



Quick Reference Guide: Running Report Cards (R700)

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Section: FORMAT

- **Report Layout:** Select the **Report Layout** that best fits your building’s needs. If a version has been made for your building specifically, it will be named *Custom1 – LACA* or *Custom2 – LACA*.

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Report Card Formatter (R700)

From this screen, you can select parameters to generate a report.

Selection Criteria | Selection Summary | **Load Settings**

Formatter Version: Custom Permanent Record Labels

Report Layout: Custom1- LACA ▼ ←

Watermark Image: None ▼ **Watermark Alignment:** Top Left ▼

Footer Location: Directly Beneath the Detail Section At The Bottom of the Last Report Page

Report Orientation: Portrait Landscape ←

Paper Kind: Letter ▼

Paper Width: 8.5 **Paper Height:** 11

Left Margin: 0.2 **Top Margin:** 0.2

Right Margin: 0.2 **Bottom Margin:** 0.2 **Gutter:** 0.0

- **Report Orientation:** Most report cards are built using the **Landscape Orientation**. If you find that your report card is not fitting across the page, then it could be Portrait or your margins are too large.
- **Margins:** It is recommended your margins are the same all around usually between **0.2 – 0.5**. This is based on your format, so you may need to experiment.



Once you get all the settings the way you like, it is recommended you create a load setting. You can create several load settings for each report card you run each year i.e. Grading Period 1, Grading Period2, etc. This way each time you come to the R700 screen just choose the load setting you want and it will fill in all the parameters we are choosing except the Report Layout.



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Section: MARKS

School Years For Credits

2013-2014
2012-2013
2011-2012
2010-2011

Interim Report Card: Yes No

Reporting Term For Which To Show Comments

Grading Period 2
Interim 2
Exam 1
Semester Avg 1

Latest Physical Term Is Used For The Current Reporting Term

Grading Period 1

Mark Type For Which To Show Comments

Avg
Exam
Final
Grading Period

Reporting Term For Which To Show Marks

Exam 2
Semester Avg 2
Final
Interim 1

Mark Type For Which To Show Marks

Avg
Exam
Final
Grading Period

Course Types

C - Class
L - Lunch
Z - Study hall
ESC - ESC course

Mark Credit Type: All

Note: Red callouts in the original image point to the 'Interim Report Card' and the 'Reporting Term' and 'Mark Type' pairs, stating 'Choose only one or the other.'

- **School Year for Credits:** Leave all years to the left because the system is smart enough to pull the current school year.
- **Interim Report Card:** If this is an interim report card make sure you choose yes or the marks will not appear, else select No.
- **Reporting Term for Which to Show Comments:** Choose the reporting terms for which comments you want to appear on the report card. You can choose several types, but comments could be cut off due to lack of space.
- **Mark Type for Which to Show Comments:** This option allows you to choose a mark type which would list all comments based on your choice. For example if you choose Grading Period, it will list all grading period comments that exist in the current year. *If you use this option you do not choose **Report Term for Which to Show Comments**.*
- **Reporting Term for Which to Show Marks/Mark Type for Which to Show Marks:** These options are the same as the other two above, except it is for marks instead of comments. Once again only do one or the other.
- **Course Types:** You can leave all these to the left unless you want certain classes not to appear.
- **Mark Credit Type:** Will list the credit based on the type you choose. Most just let the system automatically choose based on mark type above.



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Section: QUESTIONS

Show Required Marks Only:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Print Report Card If Student Has No Marks Or Comments:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Print Regular Course From Prior Course Term That Has No Marks Or Comments:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Print Regular Course From Current Course Term That Has No Marks Or Comments:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Print Regular Course From Future Course Term That Has No Marks Or Comments:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Print Course History That Has No Marks:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Include Dropped Courses In Past Or Current Course Terms In Current Year:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Include Dropped Courses In Future Course Terms In Current Year:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Include Dropped Courses in Prior Years (for Credits totals):	<input type="radio"/> Yes <input checked="" type="radio"/> No
Show Separate Marks Subreports For Each Marking Pattern:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Show Separate Rows in Credits Subreport for Credits from Different Schools in the Same Year:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Require 'Update History' Flag to be True for Course to be on Report Card:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Require 'Is High School Credit' Flag to be True for Course to be on Report Card:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Marks Alignment in Marks Subreports:	<input type="radio"/> Align Equivalent Marks Columns in Marks Subreports for All Marking Patterns <input checked="" type="radio"/> Stretch Marks Columns to Fill Width of Marks Shape Within the Marks Subreport for Each Marking Pattern

