



## Create Report Cards



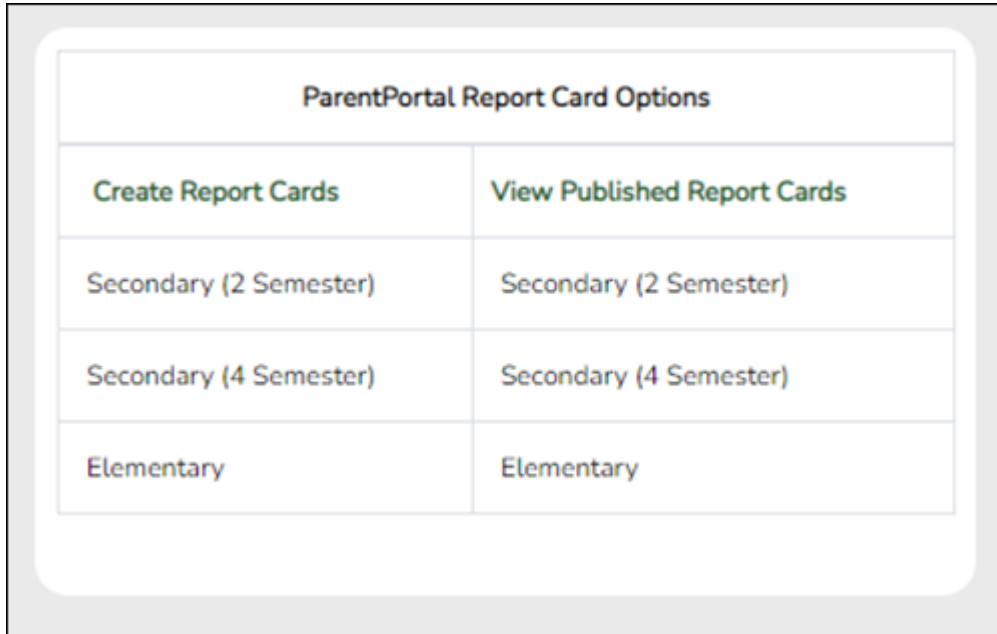
# Table of Contents



## Create Report Cards

### *Grade Reporting > Utilities > ParentPortal Report Cards*

☐ Under **Create Report Cards**, click the type of report card you wish to publish.



The screenshot shows a web form titled "ParentPortal Report Card Options". It contains a table with two columns: "Create Report Cards" and "View Published Report Cards". The rows represent different report card types: "Secondary (2 Semester)", "Secondary (4 Semester)", and "Elementary".

Create Report Cards	View Published Report Cards
Secondary (2 Semester)	Secondary (2 Semester)
Secondary (4 Semester)	Secondary (4 Semester)
Elementary	Elementary

Fields are displayed allowing you to specify criteria for generating and printing report cards.

- Bold fields are required.
- Different fields are displayed according to the report card type selected. Elementary has additional fields.

## Return To ParentPortal Report Card Options

Create Report Cards

### Enter Criteria to Create Secondary (2 Semester) Report Card:

Ending School Year (YYYY)

2023

Campus ID

001

Semester (1,2=Both)

1

Cycle (1,2,3)

1

Attendance Track (Blank for all)

Grade Level (Blank for all)




Address (S=Student,P=Parent)

P

Include Withdrawn Students

☐

Student IDs (Blank for all)

