Print Report Cards

Contents

2
2
2
3
5
6
7
7
9
9
1
12
13
13
15
- - -



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

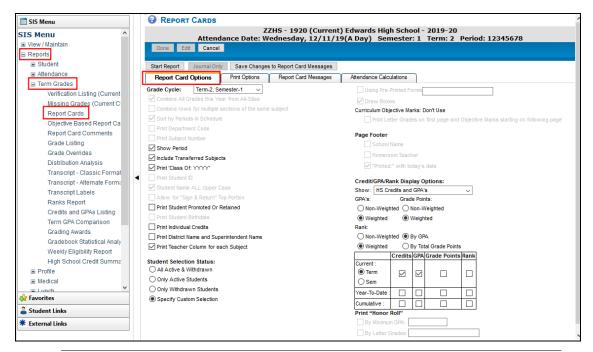
In the Grade Reporting area, select Print Report Cards.

Print Traditional Style Report Cards

Path: Reports > Term Grades > Report Cards



Report Card Options tab



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.
- 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.
- 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.
- 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.

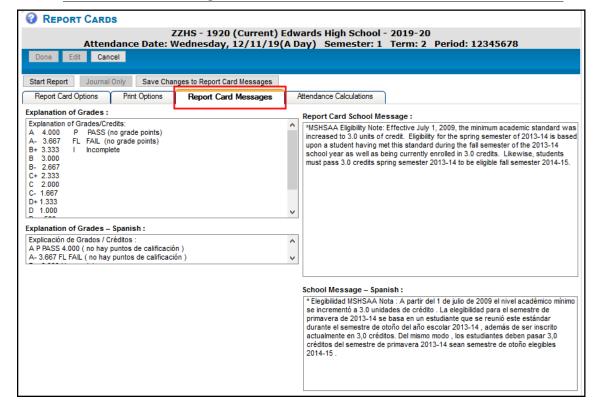
REPORT CA	RDS			
			Edwards High School	
		lnesday, 12/11/19	(A Day) Semester: 1	Term: 2 Period: 12345678
Done Edit (Cancel			
Start Report Jou	rnal Only Save Chang	es to Report Card Messages		
Report Card Options	Print Options	Report Card Messages	Attendance Calculations	1
Page Heading Option				
I = -	-Head (SIS will not print S	chool Name)		
Print to Mail (8.5 x 1				
Print school add	ress at bottom of form			
Print Logo Options:				
○ None	ict Logo OA	ternate District Sit	e Logo Alteri	nate Site
19				
Student Name Reve	erse (to 'First Last')			
Reporting Style:				
			ers will be sent to Household Pa	rents only)
O Letters (w/ Add	ress No Window, print hig	h)		
	ress for Open Window, p	rints lower)		
Auto-Addressing: Parent/Househ	old Copies to Generate	for:		
✓ Household Pa				
Nonresident	Parents Address			
Only if Req	uested Copies			
Addressing La	yout Method:			
Proper Mailin	g Name			
O Household P	arent 1			
Student Nam	e			
0		(For exa	mple, To the Parent(s) of)	
Include Stu	dent Name			
All 'Caps' Ad	dress for Post-Office			
	ting Mailings in Spanish	:		
Send both Spar	-			
Send only Span Send only Engli				
Send only Englis	SII			
Email Options: Print Report Car 	d Only (No Email)			
	ad of Printed Report Card	if Email Found		
_	(No Printed Report Card)	T Ellian Found		
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.

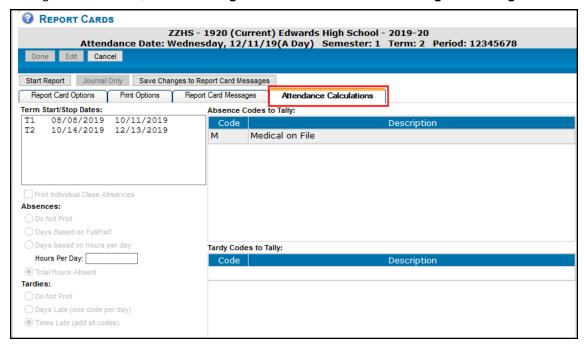
NOTE: On the **Report Card Messages** tab, the messages are editable for users with permissions: **Grade Reporting > Maintain Report Card Messages or Maintain Grades Configuration**.





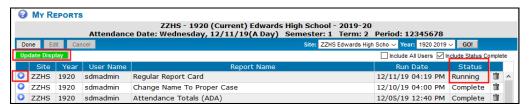
Attendance Calculations tab

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**.



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.



- 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.





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						С	
П	1	BIOLOGY			F	D	F	D-	Sligh E
П	2	ENGLISH III			F	F	F	C-	Sandiford J
	3	GEOMETRY			F	D-	D	D+	Griffing C
П	4	CHILD DEVELOPMENT, CARE & GUIDANCE			C-	В	В	В	Mcintyre T
	5	ACADEMIC CAREER LAB			С	C-	C-	C-	Shoemaker P
П	6	AMERICAN HIST			B-	В	C-	С	Holiman M
П	7	PERSONAL FINANCE			B-	C-	C-	D	Otter D
	8	SEMINAR 11				Р	Р	Р	Scheffer R

Explanation of Grades/Credits:
A 4.000 P PASS (no grade points)
B+ 3.333 FL FAIL (no grade points)
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

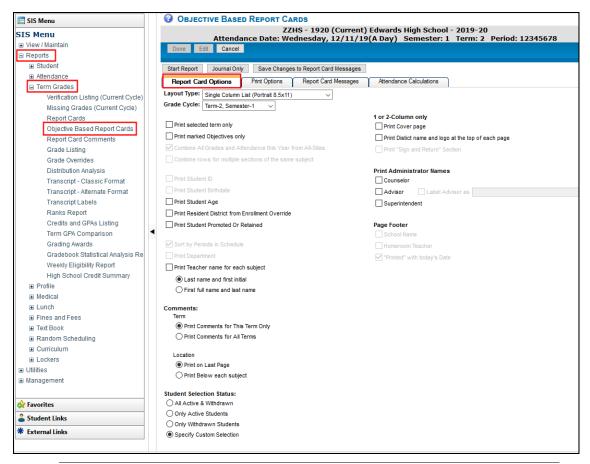
Printed: 12/11/19



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 twosided, 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.