- **Show Required Marks Only:** If a student has manual course history and is also taking classes that appear on the Student Mark screen, would you like only courses listed on the Student Marks screen to print on the report card? If you do answer, Yes. If you want manual course history to print also, answer No.
- **Print Report Card If Student Has No Marks or Comments:** If a student does not have any marks or comments entered would you like a blank report card to print? If you do, answer Yes.
- **Print Regular Course from Prior Course Term That Has No Marks or Comments:** Allows the user to determine whether a regular course from a prior course term appears on the report card when a student has no marks or comments for the course in the Reporting Terms chose on the options in the Marks Section above.
- **Print Regular Course from Current Course Term That Has No Marks or Comments:** Allows the user to determine whether a regular course from a current course term appears on the report card when a student has no marks or comments for the course in the Reporting Terms chose on the options in the Marks Section above.
- **Print Regular Course from Future Course Term That Has No Marks or Comments:** Allows the user to determine whether a regular course from a Future course term appears on the report card when a student has no marks or comments for the course in the Reporting Terms chose on the options in the Marks Section above.
- **Print Course History That Has No Marks:** This option does not work, so just choose No.
- **Include Dropped Courses in Past or Current Course terms In Current Year:** If a student has dropped courses in a completed course term or the current course term, do you want the courses to print on the report card? If you do want the dropped courses to print, answer Yes.
- **Include Dropped Courses in Future Course Terms in Current Year:** If a student drops a 2nd semester class and you are running the report card in the middle of 1st semester, do you want the dropped 2st semester class printing on the report card? If you want future drops printing, answer Yes.
- **Include Dropped Courses in Prior Years (for Credit Totals):** if a student has dropped classes in prior years, do you want the dropped courses being included in the credit amounts that print on selected report card formats? If you do want the drops included, answer Yes.
- **Show Separate Mark Subreports for Each Marking Pattern:** If you would like the report to be broken down into separate sections for 1st semester only classes, 2nd semester classes only classes, and all year classes, answer yes.



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- **Show Separate Rows in Credit SubReport for Credits from Different Schools in the Same Year:** If a student was in two different buildings and has course history from each building, do you want each school broken out into its own section? If so, answer Yes.
- **Require “Update History” Flag to be True for Course to be on Report Cards:** The Update History Flag on the Course determines if a course displays on the student’s course history screen. Occasionally a school will unmark a course as Update History and does not want this course to print on the report card. In 99% of the cases you will want to mark Yes for this prompt. (Note: You can also uncheck the flag on the Course titled “Print on Report Card.”)
- **Required “Is High School Credit” Flag to be True for Course to be on Report:** If set to Yes, courses will be excluded from the report if they are not checked as “Is High School Credit” on the course. Most High Schools say Yes on this option, and Middle and Elementary, choose No.
- **Marks Alignment in Marks SubReport:** Select how you want the Marks to display in Marks subreports.

Section: GPA

GPA Sets

Cumulative	↑	←	→	
Current Year	↓	←	→	
Grading Period 1 GPA		←	→	
Grading Period 2 GPA		←	→	

Honor Roll GPA Sets

Cumulative	↑	←	→	
Current Year	↓	←	→	
Grading Period 1 GPA		←	→	
Grading Period 2 GPA		←	→	

Refresh GPA Set and Honor Roll Results: Yes No

- **GPA Sets:** Select desired GPA Set(s). If none is selected, GPA information will not print on the report card.
- **Honor Roll GPA Sets:** If you want an Honor Roll message to appear on the report card, choose the desired GPA Sets(s). ***For this option to work, you must have the Honor Roll option on the report card format.***
- **Refresh GPA Set and Honor Roll Results:** If yes, this option will refresh the GPA Set before printing. It is recommended that this is done if you have yet done it for the day. After that you can choose No to speed up printing, unless someone made changes since the last refresh.



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Section: Attendance

Reporting Term For Which To Show Attendance

Grading Period 2 Grading Period 3 Grading Period 4	← → ⇐ ⇒	Grading Period 1
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Absence Type

A - ABSENT ED - EARLY DIS I - IN-SUSP M - MEDICAL	↑ ↓ ⇐ ⇒	
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Show Days Present and Days Absent Totals based on Total Days or Occurrences: Total Days Occurrences

Absence Cutoff Date:

Use Period Attendance: Yes No

Period

1 2 3 4	↑ ↓ ⇐ ⇒	
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- **Reporting Term for Which to Show Attendance:** If no Reporting Terms are selected, the report will use all Reporting Terms for listing attendance on the report. If you are not wanting all terms choose the ones you want to the right.
- **Absence Type:** If no absence types are selected, the report will use all absence types; else move the ones you want to the right.
- **Shows Days Present and Days Absent Totals based on Total Days or Occurrences:**
 - Total Days – Days present will be calculated as the sum of the **Actual Days** value for each calendar day for the student.
 - Occurrences – Days present will be calculated as the sum of the **Days Counted** value for each calendar day for the student.
- **Period Attendance:** If using Period Attendance in DASL, then you could select the period to calculate attendance.