<b>Ending School Year (YYYY)</b>	The ending year of the school year you are logged onto is displayed and cannot be changed.
<b>Campus ID</b>	Type the three-digit campus ID, or click  to <a href="#">select the campus</a> .
<b>Semester (1,2=Both)</b>	Type the one-digit semester.  For two-semester campuses, valid semesters are 1 and 2. Enter 2 to include both semesters.  For a four-semester campus, valid semesters are 1, 2, 3, and 4.
<b>Cycle (1,2,3)</b>	For two-semester campuses, type the one-digit cycle code.
<b>Attendance Track (Blank for all)</b>	Type the two-digit attendance track. Leave blank to select all tracks.
<b>Grade Level (Blank for all)</b>	Type the two-character grade level, click  to <a href="#">select the grade level</a> , or leave blank to select all grade levels.
<b>Address (S=Student,P=Parent)</b>	S - Print the student's address from <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Demo1</a> . If the report is run for the student's address, only one English language report card is printed.  P - Print the address for the guardian contact who has the lowest relationship code (e.g., 1). If the parent address is blank or no guardian contact exists, the student address is used.  If you select P, a report card is printed for each parent/guardian who is selected to receive mailouts on <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Contact</a> . Report cards are printed in the language (English or Spanish) specified for the parent/guardian on the Contact tab.
<b>Include Withdrawn Students</b>	Select if you wish to include withdrawn students.
<b>Student IDs (Blank for all)</b>	Type the six-digit student ID number, including all leading zeros. Separate multiple IDs with a comma (e.g., 098321,096476). Or, click  to <a href="#">select the students</a> . Leave blank to select all students.
<b>Elementary report cards only:</b>	
<b>Print Exam Grade</b>	Select if you wish to print the exam grade. The exam grade prints for all grade levels that use an exam grade (as indicated on <a href="#">Maintenance &gt; Tables &gt; Elementary &gt; Elem Grade</a> ).

<b>Print Semester Average</b>	<p>Select if you wish to print the semester average. The semester average prints for all grade levels that use semester average (as indicated on <a href="#">Maintenance &gt; Tables &gt; Elementary &gt; Elem Grade</a>).</p> <p>If the campus is not using semester averages for the grade level, and is doing cumulative final averages, the final average is calculated by the utility, and the value is not stored unless the report is run for the last cycle of the last semester.</p>
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**Print Lang Arts and Core Avg Line**

Select if you wish to calculate and print the language arts average and overall core average line.

**Language arts core average calculation**

The language arts core average includes the student's courses that have L (language arts) in the **Core Course** field. An ELA weight is assigned to all courses that have L as the core course code. The ELA weight is determined by the district on [Maintenance > Master Schedule > District Schedule > Available Courses \(ELA Wgt field\)](#).

**NOTE:** If **ELA Wgt** is blank or non-numeric, it will be calculated as 0.

If the campus includes four courses in the language arts core average, the weights do not have to add up to 100. Usually, a campus has different course numbers for different grade levels; the weights do not have to be the same for all grade levels.

**Calculation Using Numeric Grades:**

Example:

Course Title	Core Course Cd	ELA Weight	Grade	Weight x Grade
Reading 2	L	50	87	4350
Language arts	L	25	88	2200
Spelling 2	L	15	98	1470
Writing 2	L	10	88	880
<b>Total:</b>		<b>100</b>		<b>8900</b>

The language arts core average is calculated by adding the weighted grade totals and dividing by the total ELA weight. This student's weighted grade total is 8900, and the ELA weight total is 100.

**Calculation:** Language arts core average =  $8900 / 100 = 89$

**Calculation Using Alpha Grades:**

The calculation is the same as numeric, except that the alpha grades must be converted to numeric values before the calculation is performed. The numeric values for the alpha grades are displayed on [Maintenance > Tables > Elementary > Core Grd Cvsn](#). The core conversion table can contain alpha grades of A-F or S-U.

The core and noncore conversion tables must contain different alpha grades (e.g., if the core table uses A-F, the noncore table must use alpha grades of S-U).

The assigned alpha grade is converted by finding the alpha grade in the table and using the high grade as the numeric value (e.g., if the assigned grade in the core conversion table is A-, the converted numeric grade is 093).

**NOTE:** When setting up the conversion tables, there can be no gaps between the high grade and low grade. If a grade is left out of the grade range, the grade is considered invalid when running elementary grade computation.

