



Standards Report Cards

Overview

Printing of the Standards Report Card

Report Options

Overview

The Basic Standards Report Card allows you to generate a report card with subject and skill grades. In order for information to print on this report card Academic Areas must be setup.

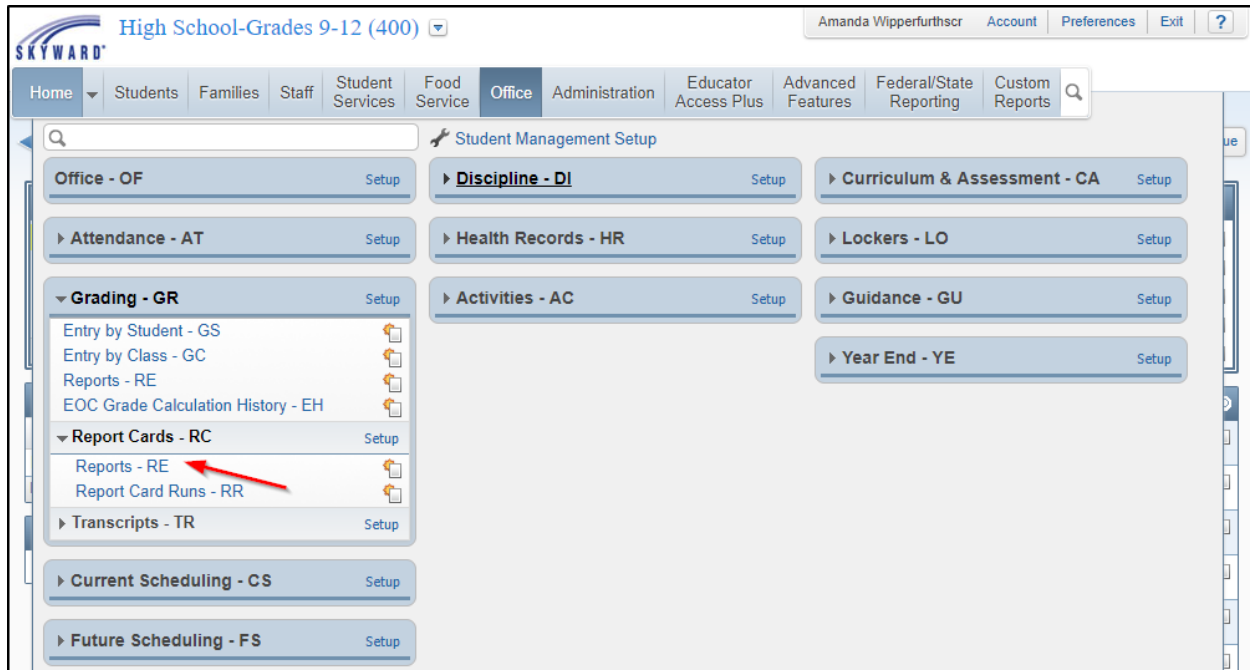
Running the Basic Standards Report Card is a two-step process. The first step is to create a Basic Standards Report Card Setup template and the second step is to create a Basic Standards Report Card Printing template. This guide will cover the Printing of a Basic Standards Report Card.



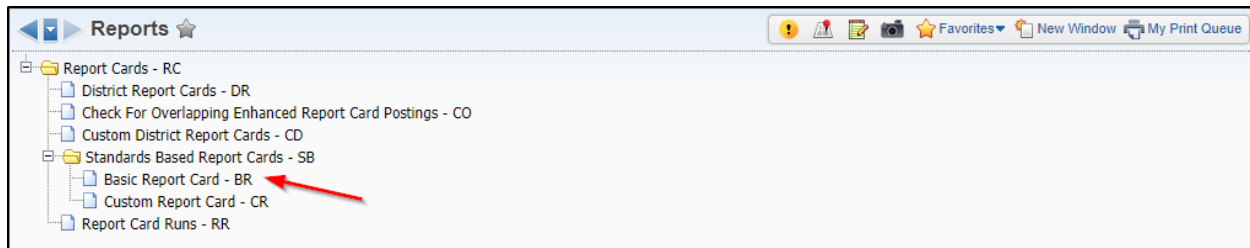
The screenshot displays the SKYWARD software interface for a user named Amanda Wipperfurthscr. The interface is titled "High School-Grades 9-12 (400)". The navigation menu includes Home, Students, Families, Staff, Student Services, Food Service, Office, Administration, Educator Access Plus, Advanced Features, Federal/State Reporting, and Custom Reports. The "Office" menu is expanded, showing "Student Management Setup" and various sub-menus. The "Grading - GR" sub-menu is expanded, showing "Entry by Student - GS", "Entry by Class - GC", "Reports - RE", "EOC Grade Calculation History - EH", "Report Cards - RC", "Transcripts - TR", "Current Scheduling - CS", and "Future Scheduling - FS". The "Report Cards - RC" sub-menu is further expanded, showing "Reports - RE" (highlighted with a red arrow) and "Report Card Runs - RR".

