



Report Card Messages

Table of Contents

Report Card Messages 1


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

This tab allows you to set up long administrator messages for report cards and interim progress reports (SGR1160). The messages are printed at the bottom of the report card.

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

Update data:

| Field | Description |
|----------|---|
| Language | Click  to select the language in which the messages will be entered. |

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



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 <i>Failing Message</i> . 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.

Click **Save**.

Other functions and features:

| | |
|---|---|
|  | <p>Delete a row.</p> <ol style="list-style-type: none"> 1. Click  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. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p> |
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Back Cover