Example:

Course Title	Core Course Cd	ELA Weight	Grade	Weight x Grade
Reading 2	L	50	C (76)	3800
Language arts	L	25	B (86)	2150
Spelling 2	L	15	A+ (100)	1500
Writing 2	L	10	A (97)	970
<b>Total:</b>		<b>100</b>		<b>8420</b>

The language arts core average is calculated by adding the weighted grade totals and dividing by the total ELA weight. This student's weighted grade total is 8420, and the ELA weight total is 100.

**Calculation:**  $8420 / 100 = 84.2$ , which is rounded to 84.

The average is then converted back to an alpha grade.

The language arts core average for this student is a B.

**Overall core average calculation**

The overall core average is calculated with the remaining core courses (non-language arts courses). The average is calculated only if there are science, math, and social studies courses coded with the core course code. If any of the classes is not present, the overall core average is not calculated. The ELA core average is also used in the overall core average calculation.

**Calculation Using Numeric Grades:**

Example:

Course Title	Core Course Cd	Grade
Math 2	M	78
Science 2	X	79
Soc studies 2	S	88
ELA core average		89
<b>Total:</b>		<b>334</b>

The core course's grades and the ELA core average are added together, and the total is divided by the number of courses, which is 4.

**Calculation:**  $334 / 4 = 83.5$ , which is rounded to 84.

The overall core average for this student is 84.

**Calculation Using Alpha Grades:**

Example:

Course Title	Core Course Cd	Grade
Math 2	M	B- (83)
Science 2	X	A (97)
Soc studies 2	S	C (76)
ELA core average		89
<b>Total:</b>		<b>345</b>

The core course grades and the ELA core average are added together, and the total is divided by the number of courses, which is 4.

**Calculation:**  $345 / 4 = 86.25$ , which is rounded to 86.

The overall core average is then converted back to an alpha grade



<b>Print Promoted/Retained Msg</b>	If Y, a message will print at the bottom of the report card according to the student's setting in the first <b>Promotion - Retained Reason #</b> field on <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Demo3</a> .	
	<b>Retained Reason</b>	<b>Message on Report Card</b>
	01 Grade avg. less than 70	Grade avg. less than 70
	02 Poor performance subject(s)	Poor performance subject(s)
	03 Poor performance assessment	Poor performance assessment
	04 By agreement parent/teachers	By agreement parent/teachers
	06 Excessive absenteeism	Excessive absenteeism
	99 Other factors	Other factors
	If none of the <b>Retained Reason #</b> fields on the Demo3 tab contains a value, the student's year-end-status code (i.e., the <b>Promotion - Year End Status</b> field on the Demo3 tab) determines the message that prints on the report card.	
	<b>Year-End-Status Code</b>	<b>Message on Report Card</b>
	01 Promoted next grade	Promoted
	02 Retained same grade	Retained
	03 Placed in next grade	Placed
	21 Pending Summer School	Pending Summer School
	22 Pending Other	Pending Other
	23 Left District-No Status	Left District-No Status
	blank	Promoted
	If this parameter is set to Y, the promoted/retained message will only print if the report card is run for the final grade reporting cycle and semester of the school year.	
<b>Tardy Period</b>	Type the two-digit period to use for calculating tardies. If blank, all periods are considered when calculating tardies.	

☐ Click **Create Report Cards**.

A list of students whose report card was created is displayed.

Return To ParentPortal Report Card Options
☐ Publish ParentPortal Report Cards

Show 10 entries
Search:

Student ID	Name	Created On	Created By	
Campus: 001 Semester: 1 Cycle: 1 Published: No				
303277	ABBOTT, SHAWN ALEJANDRO	10-24-2022		<a href="#">View Report Card</a>
302810	ABRAHAM, LAUREN CHRISTOPHER	10-24-2022		<a href="#">View Report Card</a>
321884	ACOSTA, NATALIA MARIAH	10-24-2022		<a href="#">View Report Card</a>
306083	ACUNA, DEANDRA ANTOINE	10-24-2022		<a href="#">View Report Card</a>
299942	AGUERO, ABRAHAM ALEXA CABALSE	10-24-2022		<a href="#">View Report Card</a>
319040	AGUILAR, ALEXANDRA ADRIAN	10-24-2022		<a href="#">View Report Card</a>
297800	AGUILAR, JESSE NICHOLAS	10-24-2022		<a href="#">View Report Card</a>
292543	AGUILAR, JR, ANTHONY	10-24-2022		<a href="#">View Report Card</a>
309386	AGUILAR, NOAH GARZA	10-24-2022		<a href="#">View Report Card</a>
300689	AGUILAR, VALERIA MAJORA	10-24-2022		<a href="#">View Report Card</a>

