

Beginning in the 2013-14 school year, report cards **are now to be printed for distribution** to the students and also **posted in Family Access**. This will allow the parent to view the report card anytime they log in. The posted report cards will also be viewable and printable in Student Profile in Skyward. Be sure you follow the directions carefully to get them posted correctly. This should eliminate the need for special groups or additional office people to re-generate and print the student's report card. They can view or print the actual original report card as it was distributed from the student record.

This document will take you through the process for Generating, printing, and posting the Report Cards.

Only 1 person on a campus should be generating or printing report cards from the report card template from now on. Anyone else needing a copy of the report card should get it from the student's portfolio.

The report cards must be printed—and then run again for the posting. (This is different than the process for IPRs which prints and posts at the same time.) This must be done immediately after the printing so that the posted report card is exactly the same as the printed report card.

It will be important that you DO NOT SHARE your report card template with others at your entity because they could use it to REPOST report cards. It will also be important for you to follow all of the directions carefully especially in regard to the Family Access posting procedures. **It is also REQUIRED that as soon as you Post the report cards, you uncheck the posting option on your template to avoid double posting.**

A. Teachers should have been given campus-based instructions regarding deadlines and procedures for grade reporting.

These are 3 suggested options when it comes time to print report cards:

1. Set a date and time report cards will be printed each reporting period. **Teachers** will not need to do anything extra except **make sure all their assignment grades**, conduct grades, and report card comments are entered by that time **AND are dated within the specified term**.
2. Set a date and time for all teachers to have their assignment grades, conduct grades, and report card comments entered for each reporting period AND are dated within the specified term. Generate and distribute "Grade Input and Proof" sheets with a designated deadline for teachers to review and correct their grade book. Once all corrections have been made, generate report cards. (If you select this option there is a separate HOW TO for generating "Grade Input and Proof" sheets on the HOW TO web page.)
3. Have teachers use the function in their grade book to "Mark All Classes Complete." Your clerk can then run a report listing those teachers that have not done this yet and make sure they do. Once all teachers have all their classes marked complete, generate report cards. (If you select this option there is a separate HOW TO for monitoring teachers who have not marked their classes complete on the HOW TO web page.)

NOTE: The following steps for generating report cards are based on Option 1.

B. Before you begin:

1. Update Attendance – From Office/Attendance/Setup/Utilities—Select “Update Classes with Term Attendance”.

Template Type	Description	Created By
1) User	update 2018	MAIN, TONYA
4) Skyward	Upd. Student Classes with Term Attend.	MAIN, TONYA

- a. Add a user template if you have not already done so.

DO NOT USE THE SKYWARD TEMPLATE!!!! If you do, the student’s class attendance will report incorrectly on the report card.

Update Student Classes with Term Attendance

Template Settings

* Template Description:

Share with other users in entity 101

Ranges/Other Selections

Low: High:

Student Key:

Grade/Grad Yr:

Calendar:

Terms To Print:

Absence Types Count An Absence Each Period Class Meets

Asterisk (*) denotes a required field

- b. Set Terms to All Year
- c. Click the Absence Types button
- d. **ONLY Select U, A, and T**

Absence Type Selection

Available Excused Types: A - ABSENT

Available Unexcused Types: U - UNEXCUSED ABSENCE

Available Tardy Types: T - TARDY

Available Other Types: F - PRECISE

- e. Click Save on the type screen.
- f. **Click Save and Run on the Template.**
- g. This utility will run in your print queue. Once it is complete you can continue.

2. **Run a blank grades report** (will show you which teachers have not posted grades with the correct dates):

- Office/Grading/Reports
- Selected Grades Report
- Add a new template
- Set the template as shown here
- Set the Ranges like this

Ranges Maintenance

Ranges

Low High

Course/Class: e2 ZZZZZZZZZZ ZZZZZ

Teacher: ZZZZZZZZZZZZ

Class Building: ZZZZZ

- Set the Sort By

Sort Order

Move	Field	Select
<input checked="" type="checkbox"/>	Teacher (Finds first teacher)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Class Key	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Class Building (Finds first building)	<input type="checkbox"/>
<input type="checkbox"/>	Course Grade Lvl	<input type="checkbox"/>
<input type="checkbox"/>	Subject	<input type="checkbox"/>
<input type="checkbox"/>	Department	<input type="checkbox"/>
<input type="checkbox"/>	Course Type	<input type="checkbox"/>
<input type="checkbox"/>	Class Period (Finds first period)	<input type="checkbox"/>

Buttons: OK, Back, Unselect All

- Contact the teacher to update the grades.

