

Print Report Cards

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Overview

There are two types of report cards that may be run, Traditional Style and Objective Based. However, each of these may be customized to include:

- Letter Grades, Exam Grades, and Percentage Grades
- Standards or Objectives
- Behaviors and Social Skills
- Comments selected from a list or typed manually
- Effort or Citizenship, and Honor Roll
- Attendance and Tardiness
- These options are selected from **Management > Site Level > Site Settings – Grading**.
- In addition to the above Site Setting options, is the ability to customize for each District Subject:
 - The available Valid Grades
 - The available Curriculum Marks
 - At/Above/Below Grade Level
 - Effort or Citizenship
 - Location on an Objective-based Report Card

These options are selected from **Management > District Level > District Subject List**.

NOTE: Before printing report cards, you must calculate GPAs, class ranks, and attendance Totals. Click **Utilities > Term Grades > Calculate GPAs, Class Ranks and Attendance Totals**.

For more information about setting up report card and grading options, see *Site Settings – Grading* on the Tyler SIS support site. For more detail specifically about Objective Based Report Cards, see *Objective Based Report Cards*.

User Permissions

In the Grade Reporting area, select **Print Report Cards**.

Print Traditional Style Report Cards

Path: Reports > Term Grades > Report Cards

Report Card Options tab

REPORT CARDS
ZZHS - 1920 (Current) Edwards High School - 2019-20
Attendance Date: Wednesday, 12/11/19(A Day) Semester: 1 Term: 2 Period: 12345678

Start Report | Journal Only | Save Changes to Report Card Messages

Report Card Options | Print Options | Report Card Messages | Attendance Calculations

Grade Cycle: Term-2, Semester-1

Combine All Grades this Year from All-Sites
 Combine rows for multiple sections of the same subject
 Sort by Periods in Schedule
 Print Department Code
 Print Subject Number
 Show Period
 Include Transferred Subjects
 Print 'Class Of: YYYY'
 Print Student ID
 Student Name ALL Upper Case
 Allow for "Sign & Return" Top Portion
 Print Student Promoted Or Retained
 Print Student Birthdate
 Print Individual Credits
 Print District Name and Superintendent Name
 Print Teacher Column for each Subject

Student Selection Status:
 All Active & Withdrawn
 Only Active Students
 Only Withdrawn Students
 Specify Custom Selection

Using Pre-Printed Forms
 Draw Boxes
Curriculum Objective Marks: Don't Use
 Print Letter Grades on first page and Objective Marks starting on following page

Page Footer
 School Name
 Homeroom Teacher
 "Printed:" with today's date

Credit/GPA/Rank Display Options:
 Show: HS Credits and GPA's
 GPA's: Non-Weighted Non-Weighted
 Weighted Weighted
 Rank: Non-Weighted By GPA
 Weighted By Total Grade Points

	Credits	GPA	Grade Points	Rank
Current :	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year-To-Date :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cumulative :	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Print "Honor Roll"
 By Minimum GPA:
 By Letter Grades:

NOTE: To activate any of the options that are unavailable, choose **Management > Site Level > Site Settings – Grading.**

1. **Grade Cycle** – Select the term to print from the dropdown list.
2. **Show Period** – Check to display the period assigned to each section.
3. **Include Transferred Subjects** – Check to include subjects that have been transferred-in for the current grading cycle.
4. **Print 'Class Of: YYYY'** – Check to include students' graduation class.
5. **Print Student Promoted Or Retained** – Check during the last grade cycle to include the student's grade level for the next school year. Students must be marked as retained in the **Student Data for State Reporting** screen to show as retained on the report card.
6. **Print Individual Credits** – Check to print the credits earned for each course.
7. **Print District Name and Superintendent Name** – Check to display the name of the district and superintendent.
8. **Print Teacher Column for each Subject** – Check to print a column with the teacher's name for each section in which the student is enrolled. This is useful for scenarios in which the students travel from classroom to classroom and each subject is taught by a different teacher.
9. **Student Selection Status** – Select the appropriate option. **Specify Custom Selection** allows you to select a specific student, group of students, or sort option.
10. **Curriculum Objective Marks** – This option is enabled only when **Objective Marks** are configured to print in **Site Settings > Grading** and the **District Subject Detail** screen

option **Objective Report Card Uses Objective Grades** is on. If desired, check the option **Print Letter Grades on first page and Objective Marks starting on following page** to print Objective Marks starting on a new page after all letter grades.

