



## Report Card Messages



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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 secondary report cards ([SGR1300](#) and [SRG1350](#)) 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:

**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.

<b>Code</b>	<p>Select the code for the message.</p> <p>Codes A-T are for standard messages.</p> <p>To create a failing message, scroll to the bottom of the drop-down list to select <i>Failing Message</i>.</p> <p>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.</p>
<b>Message</b>	Type the message that corresponds to the code, up to 80 characters.

To edit a message, type over the existing data.

Click **Save**.

	<p><b>Delete a row.</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</li> </ol> <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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