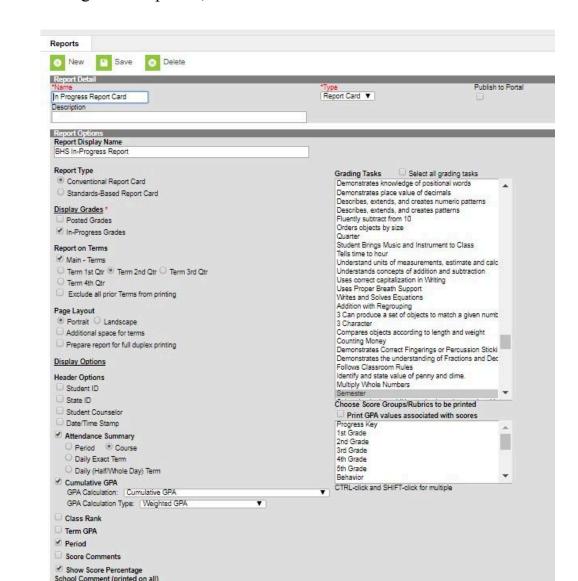
## Report card setup for MS & HS

System Administration/Preferences/Reports

- Pick the report card to want to modify
- Make sure grading tasks and Behavior Standards are selected
  - Select Progress, Quarter, Semester as needed
  - Select Behavior Standards:
    - Is Prepared for Class
    - Participates in Class & Meets Class Expectations
    - Maintains Academic & Career Integrity
    - Communicates Appropriately & Professionally

## OR.....

- Check the box that says select all grading tasks.
- Hold the control key down
- Scroll down and click on the task you want to unselect
  - Selected tasks are blue unselected are white
- Make any other changes as necessary
- Display Grades Choose Posted Grades OR In-progress Grades
- Select the appropriate Score comments Term.
- Placement and Signature Options, etc.



Save