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Section: Filters

Student Status	
U - RES A/ELSE - U I - WITHDRAWN TRANSFER 3 - 3-WAY STUDENT C - COUNTY UNIT/ESC	A - ACTIVE F - FOSTER/COURT PLACED N - OTHER NON-RESIDENT O - OPEN ENROLLMENT
Administrative Homeroom	
0100 - Johnston (Full Year Term) 0101 - Mrs. Massarelli (Full Year Term) 0103 - Ms. Sanders (Full Year Term) 0104 - Mr. Westbrook (Full Year Term)	
Program	
Home School	
010777 - Etna Elementary School (Sch) 039842 - Watkins Memorial High School (Sch) 067876 - Watkins Middle School (Sch)	
Counselor	
McKendry, Julie	
Membership	
15 - Extended Learning Time (Each Week) 15 - Guided Reading (Small Group Instruction) 15 - Increase Reading Time 15 - Interactive Writing	
Special Education Services	
215001 - Adapted Physical Education Services 215002 - Aide Services 215003 - Attendant Services 215004 - Audiological Services	
Membership Group	
15 - 15 16 - 16 50 - 50 60 - 60	



If you are using ADHOC Memberships or entering student numbers (Page 7) all these filters should be empty on the right because those two items trump all filters. The less you filter the faster it runs.

- **Student Status:** Move the student statuses you would like to limit to the right. If you want all statuses, just leave them all to the left.
- **Administrative Homeroom:** Move the homerooms you would like to limit to the right. If you want all homerooms, just leave them all to the left.
- **Programs:** Only used by a JVS.
- **Home School:** Only used by a JVS. *If you are not a JVS do not move any of them to the right or you will probably get fewer students than you want.*
- **Counselor, Membership, Special Education Services, Membership group:** Only move any of these items to the right if you want to limit records based on these fields, otherwise keep all to the left.



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Section: Other Filters

Ad-Hoc Membership: -- Select an Ad-Hoc Membership -- Public And Private

Student ID(s):

Homeroom Date: 11/8/2013

Common Text For Report Cards: Welcome Back to School! Hope your summer was great. I'm trying to see how much this will hold without looking bad. Test. This is to see how many characters may fit upon this grade card.

Grading Scale:

Print Blank Report Card For Student With Unpaid Fees: Yes No

Omit Unlisted Phone Numbers:

- **Ad-Hoc Membership:** You can select Ad-Hoc Membership from the drop down list. If you select an Ad-Hoc Membership, only report cards for students from that Ad-Hoc Membership will be used in the report. Check the **Public and Private** check box to see memberships created by other users.
- **Student ID's:** IF report cards are need for individual students, the student ID(s) may be input here, separated by a comma.
- **Homeroom Date:** Specify the date to use to retrieve students' homeroom. Should fall within the current school year.
- **Common Text for Report Cards:** Type in common text that you would like to appear on the report card.
- **Grading Scale:** Type in common grading scale text message to appear on report card. ***For this option to work, you must have the Grading Scale option on the report card format.***
- **Print Blank Report Card for Student with Unpaid Fees:** If you choose yes, a student that has not paid fees will get a blank report card with a message stating the amount of fees they still owe.
- **Omit Unlisted Phone Numbers:** If you have phone numbers printing on your report card, you can choose to omit unlisted numbers.



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Section: Graduation Verification

Student Graduation Eligibility Rule: <input type="checkbox"/> Primary <input type="checkbox"/> Secondary	<input type="checkbox"/> Select to view the student(s) primary and secondary Graduation Eligibility rule(s) in the report.
Choose Graduation Eligibility Rule: <input type="text"/>	<input type="checkbox"/> Choose a Graduation Eligibility rule from the list to include in the report.
Mark Type: <input type="text"/>	<input type="checkbox"/> Choose the mark type to use in current year's total credits calculation. The mark type is only required if Primary, Secondary, or a specific Rule are chosen.
Recalculate Graduation Eligibility: <input type="checkbox"/>	<input type="checkbox"/> Check recalculate to refresh the student's Graduation Eligibility data (slower) or Uncheck recalculate to view the student's cached Graduation Eligibility data (faster).



This option has to be built into the report card format to appear on your report card.