NOTE: To enable printing Obj Marks on the Standard Report Card, choose **Management > Site Level > Site Settings – Grading** on the **Grading Options** tab, under **Style of Report Card**, set **Curriculum Objective Marks to Print For Each Subject**. Also in **Management > District Level > District Subject**, set **Objective Report Card Uses Objective Grades**.

11. **Credit/GPA/Rank Display Options** – The Credits/GPA/Class Ranks grid now prints on the report card based upon the options selected. To include, select **HS Credits and GPAs**, **Non-HS Credits and GPAs**, or **Do Not Show Credits and GPAs**. Then indicate the options:

- For GPAs or Grade Points check Weighted or Non-weighted.
- For Rank check Weighted, Non-weighted, By GPA, or By Total Grade Points
- Grid: Checking to choose Term or Sem, Year to Date, or Cumulative for each optional item.

NOTE: If any row and/or column has no options selected to print, that row and/or column does not print on the report card.

Print Options tab

Click the **Print Options** tab to select Page Heading Options, Logo Options, Reporting and Addressing methods, and Email Options.

REPORT CARDS ZZHS - 1920 (Current) Edwards High School - 2019-20

Attendance Date: Wednesday, 12/11/19(A Day) Semester: 1 Term: 2 Period: 12345678

Done Edit Cancel

Start Report Journal Only Save Changes to Report Card Messages

Report Card Options **Print Options** Report Card Messages Attendance Calculations

Page Heading Options:


Using School Letter-Head (SIS will not print School Name)

Print to Mail (8.5 x 14)

Print school address at bottom of form

Print Logo Options:

None District Logo Alternate District Site Logo Alternate Site



Student Name Reverse (to 'First Last')

Reporting Style:

Free-Style Custom-Report/Form (No Addressing – If sending emails, letters will be sent to Household Parents only)

Letters (w/ Address No Window, print high)

Letters (w/ Address for Open Window, prints lower)

Auto-Addressing:

Parent/Household Copies to Generate for:

Household Parents Address

Nonresident Parents Address

Only if Requested Copies

Addressing Layout Method:

Proper Mailing Name

Household Parent 1

Student Name

(For example, To the Parent(s) of)

Include Student Name

All 'Caps' Address for Post-Office

For Families Requesting Mailings in Spanish:

Send both Spanish and English

Send only Spanish

Send only English

Email Options:

Print Report Card Only (No Email)

Send Email instead of Printed Report Card if Email Found

Send Email Only (No Printed Report Card)

Subject:

Message:

Report Card Messages tab

Click the **Report Card Messages** tab to view the **Explanation of Grades** and **General Message for Everyone**. Messages can be typed on this tab and are saved when Start Report, Journal Only, or Save Changes to Report Card Messages, are clicked.

NOTE: On the **Report Card Messages** tab, the messages are editable for users with permissions: **Grade Reporting > Maintain Report Card Messages or Maintain Grades Configuration**.

The screenshot shows the 'REPORT CARDS' interface for 'ZZHS - 1920 (Current) Edwards High School - 2019-20'. The 'Attendance Date' is 'Wednesday, 12/11/19(A Day)', 'Semester: 1', 'Term: 2', and 'Period: 12345678'. The 'Report Card Messages' tab is selected and highlighted with a red box. The interface includes several sections:

- Explanation of Grades :** A list of grade points and descriptions:
 - A 4.000 P PASS (no grade points)
 - A- 3.667 FL FAIL (no grade points)
 - B+ 3.333 I Incomplete
 - B 3.000
 - B- 2.667
 - C+ 2.333
 - C 2.000
 - C- 1.667
 - D+ 1.333
 - D 1.000
- Explanation of Grades – Spanish :**
 - Explicación de Grados / Créditos :
 - A P PASS 4.000 (no hay puntos de calificación)
 - A- 3.667 FL FAIL (no hay puntos de calificación)
- Report Card School Message :**

