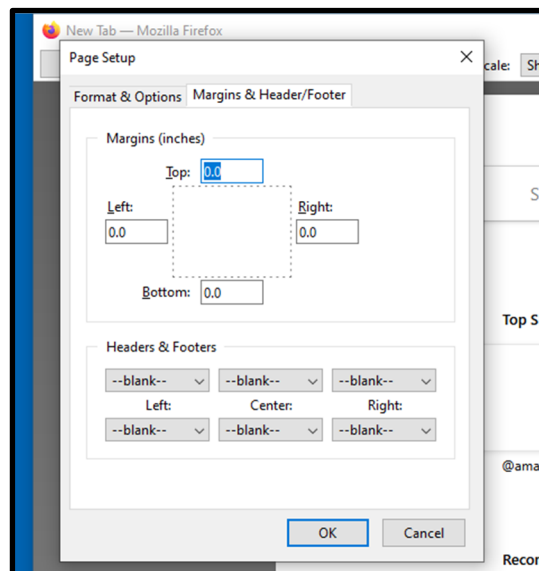# Report Cards (formerly Traditional)

Setup

- Course names – To use "Group like Names Courses" you will need to follow these types of naming conventions: Algebra II A, Algebra II B, Algebra II C, Algebra II Assist. If Algebra II Assist shouldn't be included in this group it should be name this instead Assist Algebra II
- AM/PM Attendance - School/School Info – Click on the Elementary building – Under Other Information: School Type choose Elementary. This will tell the program that your building is an Elementary building and it will put the attendance side/side.
- AM/PM Attendance - Exclude from Attendance – Course file – this should be checked for all courses. If you don't have all of the other course checked as exclude then it will print the attendance at the top of each course area.
- When printing uncheck the headers/footers checkbox in the printing options.

Report Cards (formerly Traditional Report Card)

- It is highly suggested to use Chrome due to discrepancies and problems when using other browsers.
- Must be run at school level
- Choose students to run the report card (All, grade, or selection)
- Click on report cards

Number of student selected:

This is the number of students that you have selected to print the report cards for. You must have a selection of students before you run the report card program.

Report Cards (formerly Traditional)

Select Save Setting:

Setting Name:

If you have saved your settings previously you can choose that file here and your previous settings will be populated.

Select Term Codes:

Choose the term/store code(s) that you want to include on the report card. You can choose multiple codes. Please note that it is not suggested to select more than 6 terms codes to print on a report card due to printing abnormalities (ex: page runoff, absent codes running into next column). Also, it is not recommended to print more than 4 terms on the Elementary Report Cards.

Select Attendance Criteria

Select Absent Codes:

Choose all the absent codes that you want included in the absent count. The absent codes displayed could vary by district and possibly by schools.

Select Tardy Codes:

Choose all the tardy codes that you want included in the tardy count.

Report Options:

Print Duplex – prints report card double sided

Print next grade level – this will print the grade level the student will be in next year. This information comes from the Scheduling Setup – next school field.

Courses by Subject Area – sort's courses by TSDL Subject Area Code

Group Like Named Courses – This will combine courses with like names together (ex: English 7 A & English 7 B)

Report Cards (formerly Traditional)

Sort By:

Homeroom – will sort by the student homeroom

Class Period _____ of Store Code _____ - will sort by period of your choice for term code of your choice

Select Legend:

Legend name

The legend will print at the top of the report card.

The limits for Portrait are: 3 Columns, 9 Lines, and 20 Characters each

The legend name is pulled from the grade scales which is in the district – grade scales. You can choose more than one legend to print on the report card by holding down the ctrl key and selecting the ones you want.

Messages/Announcements:

This is an area that you can add messages and announcements to the report card.

Please do not copy and paste information from Microsoft Word. This adds extra code which can affect uploading report cards and other functions of the report cards.

Setting Name: _____ Save Settings   Submit

To save the settings that you made above you would key in a name and click on Save Settings.

Make sure to click on Submit to save everything on this page.

Printing Report Cards

When printing report cards to a PDF in Chrome, Firefox or any browser, remember to turn off heading/footer options in the browser.

Report Cards (formerly Traditional)

Secondary Report Card Sample

A Numeric Example Scale

4 - Advanced
3+ - Proficient +
3 - Proficient
2+ - Almost Proficient
2 - Approaching
1+ - Basic +
1 - Basic

2018-2019 Report Card
Dakota High School
Principal: Kevin Koskos
Asst Principal:
Grade: 9

1760023294 -   **Sample, Student**

Course Name	Teacher Name	Period	Grades				Attendance		
			Q1	Q2	Q3	Q4	Absent	Tardy	Credits
CAREERS	WALTERS, JULIE	1(A)				B	9	3	0
LIT SCI FI 8	Merrill, Heather	1(A)		A			0	0	0
SCIENCE EXPLOR 8	ASTROMOVICH, KIM	1(A)			A		0	0	0
EXPLORING GERMAN 8	WAYMAN, ERIN	2(A)		B-			0	0	0
PHYS ED 8	DROSKI, ART	2(A)			A-		0	0	0
TECH ED 8	MORICI, Paul	2(A)				B	0	0	0
SOCIAL STUDIES 8 A	MIDDLETON, LEAH	3(A)		C			7	0	0
SOCIAL STUDIES 8 B	MIDDLETON, LEAH	3(A)			C-	C+	13	0	0
MATH 8 A	Boldys, Emily	4(A)		B			3	0	0
MATH 8 B	Boldys, Emily	4(A)			C-	C+	0	0	0
SCIENCE 8 A	Coluzzi, Kelly	5(A)		A-			9	0	0
SCIENCE 8 B	Coluzzi, Kelly	5(A)			C+	C	15	1	0
ELA 8 A	Fogolini, Shari	6(A)		C-			11	0	0
ELA 8 B	Fogolini, Shari	6(A)			C	C+	15	0	0

Comments:

Course Name	Comments
SCIENCE 8 A	Q2: Cooperative and helpful student
ELA 8 A	Q2: Pleasure to have in class Responsible and hardworking Absences/tardies impact grade
ELA 8 B	Q3: Pleasure to have in class Absences/tardies impact grade
	Q4: Have an amazing summer and I wish you the best in high school!