Showing 1 to 10 of 1,665 entries
Previous
1
2
3
4
5
...
167
Next

☐ The **Published** field displays **No** until the report cards are published.

☐ In the **Search** field, begin typing characters to retrieve only students whose name or ID

contains the characters you typed.

☐ Click **View Report Card** to view the report card for each student.

The report card opens in a separate window where it can be saved or printed.

		<a href="#">First</a> <a href="#">◀</a> <a href="#">▶</a> <a href="#">Last</a>		
001 School 798 001 Street Alamo City, TX 47498  Principal Name: FRED ANTHONY Telephone: 555-692-3700		Student: 309386 AGUILAR, NOAH GARZA Grade: 09 Address: 20398 ROOSEVELT Apt# #1908 Alamo City, TX 47498 Counselor/Homeroom Teacher: VASQUEZ, TIFFANY M Ph:		Sem: 1 Cyc: 1 Ctrl Nbr: 159 Sch Yr: 2022-2023 Dt: 10/24/2022

Course Title	T y p e	Semester One						Semester Two						Final Grd	Units of Credits				
		Cycle 1		Cycle 2		Cycle 3		Exam	Grd Avg	Cycle 1		Cycle 2				Cycle 3		Exam	Grd Avg
		Grd	Clt	Grd	Clt	Grd	Clt			Grd	Clt	Grd	Clt			Grd	Clt		
READING 1	01	79	S															0.0	
*ENGLISH 1	02																	0.0	
ALG 1 IS	02	23	S															0.0	
*ALGEBRA 1	03																	0.0	
BIOLOGY IS	03	33	S															0.0	
ENGLISH 1 IS	04	83	S															0.0	
*WORLD HISTORY	04																	0.0	
W HIST IS	05	53	S															0.0	
*SPANISH 1	05																	0.0	
PRIN BUS MKT FI	07	30	S															0.0	
*BIOLOGY	08																	0.0	
*W HIST IS	08																	0.0	
SPANISH 1	08	12	S															0.0	
BASKETBAL G 1FL	09	50	S															0.0	

\* Withdrawn Course

Course Title	p e r	Teacher	Comment Code(s)	Excused Abs			Unexcused Abs			Sch Related Abs			Tardies		
				c y c	Semester		c y c	Semester		c y c	Semester		c y c	Semester	
					1	2		1	2		1	2		1	2
READING 1	01	VIELMA, VALERIE													
ENGLISH 1	02	VALDEZ, SYLVIA													
ALG 1 IS	02	VASQUEZ, TIFFANY													
ALGEBRA 1	03	VASQUEZ, TIFFANY													

☐ Select **Publish ParentPortal Report Cards** once you are ready to post the report card for the retrieved students, and the **Publish** button appears. Click **Publish**.

**NOTE:** All retrieved report cards are published, including those that are not displayed according to the **Search** field.

Once published, a link to the electronic version of the student's report card is provided in ASCENDER ParentPortal.

A message at the top of the page indicates that the report cards are published. The **Published** field is set to **Yes**.

Return To ParentPortal Report Card Options

ParentPortal Report Cards successfully published.

Show 10 entries

Search:

Student ID	Name	Created On	Created By	
Campus: 001 Semester: 1 Cycle: 1				
303277	ABBOTT, SHAWN ALEJANDRO	10-24-2022	PAPE, ALICIA	<div>Published: YesView Report Card</div>

Return To ParentPortal Report Card Options

Click to return to the main page.



Back Cover