

# 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

The screenshot displays the 'Reports' configuration window. At the top, there are buttons for 'New', 'Save', and 'Delete'. Below this is the 'Report Detail' section with fields for 'Name' (containing 'In Progress Report Card'), 'Type' (a dropdown menu set to 'Report Card'), and a 'Publish to Portal' checkbox. The 'Report Options' section includes 'Report Display Name' (BHS In-Progress Report), 'Report Type' (radio buttons for 'Conventional Report Card' and 'Standards-Based Report Card'), 'Display Grades' (checkboxes for 'Posted Grades' and 'In-Progress Grades', with 'In-Progress Grades' checked), 'Report on Terms' (radio buttons for 'Main - Terms', 'Term 1st Qtr', 'Term 2nd Qtr', 'Term 3rd Qtr', and 'Term 4th Qtr', with 'Main - Terms' checked), 'Page Layout' (radio buttons for 'Portrait' and 'Landscape', with 'Portrait' checked), and checkboxes for 'Additional space for terms' and 'Prepare report for full duplex printing'. The 'Display Options' section includes 'Header Options' (checkboxes for 'Student ID', 'State ID', 'Student Counselor', and 'Date/Time Stamp'), 'Attendance Summary' (radio buttons for 'Period' and 'Course', with 'Course' checked), 'Cumulative GPA' (checkbox checked, with 'GPA Calculation' set to 'Cumulative GPA' and 'GPA Calculation Type' set to 'Weighted GPA'), 'Class Rank' (checkbox), 'Term GPA' (checkbox), 'Period' (checkbox checked), 'Score Comments' (checkbox), 'Show Score Percentage' (checkbox checked), and 'School Comment (printed on all)' (checkbox). On the right side, there is a 'Grading Tasks' section with a 'Select all grading tasks' checkbox and a list of tasks. Below this is a 'Choose Score Groups/Rubrics to be printed' section with a 'Print GPA values associated with scores' checkbox and a list of score groups (1st Grade, 2nd Grade, 3rd Grade, 4th Grade, 5th Grade, Behavior). A note at the bottom right says 'CTRL-click and SHIFT-click for multiple'.