Edit Report Ranges

Template Settings

* Template Description: Term 1 Blank grades 2018

Share with other users in entity 107

Print Greenbar

Buttons: Save, Save and Print, Sort By, Back

Report Type

Report Type: By Student By Other

Buttons: Ranges, Activities

Activities

Include All Activities

Print Activities

Sort/Group by Activities

Report Options

School Year: 2017-18 Page Break: Page Break On First Sort

Student ID to Print: Alphakey Grade Bucket Blocker: ***

Only Print Selected Grade Marks

Course Ranges

Student Class Status: Enrolled Include All Student Class Lengths

Class Record Type: Current Year

Grade Marks Selection

Include	Grade Mark	Grad Year	Display Order
<input checked="" type="checkbox"/>	Blank Grade Bucket	9999	00
<input type="checkbox"/>	1	9999	01
<input type="checkbox"/>	2	9999	02
<input type="checkbox"/>	3	9999	03
<input type="checkbox"/>	4	9999	04
<input type="checkbox"/>	5	9999	05
<input type="checkbox"/>	6	9999	06
<input type="checkbox"/>	7	9999	07
<input type="checkbox"/>	8	9999	08
<input type="checkbox"/>	9	9999	09
<input type="checkbox"/>	10	9999	10

Buttons: Select All Grades, Unselect All Grades

212 records displayed

Grade Buckets To Check

Midterm Term Semester Final Citizenship

IP1 T1 S1 FIN CZ1

IP2 T2 S2 CZ2

IP3 T3 CZ3

IP4 T4 CZ4

IP5 T5 CZ5

IP6 T6 CZ6

C. INPUT OF GRADE CHANGES—All grade changes should be input by the teachers in their grade book. Once the changes have been made in the grade book, they will auto-post to Student Management.

- All grade averages are calculated in the teacher’s grade book.
- The office cannot make grade changes or input grades in the student’s grade screen in Student Profile because the teacher’s grade book will overwrite those manually input grades.
- If a student has moved to a new school or new class, the new teacher must input the transfer grades into their grade book.
 - Use the **New** button to transfer the grades in
 - Obtain the grades from the Former Teacher and put them in
- Former teachers can see students’ grades in their gradebook to share with new teachers when they:
 - Set their Display to show dropped students
 - Set their Display to show prior terms
 - They can also run an assignment report for the student and give it to the new teacher
- The office can also run the **Student Assignments** report to give to the new teacher
 - Go to Educator Access Plus>Gradebook Tracker>Reports>Student Assignments
 - Add a new template and set the screen exactly as shown here
 - Click By Individual
 - Click the Individual Button
 - Select the student you want on the student selection screen and click save
 - Click Save and Print

Add Assignments Report Ranges

Template Settings
 * Template Description: **Individual student assignments** x
 Share with other users in entity 102
 Print Greenbar

Student Selection
 By Range By Individual **Individual**

Date Range
 School Year: (0 = Use Current School Year)
 By Grading Period By Date Range
 Start Date End Date

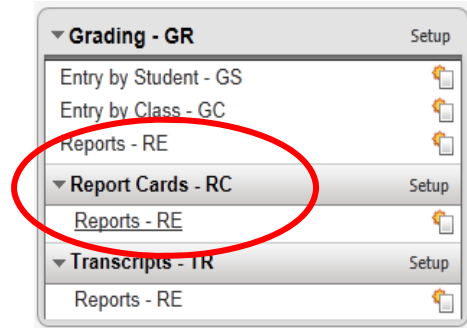
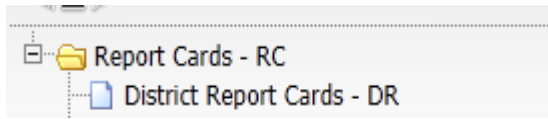
Assignments to Print
 All Graded Missing
 Do not print assignments marked 'No Count' Include Dropped Courses
 Print Each Student on New Page