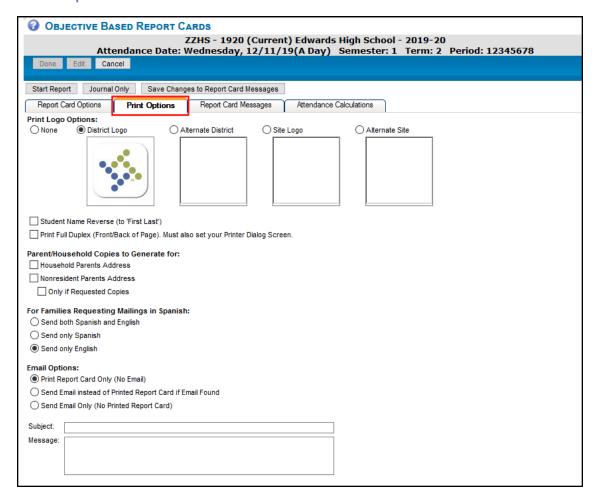
- 7. Grade Cycle Select the term to print from the dropdown list.
- 8. **Print selected term only** If checked, prints term indicated in Grade Cycle; leave unchecked to include curriculum marks from previous terms.
- 9. **Print marked Objectives only** If checked, Objective rows are included on the report 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.
- Print Administrator Names Optionally, check to print Counselor, Advisor or Superintendent names.



Print Options tab



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.

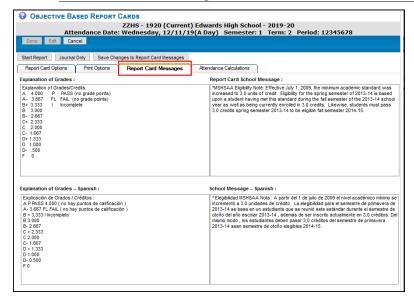
- 6. **Email Options** Select whether to print
 - Report Cards Only (No Email) Send a printed report card.
 - Send Email instead of Printed Report Card if Email Found Send an email including a PDF of the report card instead of a letter if an email address is found in the family record for the intended 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.

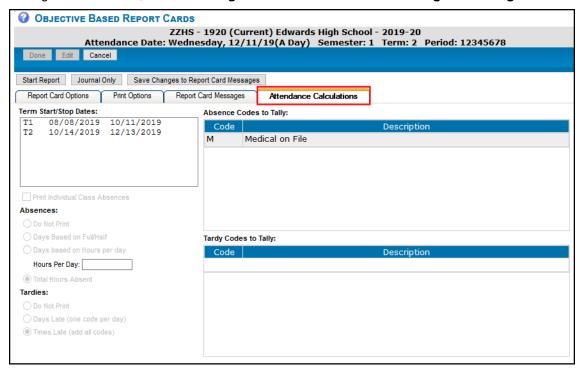
NOTE: On the Report Card Messages tab, the messages are editable for users with permissions: Grade Reporting > Maintain Report Card Messages or Maintain Grades Configuration.





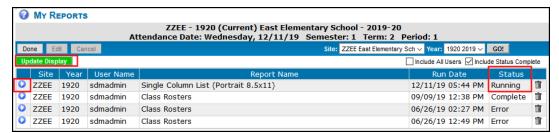
Attendance Calculations tab

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**.



Start Objective Based Report Cards Report

- 1. Click Start Report.
- 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.
 - 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.





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 Holly L Peterson Principal:

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	Tl	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	

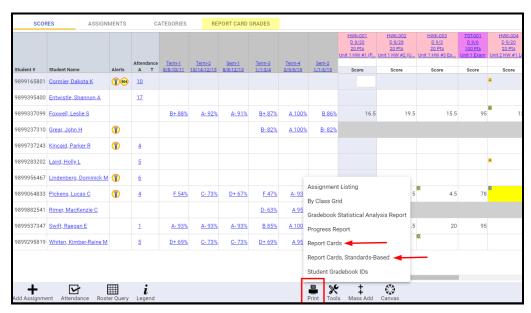


Printing Report Cards from a Teacher Gradebook

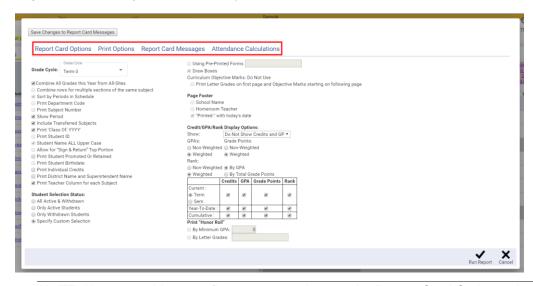
Progress reports, report cards, and standards-based report cards can be printed from the teacher gradebook.

1. From the Scores, Assignments, or Categories tab click Print in the bottom navigation bar.





 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).



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.

© 2019 Tyler Technologies, Inc. All rights reserved