*MSHSAA Eligibility Note: Effective July 1, 2009, the minimum academic standard was increased to 3.0 units of credit. Eligibility for the spring semester of 2013-14 is based upon a student having met this standard during the fall semester of the 2013-14 school year as well as being currently enrolled in 3.0 credits. Likewise, students must pass 3.0 credits spring semester 2013-14 to be eligible fall semester 2014-15.
- School Message – Spanish :**

* Elegibilidad MSHSAA Nota : A partir del 1 de julio de 2009 el nivel académico mínimo se incrementó a 3.0 unidades de crédito . La elegibilidad para el semestre de primavera de 2013-14 se basa en un estudiante que se reunió este estándar durante el semestre de otoño del año escolar 2013-14 , además de ser inscrito actualmente en 3,0 créditos. Del mismo modo , los estudiantes deben pasar 3,0 créditos del semestre de primavera 2013-14 sean semestre de otoño elegibles 2014-15 .

Attendance Calculations tab

Click the **Attendance Calculations** tab to view term dates and attendance and tardy calculation settings. To edit these, choose **Management > Site Level > Site Settings – Grading**.

REPORT CARDS
 ZZHS - 1920 (Current) Edwards High School - 2019-20
 Attendance Date: Wednesday, 12/11/19(A Day) Semester: 1 Term: 2 Period: 12345678

Done Edit Cancel

Start Report Journal Only Save Changes to Report Card Messages

Report Card Options Print Options Report Card Messages **Attendance Calculations**

Term Start/Stop Dates:
 T1 08/08/2019 10/11/2019
 T2 10/14/2019 12/13/2019

Absence Codes to Tally:

Code	Description
M	Medical on File

Tardy Codes to Tally:

Code	Description
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Print Individual Class Absences

Absences:

Do Not Print

Days Based on Full/Half

Days based on Hours per day

Hours Per Day:

Total Hours Absent

Tardies:

Do Not Print

Days Late (one code per day)

Times Late (add all codes)

Start Traditional Style Report Cards Report


1. Click **Start Report**.
2. If the **Student Selection Status** is set to **Specify Custom Selection**, select the student(s) to include.

MY REPORTS
 ZZHS - 1920 (Current) Edwards High School - 2019-20
 Attendance Date: Wednesday, 12/11/19(A Day) Semester: 1 Term: 2 Period: 12345678

Done Edit Cancel Site: ZZHS Edwards High Scho Year: 1920 2019 GO!

Update Display Include All Users Include Status Complete

Site	Year	User Name	Report Name	Run Date	Status
ZZHS	1920	sdmadmin	Regular Report Card	12/11/19 04:19 PM	Running
ZZHS	1920	sdmadmin	Change Name To Proper Case	12/10/19 04:00 PM	Complete
ZZHS	1920	sdmadmin	Attendance Totals (ADA)	12/05/19 12:40 PM	Complete

3. Ensure that the Export File shows a Status of **Complete** (if not, click **Update Display**). Note that it may take some time for this report to finish running.
4. To view the results, click .
5. The **Display Reports** screen displays (Print or Download from the display). Depending on the options, the report card resembles the example below.



Edwards High School

689 N Wade
 Edward, ID 63111
 (555) 497-6429

STUDENT: BARKER, JEANNE MARIE
 TERM 2: Ending 12/13/19
 COUNSELOR: Harward M

GRADE: 11
 CLASS OF: 2021

Dr. & Dr. Barker
 552 SW Rainbow Dr
 Edward ID 83201

TITLE		P1	P2	P3	P4	P5	S1	TEACHER
	BIOLOGY						C	
1	BIOLOGY			F	D	F	D-	Sligh E
2	ENGLISH III			F	F	F	C-	Sandiford J
3	GEOMETRY			F	D-	D	D+	Griffing C
4	CHILD DEVELOPMENT, CARE & GUIDANCE			C-	B	B	B	Mcintyre T
5	ACADEMIC CAREER LAB			C	C-	C-	C-	Shoemaker P
6	AMERICAN HIST			B-	B	C-	C	Holiman M
7	PERSONAL FINANCE			B-	C-	C-	D	Otter D
8	SEMINAR 11				P	P	P	Scheffer R

Explanation of Grades/Credits:

A	4.000	P	PASS (no grade points)
A-	3.667	FL	FAIL (no grade points)
B+	3.333	I	Incomplete
B	3.000		
B-	2.667		
C+	2.333		
C	2.000		
C-	1.667		
D+	1.333		
D	1.000		
D-	.500		
F	0		

*MSHSAA Eligibility Note: Effective July 1, 2009, the minimum academic standard was increased to 3.0 units of credit. Eligibility for the spring semester of 2013-14 is based upon a student having met this standard during the fall semester of the 2013-14 school year as well as being currently enrolled in 3.0 credits. Likewise, students must pass 3.0 credits spring semester 2013-14 to be eligible fall semester 2014-15.

TERM	P1	P2	P3	P4	P5	S1
HOURS ABSENT	0.0	0.0	0.0	0.0	0.0	20.8
TIMES TARDY	0	0	0	0	0	0

Printed: 12/11/19

Print Objective Based Report Cards

Path: Reports > Term Grades > Objective Based Report Cards

Print Report Cards tab

NOTE: To activate any of the options that are unavailable, choose **Management > Site Level > Site Settings – Grading.**

6. **Layout Type** – Select the desired format from the dropdown list:

- **Single Column List (Portrait 8.5x11)** – this prints the objectives in a single column, full-sized page on 8.5x11” paper.
- **2-Column List (Portrait 8.5x11)** – this report card has two columns in portrait orientation for the objectives. This may save some paper over the single-column list.
- **3-Column Pamphlet (Landscape 8.5x11) or (Landscape 8.5x14 Legal)** – The 3-column report card is a two-sided, single-page tri-fold design that gives parents a simple look at objective marks. This report can be printed on either standard 8.5x11” paper or 8.5x14” legal-sized paper, chosen by selecting the appropriate option from the dropdown. It does have some caveats: if there are more objectives than can fit on a single page, those objectives do not print; it can only print a single page; only 6 objective mark columns (such as T1, T2, P1, P2, etc.) can be displayed.

- **4-Column Pamphlet (Landscape 8.5x14 Legal)** – Much like the 3-column pamphlet, this report card gives parents a single-page glance at all objective scores on a two-sided, quad-fold design. The same caveats from the 3-column pamphlet apply, however this design is able to show more objectives so there is less likelihood of objectives being left off of the report.
7. **Grade Cycle** – Select the term to print from the dropdown list.
 8. **Print selected term only** – If checked, prints term indicated in Grade Cycle; leave unchecked to include curriculum marks from previous terms.
 9. **Print marked Objectives only** – If checked, Objective rows are included on the report card only if they have a mark in any term that is included.

NOTE: This may result in different Objectives printing for different students and different terms.

10. **Print Student Age** – If checked, Age is shown as YY-MM, so a student who is 10 years and 11 months old would display as 10-11.
11. **Print Resident District from Enrollment Override** – Check, if desired; leave blank to report the default district.
12. **Print Student Promoted Or Retained** – Check during the last grade cycle to include the student's grade level for the next school year. Students must be marked as retained in the **Student Data for State Reporting** screen to show as retained on the report card.
13. **Comments** – Indicate which comment to print and location:
 - **Term**
 - **Print Comments for This Term Only** – Select to include only the current term's comments.
 - **All Terms** – Select to include comments from prior terms and current term.
 - **Location**
 - **Print Comments On Last Page** – Select whether print comments on the last page.
 - **Below Each Subject** – Select to print comments below each subject.
14. **Student Selection Status** – Select the appropriate option. **Specify Custom Selection** allows you to select a specific student, group of students, or sort option.
15. If Layout Type is **1 or 2-column**, indicate optional **Print Cover page** and/or **Print District name and logo at the top of each page**, if desired.
16. **Print Administrator Names** – Optionally, check to print Counselor, Advisor or Superintendent names.

Print Options tab

OBJECTIVE BASED REPORT CARDS

ZZHS - 1920 (Current) Edwards High School - 2019-20
Attendance Date: Wednesday, 12/11/19(A Day) Semester: 1 Term: 2 Period: 12345678





Done Edit Cancel

Start Report Journal Only Save Changes to Report Card Messages

Report Card Options **Print Options** Report Card Messages Attendance Calculations

Print Logo Options:

None
 District Logo
 Alternate District
 Site Logo
 Alternate Site

Student Name Reverse (to 'First Last')
 Print Full Duplex (Front/Back of Page). Must also set your Printer Dialog Screen.