You can find the Basic Standards Report Cards by going to Student Management>Office>Grading>Report Cards.

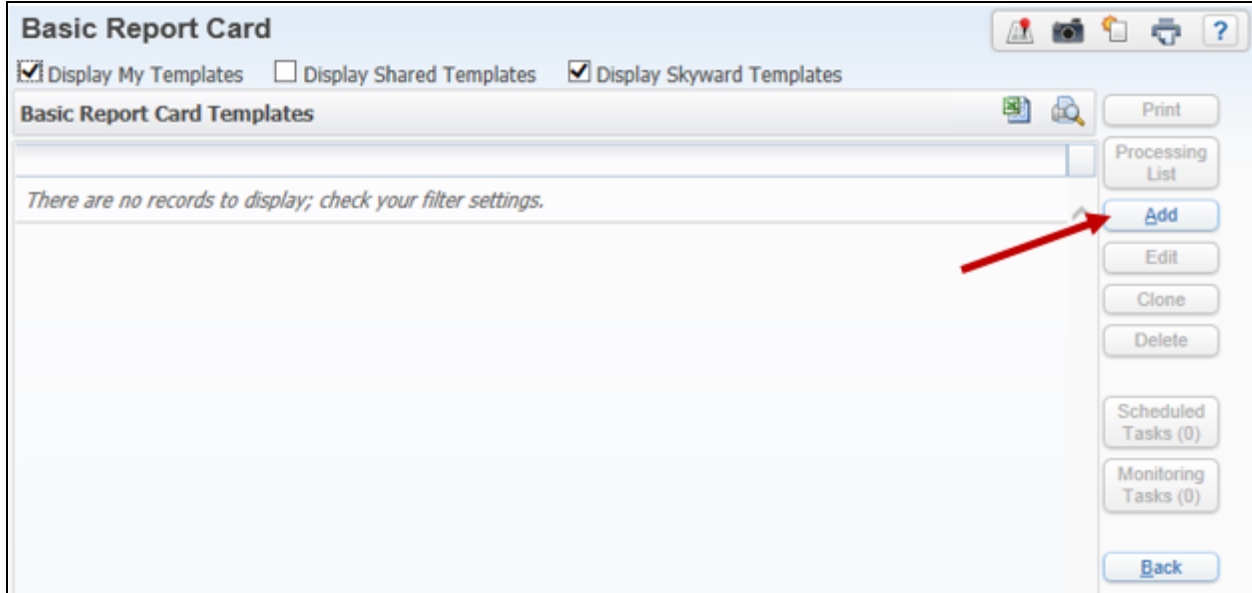
Printing of the Standards Report Card Report Options



