



## 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 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.

## Update data:

Field	Description
<b>Language</b>	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>	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.
<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**.

## Other functions and features:

 <b>Delete a row.</b>
<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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