

# **Report Card Messages Elementary**

### **Table of Contents**

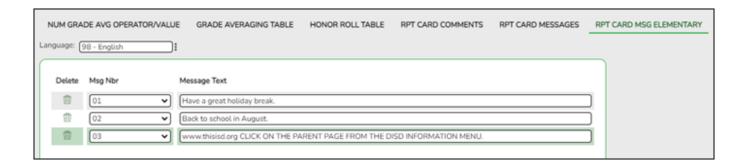
Report Card Messages Elementary	
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## **Report Card Messages Elementary**

# Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Msg Elementary

This tab allows you to set up campus-level messages that will print on the Elementary Report Cards (SGR1400) and Interim Progress Report From Grade Book (SGR1160).

- SGR1400 displays up to 17 message lines and 1 failing message line.
- SGR1160 displays up to 14 message lines. The messages are printed at the bottom of the report card or IPR.



### **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.

Msg Nbr	Select the number of the message. This is a sequence number that determines the order in which messages are printed on the report cards/IPRs.
	To create a failing message, scroll to the bottom of the drop-down list to select <i>Failing Message</i> . You can create one 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 Text	Type the message that corresponds to the number, up to 80 characters.

☐ To edit a message, type over the existing data.	
□ Click <b>Save</b> .	

### iii

#### 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).



### **Back Cover**