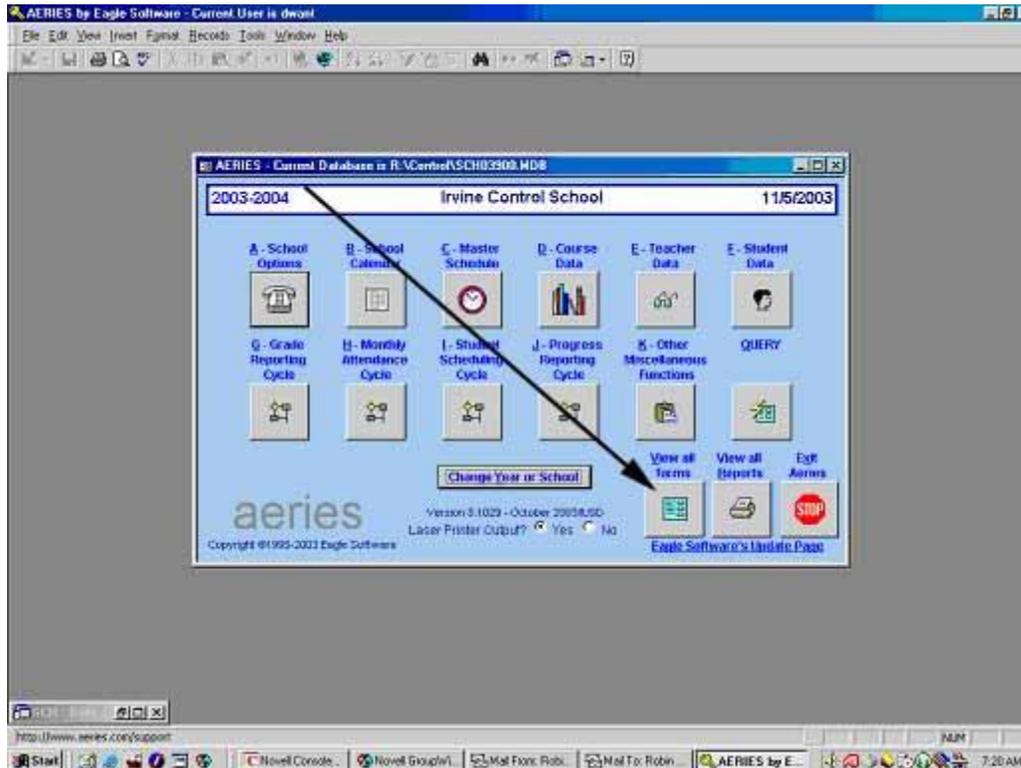


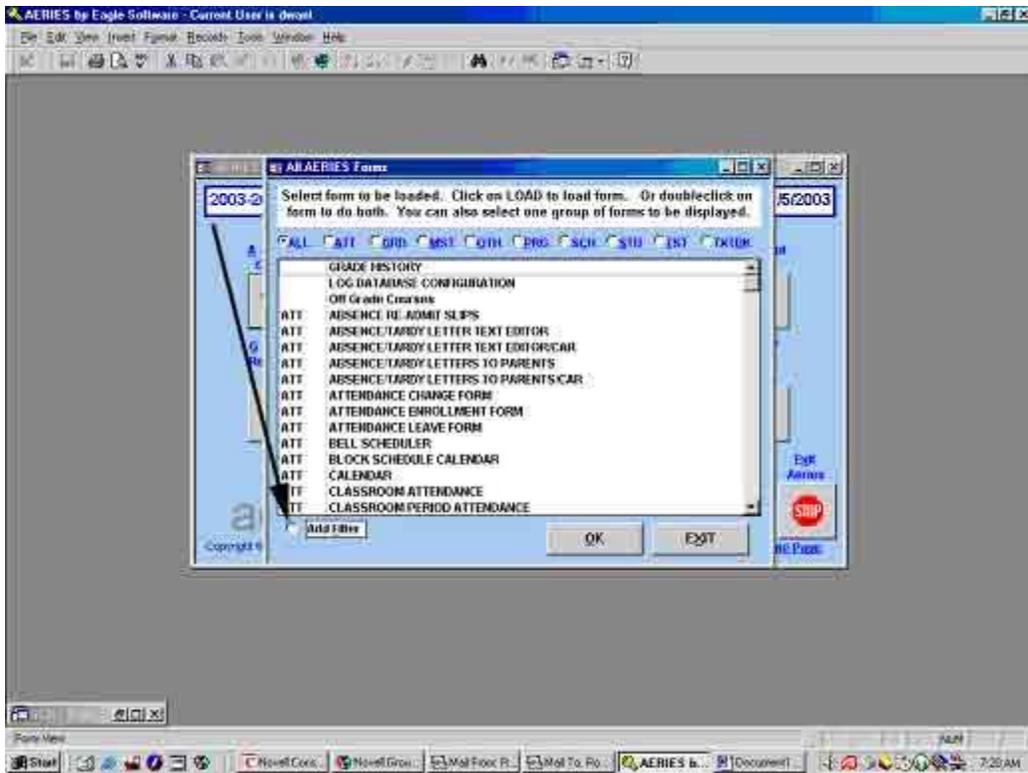
How to Print Standards Based Report Cards

