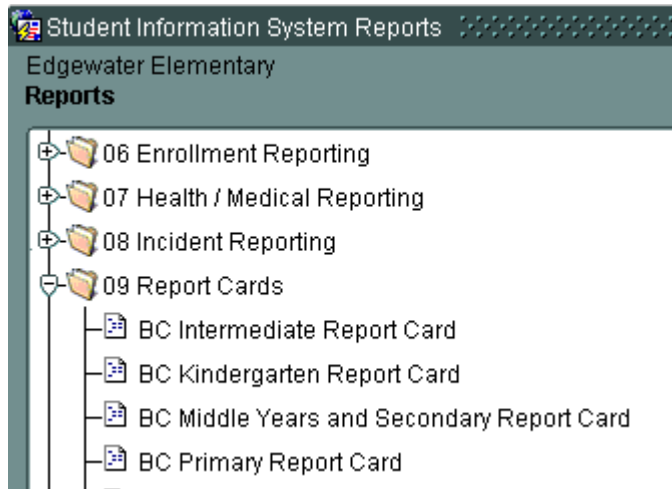
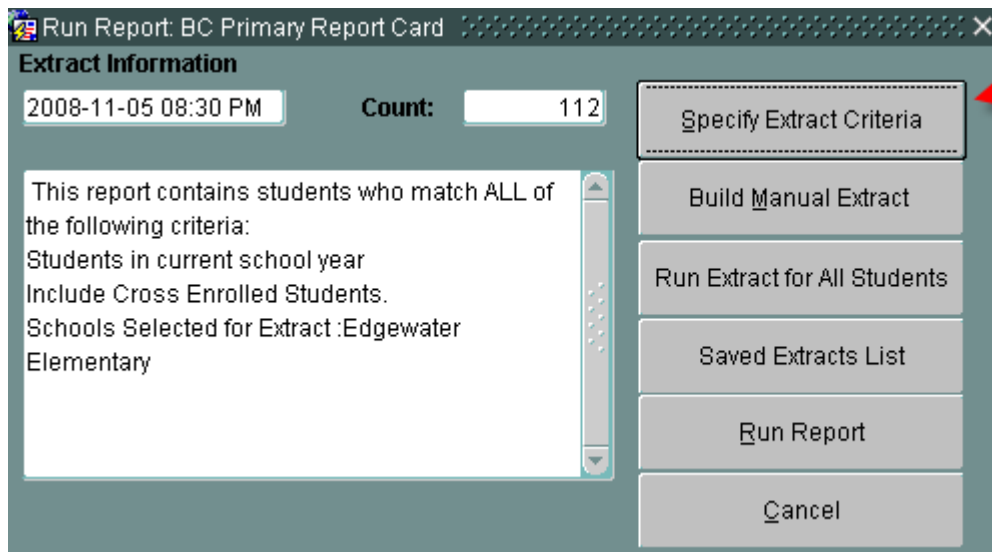


Printing Elementary Report Cards - From the Office

To print report cards enter the reports tree and go to #09 Report Cards. Select the appropriate report card, Intermediate or Primary. Note that the Primary will also handle the Kindergartens, these do not necessarily have to be done separately.



From the Extract Information screen select, Specify Extract Criteria



Set your criteria

Demographic Extract

Conditions does not apply.

Basic

Testing Adv. Farms Schools Results

Choose criteria based on either grade or homeroom, whichever best meets your needs.

Middle Name Gender Full/Part-Time

Grades NOT HRM 1 HRM 2 Admission Types NOT

Primary Language spoken at home NOT Program Type NOT Teams Alerts

Interpreter Required Life Threatening Indicator

Requested Materials in Another Language State/Min #

Cross Enrolled Students Include

Release of Information - Info. Restriction Type

Release Of Information With No Reason

Internet Access - Internet Restriction Reason

Admission Status

OR Funding Category

Match Criteria ALL

Clear Extract Criteria Saved Extracts List Run Extract

Run the extract and then exit back to the Extract Information screen and Run Report.