Parent/Household Copies to Generate for:

Household Parents Address
 Nonresident Parents Address
 Only if Requested Copies

For Families Requesting Mailings in Spanish:

Send both Spanish and English
 Send only Spanish
 Send only English

Email Options:

Print Report Card Only (No Email)
 Send Email instead of Printed Report Card if Email Found
 Send Email Only (No Printed Report Card)

Subject:

Message:

1. Select the appropriate **Print Logo Options**. You can now use Alternate District logo, as well as Site and Alternate Site logos on report cards and progress reports.

NOTE: To establish setup logos, choose **Management > District Level > District/Site/Year Setup > Internal District/Site(s)**. Select the **Display Logos** option on this screen to view all District and Site logos. To upload a new logo, click the **Edit** icon in the grid for the district or a site. Click **Browse** to select the logo file and click **Apply**. The maximum image size allowed is 512kb. New logo options are available when printing regular report cards, objective based report cards, and progress reports using the letter option.

2. **Student Name Reverse** – Check to print the student’s name as you might say it (First Last, rather than Last, First).
3. **Print Full Duplex** – Check to print double-sided report cards. When printing, be sure to select the duplex print option on the print options screen.
4. **Parent/Household Copies to Generate for** – Check to select **Household Parents Address** and/or **Nonresident Parents Address**. Check **Only if Requested Copies** if you want to only send to nonresident parents who requested copies.

5. **For Families Requesting Mailings in Spanish options:**

- **Send both English and Spanish** – Every student receives an English report card. Students with **Send Mailings in Spanish** also receive a Spanish report card.
- **Send only Spanish** – Only students with Send Mailings in Spanish receive a Spanish report card, all others receive English.
- **Send only English** – Every student receives an English report card.

NOTE: This option only shows when Allow **Spanish language mailings** is selected in District Settings.

6. **Email Options** – Select whether to print

- **Report Cards Only (No Email)** – Send a printed report card.
- **Send Email instead of Printed Report Card if Email Found** – Send an email including a PDF of the report card instead of a letter if an email address is found in the family record for the intended recipients.
- **Send Email Only (No Printed Report Card)** – to send emails only and no letters are printed.
- If sending any emails, enter a **Subject** and accompanying **Message** text.

NOTE: E-mails to parents and alternate parents are sent with the PDF for their student attached. You also get a journal report of e-mails sent for each student.

Report Card Messages tab

Click the **Report Card Messages** tab to view the **Explanation of Grades** and **General Message for Everyone**. Messages can be typed on this tab and are saved when Start Report, Journal Only, or Save Changes to Report Card Messages, are clicked.

NOTE: On the **Report Card Messages** tab, the messages are editable for users with permissions: **Grade Reporting > Maintain Report Card Messages or Maintain Grades Configuration**.

OBJECTIVE BASED REPORT CARDS
 ZZHS - 1920 (Current) Edwards High School - 2019-20
 Attendance Date: Wednesday, 12/11/19(A Day) Semester: 1 Term: 2 Period: 12345678

Done Edit Cancel

Start Report Journal Only Save Changes to Report Card Messages

Report Card Options Print Options **Report Card Messages** Attendance Calculations

Explanation of Grades :

Explanation of Grades/Credits:
 A- 4.000 P PASS (no grade points)
 A- 3.667 FL FAIL (no grade points)
 B+ 3.333 I Incomplete
 B- 3.000
 B- 2.667
 C+ 2.333
 C- 2.000
 C- 1.667
 D+ 1.333
 D- 1.000
 D- .500
 F 0

Report Card School Message :

*MSHSAA Eligibility Note: Effective July 1, 2009, the minimum academic standard was increased to 3.0 units of credit. Eligibility for the spring semester of 2013-14 is based upon a student having met this standard during the fall semester of the 2013-14 school year as well as being currently enrolled in 3.0 credits. Likewise, students must pass 3.0 credits spring semester 2013-14 to be eligible fall semester 2014-15.