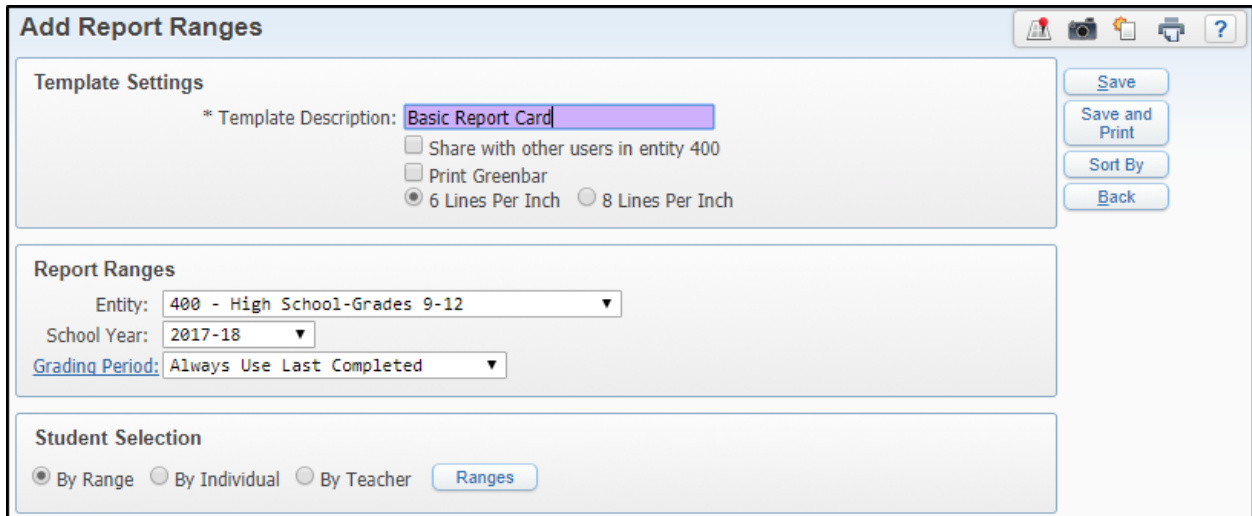
You can print the Standards Basic Report Card by going to Student Management>Office>Grading>Report Cards>Reports.



You will select **Basic Report Card**.



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



Template Settings

- **Template Description** – Enter a template name for the report card.
- **Share this template with other users in entity XXX:** This check box will allow other users in your entity to Print or Clone the template you've created and shared. They will not be able to make modifications to your template.
- **Print Greenbar:** This will print Green bars across your report when it is printed.
- **Lines Per Inch:** This will control how condensed the text is when the report generates. 8 lines per inch will be more condensed than 6 lines per inch.

Report Ranges

- **Entity** – The entity where you added the template defaults in the entity field.
- **School Year** – You will select the school year for this template. The current year will default when adding the template.

- **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. The report card will display all grading information until the selected grading period.

Report Ranges

Entity:

School Year:

Grading Period:

Student Selection

- **By Range** – By Range allows you to determine a range of students for whom the report cards will be generated for.

Ranges Maintenance 📍 📷 📄 🖨️ ?

Student ranges are based upon the current entity's school year, not the report's school year.

Ranges Save Back

Student Key:

By Individual Grades
 By Grade Range
 By Grad Year Range
 By Grad Req Base Year ?

Grade/Grad Yr:

Advisor:

Counselor:

Feeder School:

Zip Code:

Residency:

Student Status:

NY Status:

CY Member:

Gender:

Graduated?:

Include All Student Types
 Filter By Activities

Include All Races
 Filter By Processing Lists ?

