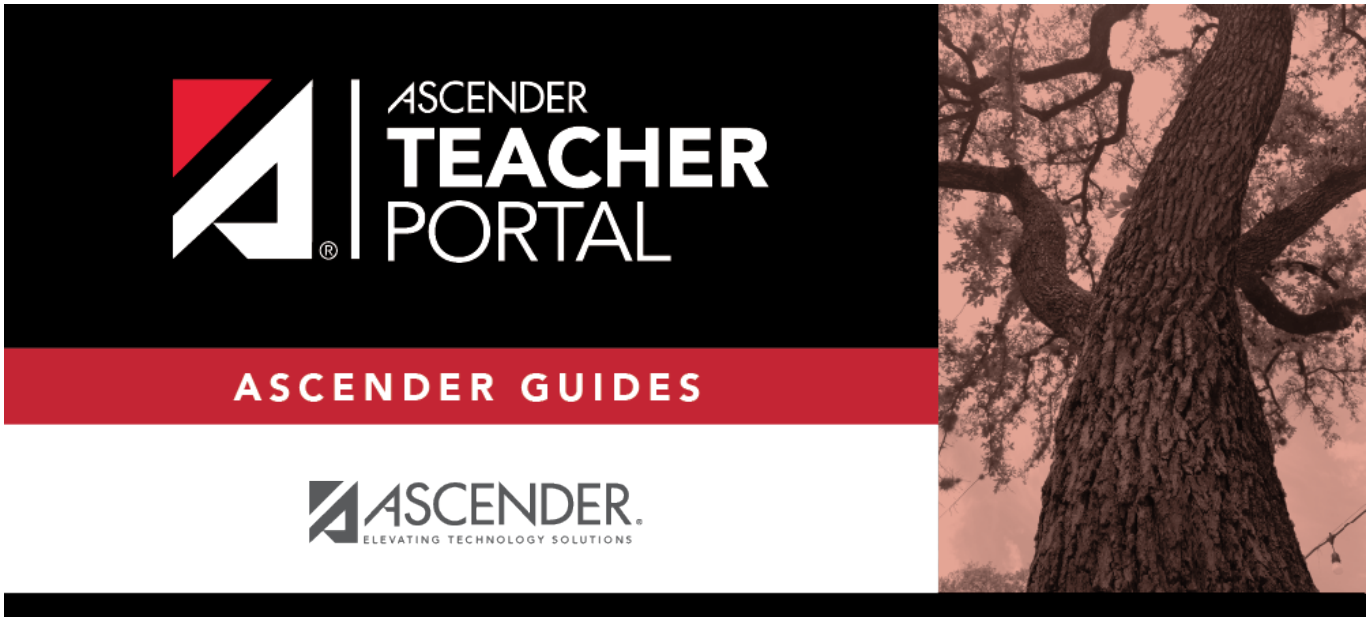


Elementary Report Cards

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Elementary Report Cards

Grades > Elementary Report Cards > Print Elementary Report Cards > Elementary Report Cards

This page allows you to print elementary skills-based report cards for the students selected on the Print Elementary Report Cards page. The page can only be accessed through the Print Elementary Report Cards page.

> **IMPORTANT:** Use the Firefox or Chrome browser when printing report cards as an administrator. Do not use Internet Explorer.

The report cards display data according to options set on the Admin Manage Elementary Skills-Based Report Cards pages. The following components may be included:

- Letter Recognition skills grid *
- Number Recognition skills grid *
- Spanish Letter Recognition skills grid *
- High-Frequency Word Recognition skills grid *
- Color Word Recognition skills grid *
- Rote Counting skills grid *
- Parent/guardian signature line
- Attendance data, including excused absences, unexcused absences, and tardies by semester-cycle
- The description of the grading type as entered on Manage Elementary Skills-Based Report Cards - Page 1 under **Grading Type Description**. On report cards, this is displayed under the **Grading Guide** heading.

* Expectations for the cycle or quarter may also be displayed.

The following may also be included:

- A description of a specific skill is displayed in italic font below the skill name, as entered by an administrator on Admin > Manage Elementary Skills Sets. This description is unique to the skill.
- A skill note may be displayed below the skill name with a bullet if it was entered by an administrator on the Admin > Manage Elementary Skills-Based Report Cards page. The skill note is unique to the skill and the report card.
- A student-specific skillset note may be displayed below the skillset if it was entered by the teacher on Grades > Elementary Report Cards > Elementary Report Cards Student Notes > Skillset Notes.

- Under **Teacher Notes**, the notes entered on the Elementary Report Card Student Notes page by semester-cycle are displayed.
- If the report card is set up to assess only certain skills during a semester-cycle, the report card is shaded to indicate the skills being assessed in the semester-cycle for which the report card was printed. The table cells for skills that are not being assessed are shaded gray. Note that background printing must be enabled in order for the shading to appear on the printed report cards.
- Quarters 1-4 may be displayed instead of semesters-cycles, depending on the setting entered on Admin > Manage Elementary Skills-Based Report Cards.

Printing tips

Report cards are designed to print with the parent/guardian address positioned so that it appears in the window of a standard envelope if the paper is folded into thirds. (This also applies to elementary skills-based IPRs printed via Grades > Elementary Report Cards > Print Elementary Report Card.)

Background colors may not automatically print, depending on your browser settings. For more information, click here.

Before printing report cards or IPRs, you may want to change the Page Setup options to enable or disable printing of headers and footers. **Be aware** that if the headers and footers are disabled, page numbers are not printed, and there is a risk of the report pages (i.e., the actual papers) getting out of order inadvertently. This could potentially result in a student receiving the wrong subsequent pages of the report card or IPR if there are multiple pages. However, you may want the headers and footers disabled for a neater appearance.

- In the browser from the File menu, select Page Setup.
- Under **Headers and Footers**, ensure that one of the **Headers** or **Footers** fields is set to display the page number. Or, clear all **Headers** and **Footers** fields to print report cards without this data.

  IMPORTANT: Make note of any data that you are deleting so you can reset the headers and footers after you print the report cards or IPRs.

- Click **OK** to save the settings and close the Page Setup dialog box.

Print report cards:

After you enter and save any notes for the report cards and select the type of report card you want to print, click **Print selected student report cards**. The page displays report cards for all students selected on the Print Elementary Report Cards for Campus page.

❑ From Print Elementary Report Cards, select the report card and options, and click **Print selected student report cards**.

❑ Click **Print**.

> Although the report cards are displayed on the screen without page breaks, each report card prints individually with page breaks between each report card.

❑ Click **Return to Elementary Report Card selection page** to return.