Explanation of Grades - Spanish :

Explicación de Grados / Créditos:
 A/P PASS 4.000 (no hay puntos de calificación)
 A- 3.667 FL FAIL (no hay puntos de calificación)
 B+ 3.333 I Incompleto
 B- 3.000
 B- 2.667
 C+ 2.333
 C- 2.000
 C- 1.667
 D+ 1.333
 D- 1.000
 D- 0.500
 F 0

School Message - Spanish :

*Elegibilidad MSHSAA Nota: A partir del 1 de julio de 2009 el nivel académico mínimo se incrementó a 3.0 unidades de crédito. La elegibilidad para el semestre de primavera de 2013-14 se basa en un estudiante que se reunió este estándar durante el semestre de otoño del año escolar 2013-14, además de ser inscrito actualmente en 3.0 créditos. Del mismo modo, los estudiantes deben pasar 3.0 créditos del semestre de primavera 2013-14 sean semestre de otoño elegibles 2014-15.

Attendance Calculations tab

Click the **Attendance Calculations** tab to view term dates and attendance and tardy calculation settings. To edit these, choose **Management > Site Level > Site Settings – Grading**.

OBJECTIVE BASED REPORT CARDS

ZZHS - 1920 (Current) Edwards High School - 2019-20
Attendance Date: Wednesday, 12/11/19(A Day) Semester: 1 Term: 2 Period: 12345678

Done Edit Cancel

Start Report Journal Only Save Changes to Report Card Messages

Report Card Options Print Options Report Card Messages **Attendance Calculations**

Term Start/Stop Dates:

T1	08/08/2019	10/11/2019
T2	10/14/2019	12/13/2019

Print Individual Class Absences

Absences:

Do Not Print

Days Based on Full/Half

Days based on Hours per day

Hours Per Day:

Total Hours Absent

Tardies:

Do Not Print

Days Late (one code per day)

Times Late (add all codes)

Absence Codes to Tally:

Code	Description
M	Medical on File

Tardy Codes to Tally:

Code	Description
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Start Objective Based Report Cards Report

1. Click **Start Report**.
2. If the **Student Selection Status** is set to **Specify Custom Selection**, select the student(s) to include.
 - a. The **Search Students** screen displays.
 - b. Click **Go to Grid for Selection**. The Student Data Grid and Groupings screen displays.
 - c. Use the **Student Selection Criteria** option to sort your student or get a specific group of students.
 - d. Click **Done**
3. When My Reports displays, ensure that the Export File shows a Status of **Complete** (if not, click **Update Display**). Note that it may take some time for this report to finish running.


MY REPORTS

ZZEE - 1920 (Current) East Elementary School - 2019-20
Attendance Date: Wednesday, 12/11/19 Semester: 1 Term: 2 Period: 1


Done Edit Cancel Site: ZZEE East Elementary Sch Year: 1920 2019 GO:

Update Display Include All Users Include Status Complete

Site	Year	User Name	Report Name	Run Date	Status
<input checked="" type="checkbox"/>	ZZEE	1920	sdmadmin	Single Column List (Portrait 8.5x11)	12/11/19 05:44 PM Running
<input checked="" type="checkbox"/>	ZZEE	1920	sdmadmin	Class Rosters	09/09/19 12:38 PM Complete
<input checked="" type="checkbox"/>	ZZEE	1920	sdmadmin	Class Rosters	06/26/19 02:27 PM Error
<input checked="" type="checkbox"/>	ZZEE	1920	sdmadmin	Class Rosters	06/26/19 12:49 PM Error

4. To view the results, click .
5. The **Display Reports** screen displays (Print or Download from the display). Depending on the options, the report card resembles the example below.