Run Report: BC Primary Report Card

Extract Information

2008-11-05 09:11 PM Count: 21

Specify Extract Criteria

Build Manual Extract

Run Extract for All Students

Saved Extracts List

Run Report

Cancel

Specified criteria

This report contains students who match ALL of the following criteria:

- Students in current school year
- Students who are in semester 1 homeform(s): 2
- *** COURSE CRITERIA - CURRENT COURSES ONLY ***
- Include Cross Enrolled Students.
- Schools Selected for Extract :Edgewater Elementary

Once in the parameters screen select your options.

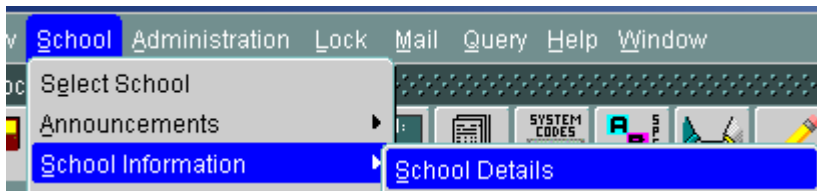
The screenshot shows the 'BC Primary Report Card' configuration window. It includes several sections with callouts:

- Select Reporting Term:** Points to the 'Reporting Term' dropdown menu, which is set to 'Report Card 1'.
- Optional if including a school message:** Points to the 'Display School Message' checkbox, which is currently unchecked.
- Check both Term Comments and Performance Scale:** Points to the 'Include Term Comments' and 'Print Performance Scale' checkboxes, both of which are checked.
- For double sided printing:** Points to the 'Print On Both Sides' checkbox, which is currently unchecked.
- Parent Signature Required will give you the following at the bottom of the report card:** Points to the 'Parent Signature Required' checkbox, which is currently unchecked. Below this, a text box contains the message: 'PARENT/GUARDIAN: Write your comments on the Report Card Cover, sign it and return to your child's teacher.'

Other visible options include 'Verification Report' (radio button), 'Sort by' (Grade, Student Name), 'Student Name Format' (Preferred/Usual), and 'Run in Background?' (No).

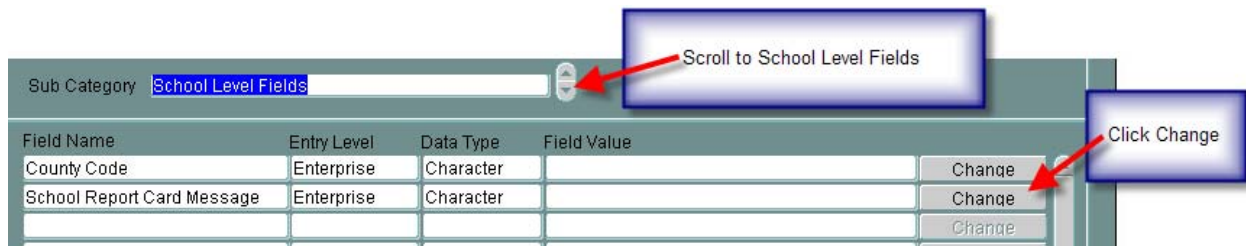
Note: If you are printing double sided, you will also have to set your printer properties for double sided as well.

If you wish to include a school message navigate as follows:



From the School Details screen click on 

In the Ad Hoc screen:



The screenshot shows a software interface with a 'Sub Category' dropdown menu set to 'School Level Fields'. Below it is a table with columns for 'Field Name', 'Entry Level', 'Data Type', 'Field Value', and 'Change'. The table contains two rows: 'County Code' and 'School Report Card Message', both with 'Enterprise' as the entry level and 'Character' as the data type. A callout box labeled 'Scroll to School Level Fields' points to the dropdown menu, and another callout box labeled 'Click Change' points to the 'Change' button in the first row.

Field Name	Entry Level	Data Type	Field Value	Change
County Code	Enterprise	Character		Change
School Report Card Message	Enterprise	Character		Change

Finally:



The screenshot shows a 'Data Entry' dialog box. It has a title bar with 'Data Entry' and standard window controls. The main area is titled 'Character Value' and contains a text input field with a scroll bar. The text inside the field reads 'Enter school message here and save'. To the right of the text field is a 'Max Size' label and a text box containing the number '1000'. At the bottom of the dialog, there is a 'Cancel' button and a floppy disk icon representing a save function.