Include All Schools

Include All Homerooms

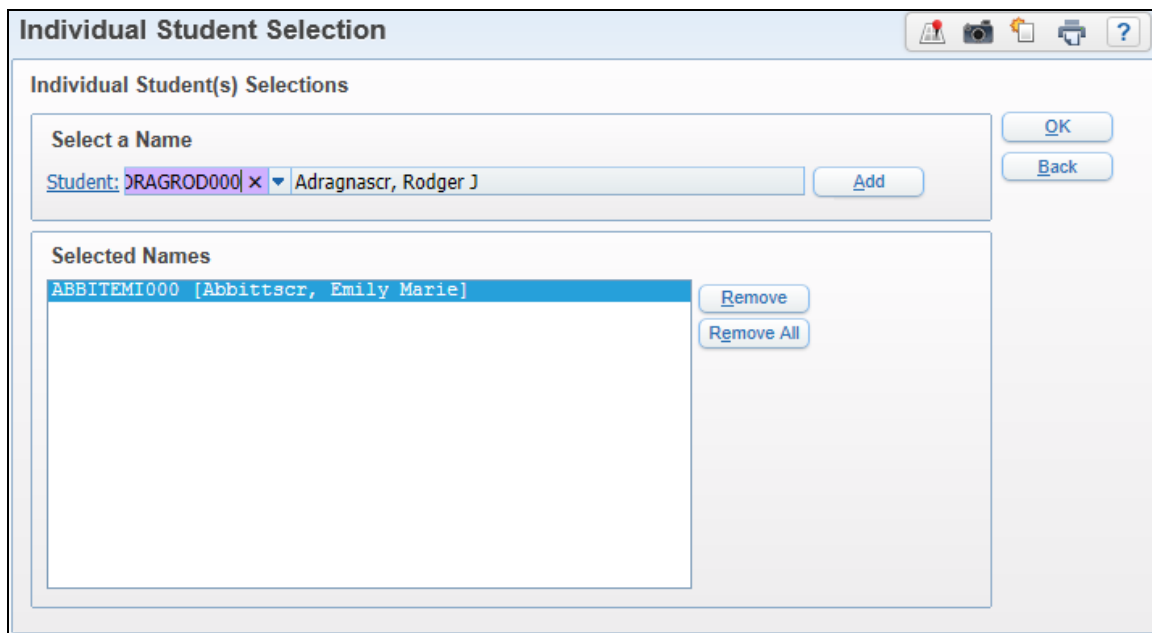
Include All Calendars

Include All Categories

Include All Default Entities

The ranges in this screen are based upon the entity's current school year and not the report card's school year.

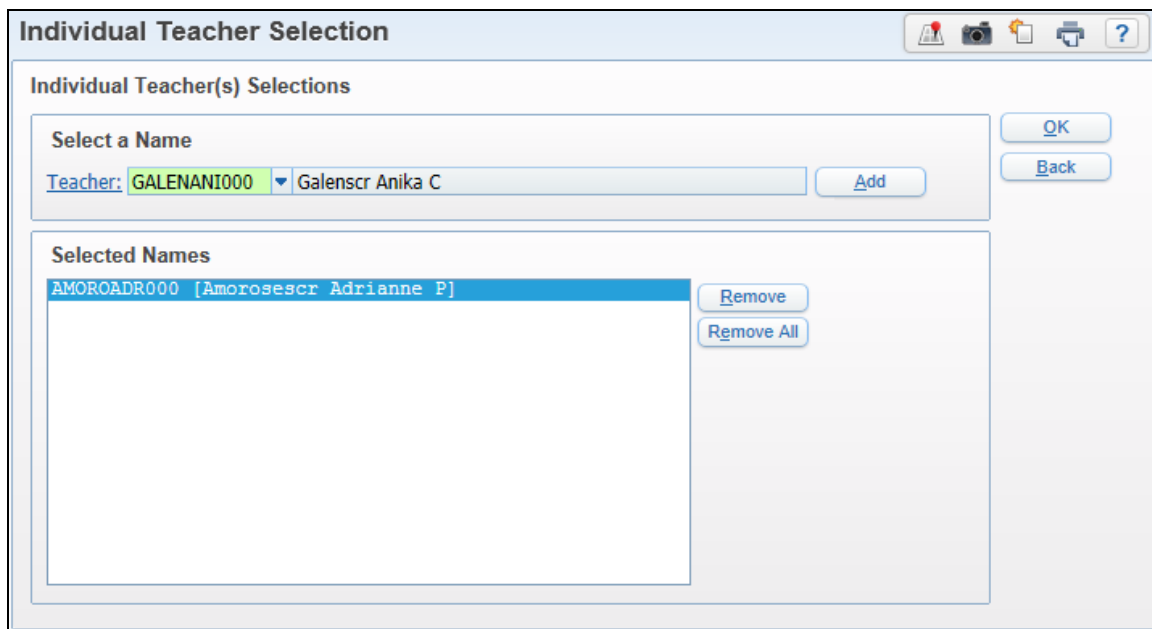
- **By Individual** – By Individual allows you to select individual students for the generation of the report card.