Edwards School District - ID



East Elementary School
Grade: 3rd Grade
School Year: 2019-20
TERM-3: 01/01/20 To 03/04/20

Student: Barker, Max Paul

Teacher: Lamberth J
Principal: Holly L Peterson

TERM	T1	T2	T3	T4
Hours Absent	0.0	0.0	0.0	0.0

M=meeting the standard
 P=progressing towards meeting the standard
 LP=limited progress towards meeting the standard
 NA=not assessed
 S=satisfactory
 N=needs improvement

LANGUAGE ARTS STANDARDS	T1	T2	T3	T4
Objectives				
READING				
Reads grade level material with comprehension	4	4	4	
Reads grade level material with accuracy and fluency	4	4	4	
WRITING				
Writes to give an opinion, inform or tell a story	3	3	3	
Revises, edits and publishes writing	3	3	3	
Conducts short research projects	3	3	3	
SPEAKING AND LISTENING				
Engages in collaborative discussions to demonstrate comprehension	3	3	3	
Speaks clearly when reporting on a topic or text	3	3	3	
LANGUAGE				
Uses appropriate grammar when speaking and writing	3	3	3	
Uses appropriate capitalization, punctuation and spelling	3	3	3	
Learns and uses new words and phrases	3	3	3	
HANDWRITING				
Forms letters correctly with proper spacing	3	3	3	

Printing Report Cards from a Teacher Gradebook

Progress reports, report cards, and standards-based report cards can be printed from the teacher gradebook.

1. From the **Scores, Assignments, or Categories** tab click **Print** in the bottom navigation bar.
2. Select **Report Card**, or **Report Card, Standards-Based**.

The screenshot shows the 'REPORT CARD GRADES' tab in the Teacher Gradebook. A dropdown menu is open over the grid, listing options: 'Assignment Listing', 'By Class Grid', 'Gradebook Statistical Analysis Report', 'Progress Report', 'Report Cards', 'Report Cards, Standards-Based', and 'Student Gradebook IDs'. Red arrows point to 'Report Cards' and 'Report Cards, Standards-Based'. The bottom navigation bar includes a 'Print' icon.

Student #	Student Name	Alerts	Attendance A T	Term-1 8/8-10/11	Term-2 10/14-12/13	Sem-1 8/8-12/13	Term-3 1/13/4	Term-4 3/5-5/15	Sem-2 1/15/15	HWK-001 D.8.20 20.P1		HWK-002 D.8.23 20.P1		HWK-003 D.9.2 20.P1		TST-001 D.9.6 100.P1		HWK-004 D.9.20 20.P1		
										Unit 1 HW #1 /P.	Unit 1 HW #2 /L.	Unit 1 HW #3 Ep.	Unit 1 Exam	Unit 2 HW #1						
9899165801	Cormier, Dakota K	104	10																	
9899395400	Entwistle, Shannon A		17																	
989937099	Foxwell, Leslie S				B+ 88%	A- 92%	A- 91%	B+ 87%	A 100%	B 86%	16.5	19.5	15.5	95						
9899237310	Grear, John H						B- 82%	A 100%	B- 82%											
989937243	Kincaid, Parker R		4																	
9899283202	Laird, Holly L		5																	
9899956467	Lindenberg, Dominick M		6																	
9899064833	Pickens, Lucas C		4	F 54%	C- 73%	D+ 67%	F 47%	A- 93%			5		4.5	78						
989982541	Rimer, Mackenzie C						D- 63%	A 95%												
9899537347	Swift, Raegan F		1	A- 93%	A- 93%	A- 93%	B 85%	A 100%			5		20	95						
9899295819	Whiten, Kimber-Raine M		5	D+ 69%	C- 73%	C- 73%	D+ 69%	A 95%												

3. A dialog box opens with four tabs: **Report Card Options**, **Printing Options**, **Report Card Messages**, and **Attendance Calculations** (see detail about options in Print Traditional or Objective Based Report Cards above).

The screenshot shows the 'Report Card Options' tab of a dialog box. It includes sections for 'Grade Cycle' (Term-3), 'Combine All Grades this Year from All-Sites', 'Page Footer', 'Credit/GPA/Rank Display Options', and 'Student Selection Status'. A table at the bottom shows options for printing 'Honor Roll' by minimum GPA or letter grades.

	Credits	GPA	Grade Points	Rank
Current:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Term:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sem:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Year-To-Date:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cumulative:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

NOTE: Users are able to configure some settings on the **Report Card Options** tab, but not all. Some of these settings are controlled at the site level. For more information, see *Site Settings – Grading* in Tyler’s support library.

4. Users can configure their print options on the **Print Options** tab without restriction. The settings for **Report Card Messages** and **Attendance Calculations** are set at the site level. These tabs are view-only unless a user has specific permissions.

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