

Report Card Messages

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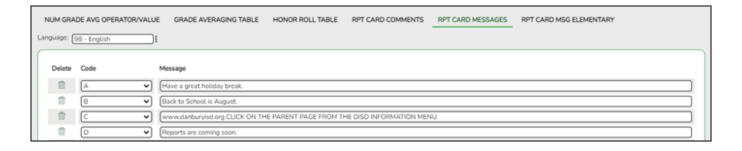
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Report Card Messages

Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Messages

This tab allows you to set up campus-level messages for secondary report cards (SGR1300 and SRG1350) and interim progress reports (SGR1160). The messages are printed at the bottom of the report card or IPR.

- For two-semester campuses, 20 message lines and 1 failing message line can be printed on the report card/IPR.
- For four-semester campuses, 18 message lines and 1 failing message line can be printed.



Update data:

Language Click to select the language in which the messages will be entered.

If messages exist, they are displayed in the selected language.

 \square Click **+Add** to add a message.

A blank row is added to the grid.

Code Select the code for the message.

Codes A-T are for standard messages.

To create a failing message, scroll to the bottom of the drop-down list to select *Failing Message*.

If the option to print failing message is selected, and a student has a 69 or lower in any of his grades in the cycle specified for the report card/IPR being printed, the failing message prints on the report card/IPR. The failing message only prints for students with a failing grade for the cycle being printed.

Message Type the message that corresponds to the code, up to 80 characters.

☐ To edit a message, type over the existing data.

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☐ Click **Save**.

Delete a row.

- 1. Click $\overline{\mathbb{I}}$ to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.
- 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

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