To access standards based report cards:

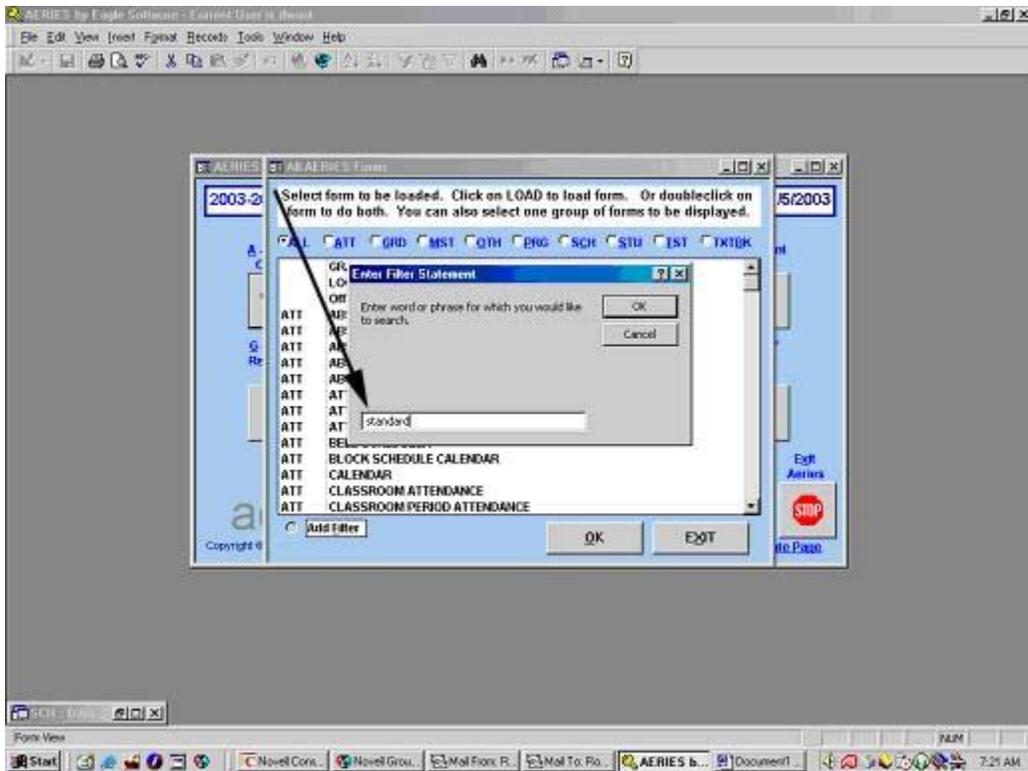
1. Click on View All Forms



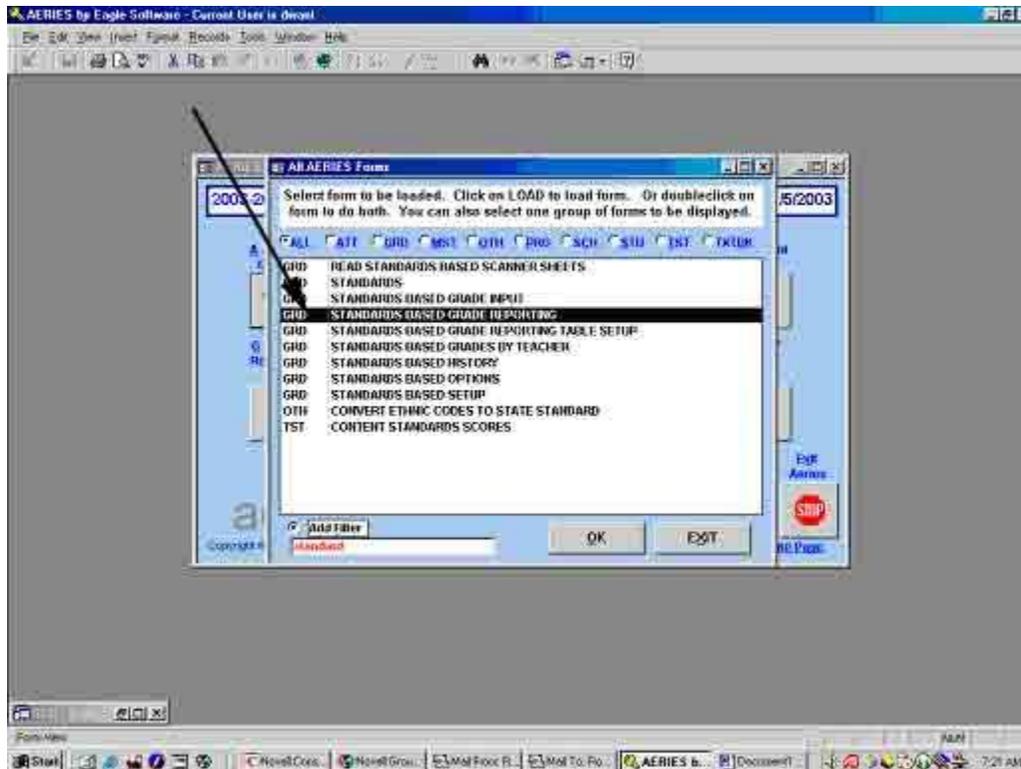
Click on the box that says ADD FILTER:



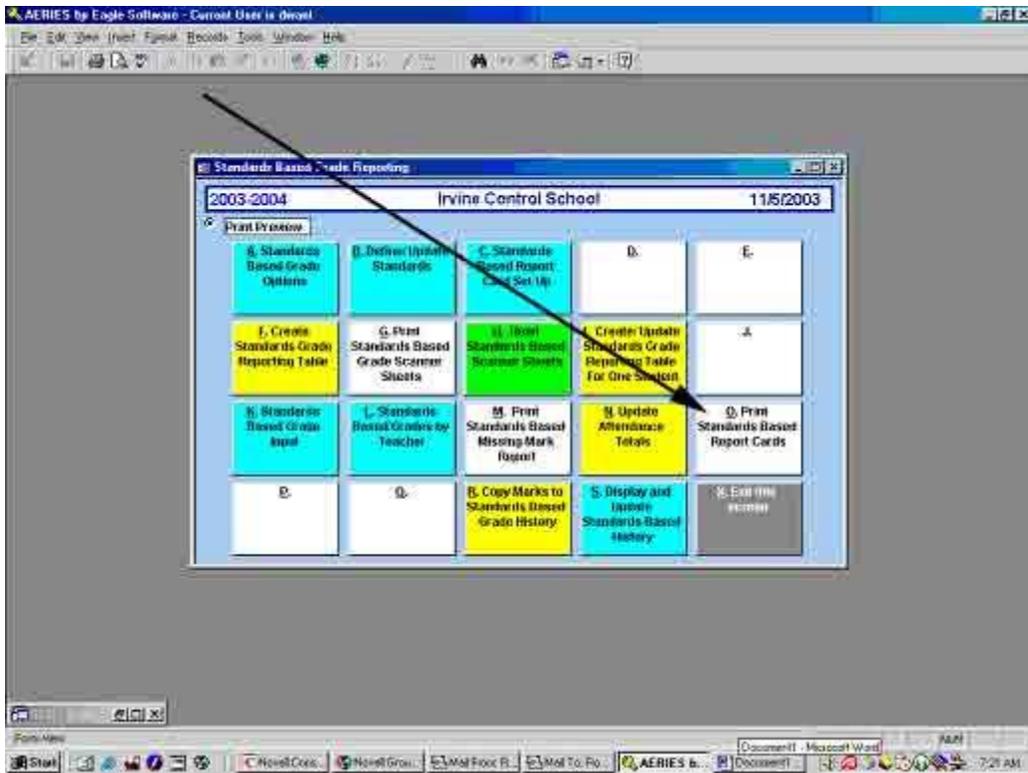
Type in the word Standard



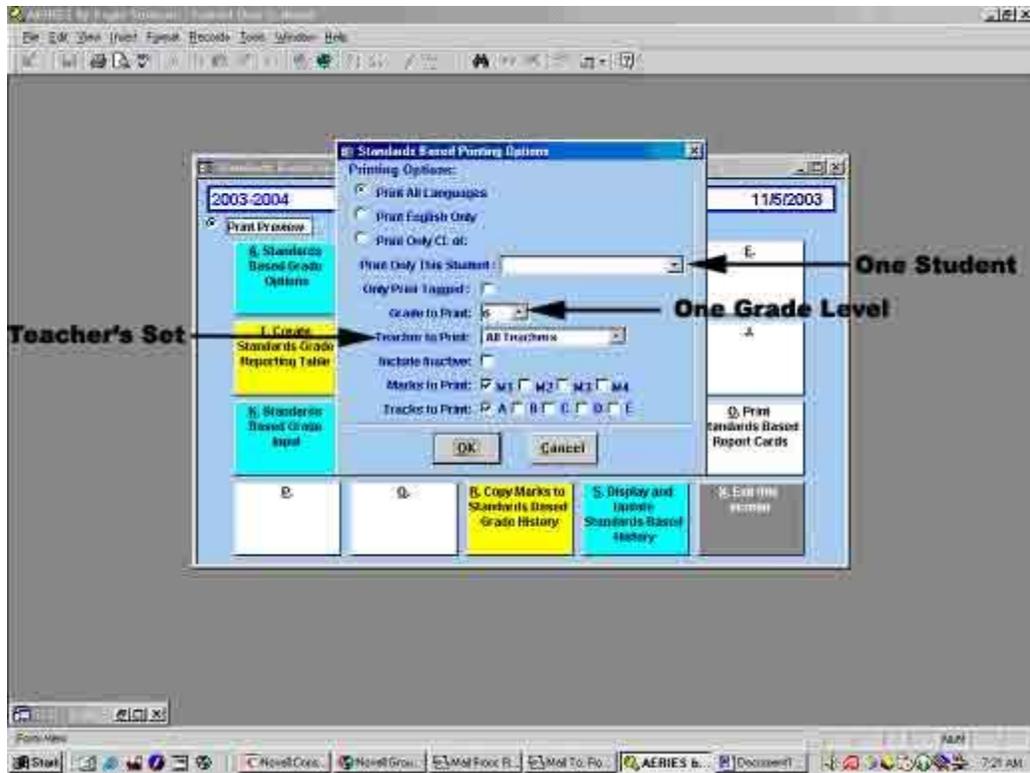
Select STANDARDS BASED GRADE REPORTING, and click OK



Letter O PRINT STANDARDS BASED REPORT CARDS will allow you to preview what the card will look like or print a card



From this screen you can print just one students report card, one teachers set of report cards, one grade level report cards or leave the default settings and print all report cards for your school



You must make sure you have the correct Trimester, M1 – first trimester, M2 – second trimester or M3 third trimester