Fields to Show
 Subject and Skill (Standards only) Category
 Average Points Earned (Secondary only) Assignment Comment
 Missing Reason

Asterisk (*) denotes a required field

D. Generating the Report Cards—

- Go to Office/Grading/Report Cards/Reports,
- Then under Report Cards, Select District Report Cards-DR



1. Selecting/Creating the Template

- *If you saved a Report Card template for the **current marking period** from last year, it should be created for you for this year with the current year/marketing period in the name. You MUST edit the correct template and verify all of the settings—Skip to step 7. ★
 - *If there is no template for the **current year/marketing period**, then go to **step 2**.
- Add** a new Report Card template for the current year/marketing period*—**DO NOT CLONE AN IPR TEMPLATE OR THE PRIOR SCHOOL YEAR REPORT CARD**. It will not work correctly.
 - Name your template with the appropriate YEAR and Term. (EX. 2015-Term 1 Report Card)
 - DO NOT** Check the box under the name to “Share this template with other users in entity...” (Using a template to generate the report cards should only be done by the official report card person on the campus. All others should review and print a copy of the report card from the student’s portfolio once they have been posted.) Clean up—Please edit all of your report card templates and uncheck the “share” setting. You may want to delete any unnecessary templates.

Add Report Ranges

Template Settings

* Template Description: 2018-Term 1 Report Card x

Share with other users in entity 102

Print Greenbar

5. Make sure the year is correct
6. Use the drop down menu to select the current school year Enh Report Card set up template (ex: 2017-18 should be **2018-Enh-T1-T5**).



Template Options

School Year: 2017-18 v

Report Card Setup Template To Use: 2018 ENHANCED RC T1-T5 v

Edit Template

7. Click the RANGE selection and then the Ranges button.



Report Options

Report Type

Range Individual **Ranges**

Report Card Type: ENHANCED

Characters: 0

Orientation: PORTRAIT

8. Set the **ranges** for grade (ex: 02-05) and Student Status to ACTIVE. (First Grade teachers are not using Skyward grade book for their report cards. If you have special ed 1st grade teachers who are using Skyward Grade book, you may need to print those teachers also. If that is the case, let me know and I'll send you a screen shot of how to do that.)
9. If you have students at DAEP and do not want to print their report cards or want them printed separately, you can UNCHECK the box for "Include All Schools". Then only select your campus/school number and leave the 006 school unchecked.
10. Click SAVE

11. Make sure the "Orientation" still shows "Portrait".

12. Continue with the template setup on the following pages

13. **MAIN SETUP**- expand the section by clicking the +.

Main Setup

Grading Period: Run for Grading Period 2 TERM 1

Run GPA Calc for each student on the report

Grade Buckets

Entity 102

Midterm	Term	Final	Citizenship
<input type="checkbox"/> ***	<input checked="" type="checkbox"/> T1	<input type="checkbox"/> FIN	<input checked="" type="checkbox"/> CZ1
<input type="checkbox"/> ***	<input type="checkbox"/> T2	<input type="checkbox"/>	<input type="checkbox"/> CZ2
<input type="checkbox"/> ***	<input type="checkbox"/> T3	<input type="checkbox"/>	<input type="checkbox"/> CZ3
<input type="checkbox"/> ***	<input type="checkbox"/> T4	<input type="checkbox"/>	<input type="checkbox"/> CZ4
<input type="checkbox"/> ***	<input type="checkbox"/> T5	<input type="checkbox"/>	<input type="checkbox"/> CZ5
<input type="checkbox"/> ***	<input type="checkbox"/> T6	<input type="checkbox"/>	<input type="checkbox"/> CZ6

Include All Activities Activities

Save Report Cards To Student Portfolio Portfolio Record Description:

Allow Parent's Signature ?