The screenshot shows a window titled "Individual Student Selection". At the top right, there are icons for help, print, and other functions. The main area is titled "Individual Student(s) Selections". Below this, there is a "Select a Name" section with a dropdown menu for "Student:" showing "DRAGROD000" and a text field containing "Adragnascr, Rodger J". An "Add" button is to the right of the text field. To the right of the "Select a Name" section are "OK" and "Back" buttons. Below the "Select a Name" section is a "Selected Names" list box containing one entry: "ABBITEMI000 [Abbittscr, Emily Marie]". To the right of this list box are "Remove" and "Remove All" buttons.

The names displaying in the 'Selected Names' will have report cards generated.

- **By Teacher** – By Teacher allows you to select a teacher and have the report cards print based upon the specific teacher.



The screenshot shows a window titled "Individual Teacher Selection". At the top right, there are icons for help, print, and other functions. The main area is titled "Individual Teacher(s) Selections". Below this, there is a "Select a Name" section with a dropdown menu for "Teacher:" showing "GALENANI000" and a text field containing "Galenscr Anika C". An "Add" button is to the right of the text field. To the right of the "Select a Name" section are "OK" and "Back" buttons. Below the "Select a Name" section is a "Selected Names" list box containing one entry: "AMOROADR000 [Amorosescr Adrienne P]". To the right of this list box are "Remove" and "Remove All" buttons.

Report Options

Report Options

Print a blank report card
 Language:

Separate comments onto a new page

Print comments only version of the report

Only print for families set to receive a hard copy

Do not print Semester or Final grades

Post Report Cards to Family/Student Access

Note: Posted Report Cards will also be available in the Student Portfolio tabs of EA+ and Student Management

Overwrite Report Cards Posted From To

Allow Parent's Signature [?](#)

Print for Family:

First Family Only

Second Family Only

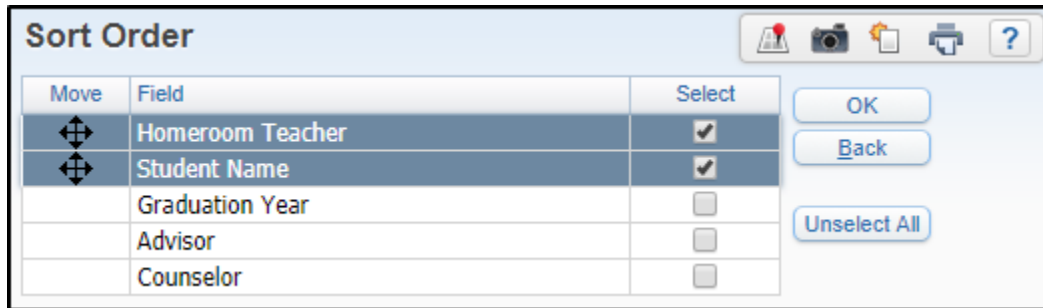
First and Second Families



All Families

- **Print a blank report card** – If this option is selected, it will generate a report card with no grades displaying for the students.
- **Separate comments onto a new page** – When this option is selected, it will print the comments on a separate page of the report card.
- **Print comments only version of the report** – This option will only print the comments for the student; no grades will print.
- **Only print for families set to receive a hard copy** – If this option is selected, it will look at the student's family tab for the 'Receive Hard Copy of Report Card' to determine if a report card should print for the family.
- **Do not print Semester or Final grades** – This option will prevent any subject and/or course grades from printing on the report card when selected.
- **Post Report Cards to Family/Student Access** – If this option is selected, the report card will be saved on the Student's Portfolio tab and can display in Family/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.
 - **Overwrite Report Cards** – When this option is selected, you can enter a range of dates in which the new report card will delete any existing report cards posted to the student's portfolio, and post the updated version.
 - **Allow Parent's Signature** – This option will allow parents to electronically sign the report card through Family Access when selected. 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.
- **Print for Family** – This option allows you to determine the families who Report Cards will be generated for.

Sort By

You have the ability to sort the Report Card by clicking on the **Sort By** button.



Move	Field	Select
	Homeroom Teacher	<input checked="" type="checkbox"/>
	Student Name	<input checked="" type="checkbox"/>
	Graduation Year	<input type="checkbox"/>
	Advisor	<input type="checkbox"/>
	Counselor	<input type="checkbox"/>

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

After verifying the options selected, you will click **Save** or **Save and Print**.