- **Student Graduation Eligibility Rule:** Check the appropriate boxes if you want to view the students' primary and/or secondary Graduation/Eligibility rule status on the report.
- **Choose Graduation Eligibility Rule:** Select a Graduation/Eligibility Rule from the dropdown list if you want to view the students' status for that rule on the report.
- **Mark Type:** Choose the mark type to use in current year's total. The mark type is only required if Primary, Secondary, and/or a specific Graduation Eligibility Rule are chosen.
- **Recalculate Graduation Eligibility:** Check this box if you want to recalculate the students' status for the selected rule. Recalculating makes the report run longer.

Section: Processing Options

Improve Performance by Separating Report Processing by Grade: <input checked="" type="checkbox"/>	<input type="checkbox"/> Choose this option for shorter execution time and lower memory usage when running the report for multiple grade levels. A separate interim report will be generated for each selected grade, and then the interim reports for all selected grades will be combined into one final report. When choosing this option, 'Grade' will be the first sort order for the final report, in order of the grades selected in the 'Grade' dual select below.
Grade <input type="text"/>	<input type="text"/>
Sorting Options <input type="text"/>	<input type="text"/>
Output: <input checked="" type="radio"/> Report <input type="radio"/> Labels <input type="radio"/> Both Report and Labels	<input type="checkbox"/> The 'Grade' dual select is only Required if the 'Improve Performance by Separating Report Processing by Grade' option is chosen above.
Label Type: <input type="text"/>	<input type="checkbox"/> If the 'Improve Performance by Separating Report Processing by Grade' option is chosen above, then the sort order of grades is determined by the order of the grades in the 'Grade' dual select above. In that case the 'Grade' option does not have to be selected in the Sorting Options dual select, since the grade will automatically be the first sort criteria.
Address: <input checked="" type="radio"/> Use Student Address <input type="radio"/> Use Parent Address <input type="checkbox"/> Use custom address text <input type="text"/>	
Include Copied On Correspondence: <input type="radio"/> Yes <input checked="" type="radio"/> No	
Delivery Method: <input type="text"/> <input type="button" value="Set As Default"/>	
Email Address: <input type="text"/>	
Description: <input type="text"/>	

- **Improve Performance by Separating Report Processing by Grade:** If you are running report cards by grade, choose this option to speed up processing. If you are using you must select a grade. If you are not running by grade, then uncheck this box and there is then no need to choose a grade. It is recommended to run a grade at a time to decrease run time.



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Appendix A: Report Formats

Format	Portrait or Landscape	Alpha or Numeric	Prints Comments	Prints GPA	Prints Honor Roll Message	Prints Grad. Eligibility	Prints Attend.	Prints Common Text	Prints Grading Scale	Prints Credits	Prints Fees	For use with window envelopes	Other
Format 01	Landscape	Alpha	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	
Format 02	Landscape	Numeric	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	
Format 03	Portrait	Numeric & Alpha equiv.	No	Yes	Yes	No	Yes	Yes	No	Yes	Yes	No	
Format 04	Landscape	Numeric & Alpha equiv.	Yes	Yes	Yes	No	Yes	Yes	No	Yes	Yes	No	
Format 11	Portrait	Alpha	Yes	No	No	No	Yes	Yes	No	No	Yes	No	Interim report card with hard-coded letter verbiage.
Format 12	Portrait	Numeric & Alpha equiv.	Yes	No	No	No	Yes	Yes	No	No	Yes	No	Interim report card with hard-coded letter verbiage.
Format 15	Portrait	Alpha	Yes	No	No	No	No	Yes	No	No	Yes	No	Interim report card with hard-coded letter verbiage.
Format 16	Portrait	Numeric & Alpha equiv.	Yes	No	No	No	No	Yes	No	No	Yes	No	Interim report card with hard-coded letter verbiage.
Format 20	Portrait	Alpha	No	Yes	Yes	No	Yes	Yes	No	Yes	Yes	Yes	
Format 21	Portrait	Alpha	No	Yes	No	No	Yes	Yes	No	Yes	Yes	Yes	Prints Promoted, Retained, & Transferred checkboxes that can be manually marked
Format 30	Landscape	Numeric & Alpha equiv.	No	Yes	Yes	No	Yes	No	No	Yes	Yes	No	
Format 31	Landscape	Alpha	No	Yes	Yes	No	Yes	No	No	Yes	Yes	No	
Format 40	Portrait	Alpha	No	Yes	Yes	No	Yes	Yes	No	Yes	Yes	Yes	
Format 41	Portrait	Alpha	No	No	Yes	No	Yes	Yes	No	Yes	Yes	Yes	
Format 50	Portrait	Alpha	No	No	No	No	Yes	Yes	No	Yes	Yes	Yes	Prints Promoted, Retained, & Transferred checkboxes that can be manually marked