Grading Periods

Grd Prd	Description	Start Date
03	MID TERM 2	10/09/21
04	TERM 2	10/09/21
05	MID TERM 3	11/26/21
06	TERM 3	11/26/21
07	MID TERM 4	01/22/22
08	TERM 4	01/22/22
09	MID TERM 5	03/04/22

Helpful Hint: Make note of the correct Grd Prd number so that you can enter it for the comments ranges in the comments section. Example: Grd Prd 02 – is Term 1

- Change the “**Grading Period**” drop down to “Run for Grading Period”
- Click the underlined words, “**Grading Period:**” to select the appropriate grading term from the list and click “Select”.
- Uncheck** “run GPA Calc for each student on the report”
- Check the “**GRADE BUCKETS**” appropriate for the report card.

NOTE: Until you are sure the report cards are printing correctly and you have printed the official report card, **DO NOT CHECK the box to “Save Report Cards To Student Portfolio”**. This will be done in a later step and only after the report cards have been verified correct.

You cannot check the box for “Allow Parent’s Signature” at this time. This is a feature where the parent would be required to electronically sign the report card in Family Access. We are not using this feature as this time.

14. **FORMAT**- expand the section by clicking the +.

Format

- Print Duplex Report Card
- Print Signature Line: SIGNATURE
- Change Report Heading: 1ST SIX WEEKS REPORT CARD
- Print Headings on Multiple Lines
 - Column to Shift: 1
- Number of Columns to Shift: 0
- Inches to Shift: 0.00

Heading

Left Justified | Centered | Right Justified

BIRDVILLE ELEMENTARY SCHOOL
Lawley Street
Haltom City, TX 76117
_____, Principal

- e. Click inside the box for the Heading area. This is where you will type in the school name, address, and principal's name
- f. Check the box for "Change Report Heading" and type in the correct marking period information.
- g. Check the box for "Print Headings on Multiple Lines- optional.
- h. Check other options if you use them.

NOTE: You do not need to check "Print Report Card Image". The image is loaded into the set up for you.

15. **STUDENT/FAMILY**-

- a. Click First Only
- b. Click English under Language Translator
- c. Check the box for "Print Report Cards for Students without Any Families Set to Receive Report Cards."

Student/Family

Print Family

- First and Second
- First Only
- Second Only
- Up to 5 Families
- Use Relationships
- Family Range

Print Report Cards Only For Families Receiving Hard Copy Report Cards

Print Report Cards For Students Without Any Families Set To Receive Report Cards

Language Translator

- Student's Home Language
- English
- Spanish

16. COURSES-

- a. Set the class record type to “Current Year”
- b. **Do not check** “Exclude Courses Without Grades”. This will show classes on the report card in which the teacher as not posted the grades correctly. (These would need to be resolved before official printing.)
- c. Click “Group sections of same course on same line” and “Overlapping Grades”.

Courses
Class Record Type: Exclude Courses Without Grades Exclude Courses Without Comments

Secondary
 Group Sections Of Different Courses On Same Line
 Do Not Group If Course Types Differ
 Group Sections Of Same Course On Same Line
Combine Based On: Overlapping Terms Overlapping Grades Include Dropped Classes

17. ATTENDANCE-

Attendance
Attendance Start and Stop Dates: to:

- a. These should be filled in for you based on the **correct marking period** input in step 13.

18. COMMENTS:

- a. Input the correct Grade period range for the Teacher’s comments. This should match the same marking period under the Main Setup. (Example shown here Regular Term 1 Report Card is marking period 02- 02) **If you input the wrong terms here the teacher comments will not be correct for the marking period.**

Comments
Entity 101
Grading Period(s) To Print Comments For: through:

- b. Check the “Print Comment/Legend After Address” indicator.
- c. Enter the appropriate comments into the box from the 2018 Comments document posted on the BISD Skyward Gateway How To Page
- d. Check the “Use Generalized Free Form Comment”. Indicator
- e. Enter the appropriate comment into this box

Print Comment/Legend After Address
Spring Break March 11-15, Student Holiday, March 29th-Staff Professional Development Day

Use Generalized Free Form Comment
Prints at bottom of report card
BISD is now required to... charges after a student has 10 unexcused absences in a six month period.