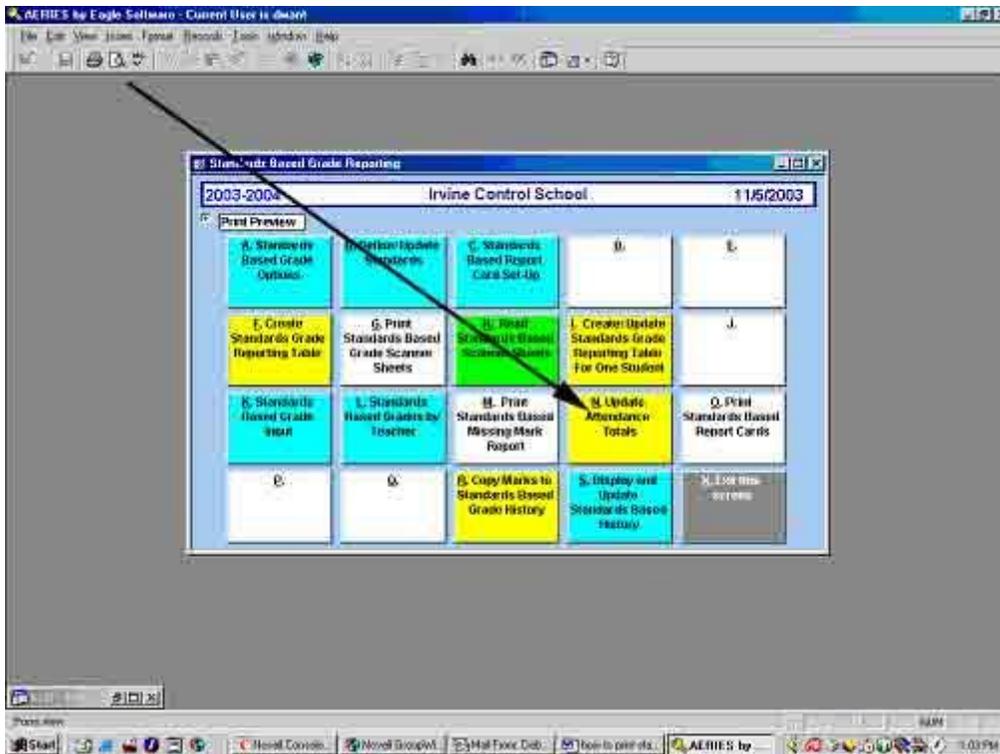
Attendance track must also be selected:

A – Regular calendar schools

B – Year round calendar schools

The above screen will print 6th grade report cards for all teachers in this regular calendar school.

Before you print an official report card you must calculate (update) the attendance totals. If you have IS print your report cards IS will do this step before printing.



If the school updates the attendance totals this screen will appear. Click on the correct term, start and ending dates and the attendance track for your school.

