



# Report Card Messages Elementary



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## 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:

**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>Msg Nbr</b>	<p>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.</p> <p>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.</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 Text</b>	Type the message that corresponds to the number, up to 80 characters.

To edit a message, type over the existing data.

Click **Save**.

<p> <a href="#">Delete a row.</a></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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