19. **GPA**- SKIP THIS SECTION

20. **CUSTOM**

a. Check the box for “Print Special Codes”

The screenshot shows a window titled "Custom" with a question mark icon. It contains three sections of options:

- Composite Grade:** Radio buttons for None (selected), Overall, Language Arts, and Both.
- End of Year Placement:** Radio buttons for None (selected), Format 1 (Elementary), and Format 2 (Middle School).
- Print Options:** Checkboxes for Print Student's Quartile (unchecked), Print Special Codes (checked), and Print Campus Accountability Rating (unchecked).

b. Click the **SORT BY** button at the top (you may need to scroll up)

The screenshot shows a "Sort Order" dialog box with a table and a button menu to its left. An arrow points from the "Sort By" button in the menu to the "Sort Order" dialog.

Move	Field	Select
	Advisor	<input checked="" type="checkbox"/>
	Calendar ID	<input type="checkbox"/>
	Class Period	<input type="checkbox"/>
	Default Entity	<input type="checkbox"/>
	Gender	<input type="checkbox"/>

The button menu includes: Check Spelling, Save, Save and Print, Sort By, and Back. The "Sort Order" dialog also includes OK, Back, and Unselect All buttons.

c. Check ADVISOR, if you are distributing the report cards in class.

d. Check other options if you would like

e. Click **OK**.

f. Click **SAVE and Print**.

21. **Review the report cards for accuracy in: (critical step)**

a. **Sorts** Correctly

b. Details- **Do the Terms match appropriately?** (Under the student name on the left and on the right?)

c. **Correct Comments** are printing

d. **Correct Attendance** information

e. Teacher **Comments**

f. **Citizenship** showing

g. **Campus information**

h. **Grades showing**

22. **SAVE a file copy to your U:---** If you do not already have a Report Card file, you should create one. This will allow you to reprint report cards as needed.

23. **Print on paper for distribution**

POSTING TO FAMILY ACCESS—GO TO NEXT PAGE

E. IMMEDIATELY AFTER YOU HAVE PRINTED THE HARD COPY REPORT CARDS, YOU NEED TO POST THEM TO FAMILY ACCESS.

- Edit the correct Report Card Template.
- Go to the “MAIN SETUP” section and expand it by clicking the + node.
- Check the box for “Save Report Cards to Student Portfolio”
- You will need to type in the “Portfolio Record Description”:
- This description will be the title of the attachment in Family Access and in the student portfolio, so it must include the year, term and type of grade report. Follow this example:

Main Setup

Grading Period: Run for Grading Period 2 TERM 1

Run GPA Calc for each student on the report

Grade Buckets

Entity 101

Midterm	Term	Final	Citizenship
<input type="checkbox"/> P1	<input checked="" type="checkbox"/> T1	<input type="checkbox"/> FIN	<input checked="" type="checkbox"/> CZ1
<input type="checkbox"/> P2	<input type="checkbox"/> T2	<input type="checkbox"/>	<input type="checkbox"/> CZ2
<input type="checkbox"/> P3	<input type="checkbox"/> T3	<input type="checkbox"/>	<input type="checkbox"/> CZ3
<input type="checkbox"/> P4	<input type="checkbox"/> T4	<input type="checkbox"/>	<input type="checkbox"/> CZ4
<input type="checkbox"/> P5	<input type="checkbox"/> T5	<input type="checkbox"/>	<input type="checkbox"/> CZ5
<input type="checkbox"/> P6	<input type="checkbox"/> T6	<input type="checkbox"/>	<input type="checkbox"/> CZ6

Save Report Cards To Student Portfolio Portfolio Record Description:

Require Parent's Signature ?

YYYY-YY Xst SIX WEEKS REPORT CARD

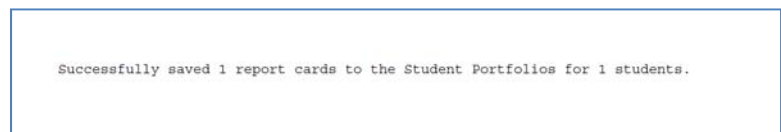
YYYY-YY= School YEAR

Xst= TERM

It should look like this: **2017-18 1st SIX WEEKS REPORT CARD**

Remember, you cannot check the box for “Require Parent’s Signature” at this time. This is a feature where the parent would be required to electronically sign the report card in Family Access. We are not using this feature as this time

- Once you are sure you are ready, **Click Print**. (For the report cards you won’t get a second hard copy.) This process will post the Report Cards to Family Access and the Student Portfolio. You will get a confirmation report like this.



