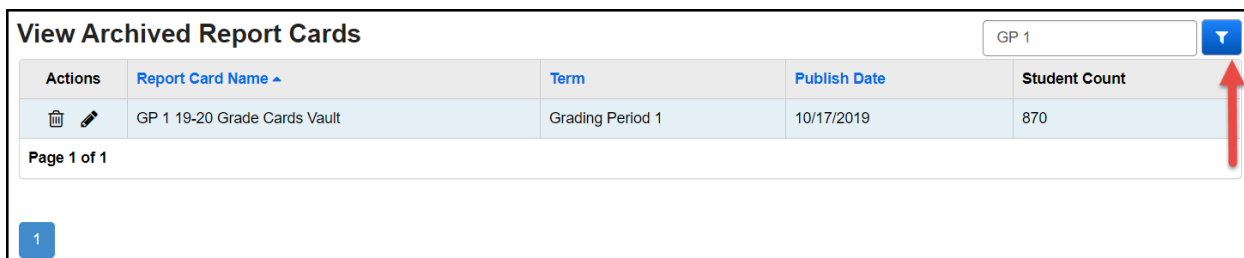
	Actions	Report Card Name ▲	Term	Publish Date	Student Count
View Archived Report Cards					
	🗑 ✏	GP 1 19-20 Grade Cards Vault	Grading Period 1	10/17/2019	870
	🗑 ✏	Interim #1 Vault	Grading Period 1	9/24/2019	875
Page 1 of 1					

To locate a specific report card, in the Filter by name…text box in the top right, enter the name of the report card and click the icon to search. The results will be displayed.

	Actions	Report Card Name ▲	Term	Publish Date	Student Count
View Archived Report Cards					
	🗑 ✏	GP 1 19-20 Grade Cards Vault	Grading Period 1	10/17/2019	870
Page 1 of 1					

Edit Archived Report Card Name

If you need to change the name of a report card, you can change it on the view Archived Report Cards screen. Once you save the updated name, the change is automatically reflected in ParentAccess.
> *Note: You can only edit the name of an archived report card if you do not have a student in context.*

1. Click the edit pencil to edit the name of an archived report card. The Rename Report Card window will open.
2. Enter the New Report Card Name and select Save. The new report card name will be displayed.
   Note: If the name you are trying to save is already the name of another report card (not case sensitive), you cannot save the name change. You can change the name of the original report card with the name you wish to use or you can delete it.

Delete Archived Report Card

If needed, you can delete an archive report card if it was incorrect and should not be accessible.

1. Click the **trash can** icon to delete an archived report card.
2. A delete confirmation window will open. Select Yes to confirm deletion of the selected report card.
   Note: *If you delete the wrong report card, you can re-run the report card formatter.*
3. You are returned to the View Archived Report Cards screen and the deleted report card no longer displays.