Once posting is completed, you must

immediately ‘uncheck’ the “Save Report Cards to Student Portfolio” indicator on the Main Set up of your template and then SAVE it.

This is to further protect the template from being used again and accidentally posting the report cards again. If there is a problem with the report cards that you have posted, you will need to contact Technology for help.

What the parents will see in Family Access:

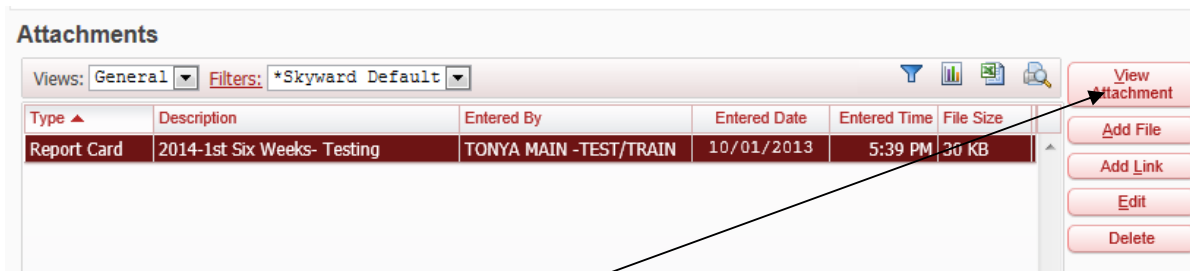
They will see a tab on the left called "Student Performance".

Online Forms	2016-17 6th Six Weeks Report Card
Calendar	2016-17 5th Six Weeks Report Card
Gradebook	2016-17 5th Six Weeks Progress Reports
Attendance	2016-17 4th Six Weeks Report Card
Student Info	2016-17 4th Six Weeks Progress Report
Schedule	2016-17 3rd Six Weeks Report Card
Discipline	2016-17 3rd Six Weeks Progress Report
Student Performance	2016-17 2nd Six Weeks Report Card
Health Info	2016-17 2nd Six Weeks Progress Report
Login History	2016-2017 1st Six Weeks Report Card
	2015-16 6th Six Weeks Report Card
	2015-16 6th Six Weeks Progress Report
	2015-16 Term 5 Report Card
	2015-16 5th Six Weeks Progress Report
	2015-16 4th Six Weeks Report Card

They will see all of the posted IPRs, Report Cards, and STAAR test results. They can click the link and then open the attachment. This may require Adobe Reader to be on their computer.

What the Campus Staff will now do to re-print a report card:

1. Go to the student's portfolio tab.
2. Select Attachments
3. Highlight the appropriate attachment/Report Card



4. Click the VIEW Attachment button.
5. The same exact report card that was generated during the report card printing process will open in Adobe from which it can be re-printed.
6. BE SURE YOU PRINT OUT THE LAST REPORT CARD FOR A STUDENT IF THEY WITHDRAW IN THE SCHOOL YEAR, TO BE PUT IN THEIR FILE AND TO BE SENT WITH RECORDS REQUESTS.

WHAT IF A REPORT CARD FOR AN INDIVIDUAL STUDENT NEEDS TO BE CORRECTED?

1. Have the teacher make the correction (see section C), reprint and repost the report card using the correct template, but change from Range To Individual and Click the Individual button on the report card template.
2. Selecting only the student(s) who need new report cards
3. Print the hard copy report card
4. Check the box to post the report card.
5. Uncheck the posting indicator on the template and change it back to Ranges.
6. Contact Tonya to remove the incorrect report card from the portfolio.

DUPLICATE POSTINGS? – If you accidentally cause duplicate report cards or IPR postings, you can request the duplicates be removed. Contact Michelle Kamp or Tonya Main.

FUTURE REPORT CARD RUNS

1. **Add a new template** and set the fields appropriately. NOTE: You can clone the previous TERM template as long as it is for the **current year**, BUT be careful that you **reset all of the fields accordingly**.
2. **End of Year Report Cards**--- Watch for new instructions for the EOY report cards.