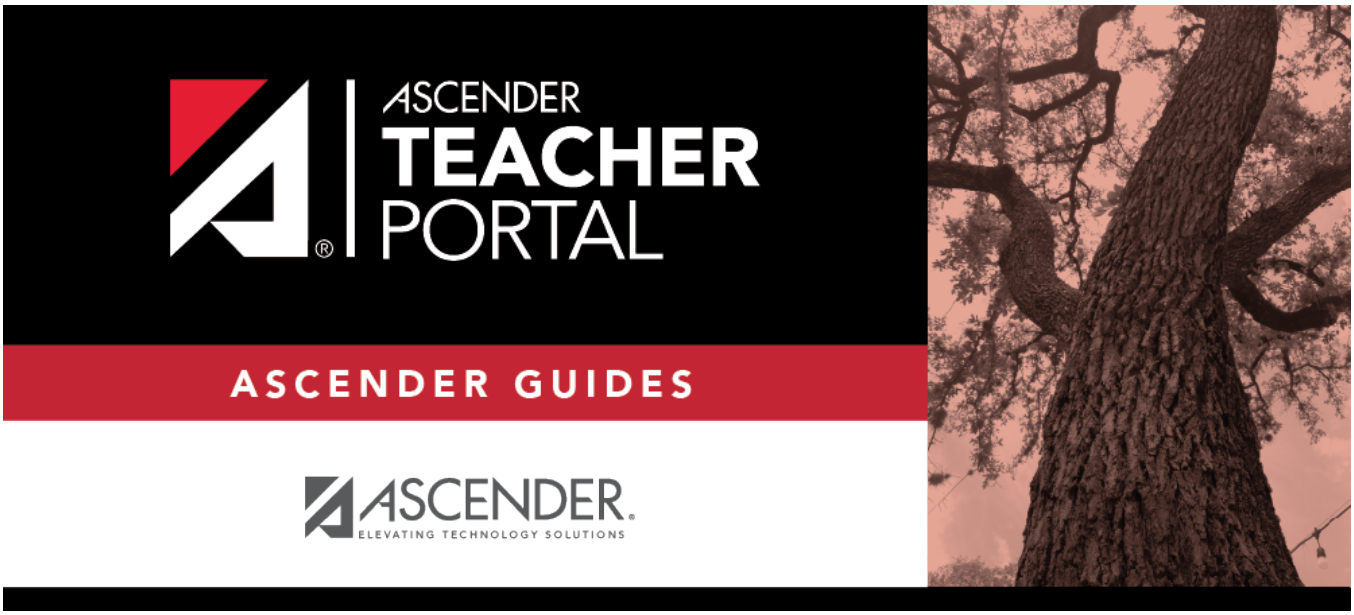


# Print Elementary Report Cards

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# Print Elementary Report Cards

***Grades > Elementary Report Cards > Print Elementary Report Card***

This page allows you to select the elementary students for whom you want to print report cards. The report cards display data as set up on the Admin - Manage Skills-Based Report Cards pages.

These report cards can also be used as interim progress reports if needed. You can change the heading from “Report Card” to “Interim Progress Report” by selecting **Print Elementary Report Card as an IPR**.

**NOTE:** Administrative users can use the Admin > Print Elementary Report Cards for Campus page (which is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user ID) to print all elementary report cards for a particular report card type.

## Print data:

❑ Select the course-section you want to print report cards for:

| | |
|---|---|
| **Semester** | Select the semester you want to print report cards for. |
| **Cycle** | Select the cycle you want to print report cards for. |
| **Course-Section** | Select the course-section you want to print report card for.<br>If the course is marked as ready to post on the Cycle Grades page, the message “[READY]” is displayed next to the course. |

❑ Click **Retrieve Data**.

The grid displays all students currently enrolled in the course-section. Students are sorted by last name, unless you have specified a custom sort order on Settings > Arrange Student Order.

The columns can be re-sorted.

The columns can be sorted according to your preferences.

- An up arrow indicates the column and order by which the table is currently sorted.
- If a column can be sorted, a sort box is displayed in the column heading.
- To resort the list by another column heading, click in the column heading. The column is sorted in ascending order, as indicated by in the column heading.
- To sort the column in descending order, click again. The sort arrow changes direction .

If you sort by the last name column, the table sorts by last name, then first name. If you sort by the first name column, the table sorts by first name, then last name.

**NOTE:** Sorting the columns overrides the custom sort order established on the Arrange Student Order page. However, if you leave this page and return, the students are displayed in your custom sort order. (This does not apply on the Post/View Attendance page.)

| | |
|---|---|
| **Show withdrawn** | Withdrawn students are displayed in a blue row, and the message "Withdrawn" and the withdrawal date are displayed by the student's name. The withdrawal date may be the student's withdrawal date from school or his withdrawal date from the class. |
| **Print Elementary Report Card as an IPR** | Select if you are printing the report card(s) to be used as an interim progress report. If selected, the heading "Interim Progress Report" will appear at the top of the report instead of "Report Card."<br><br>**Ensure that this field is not selected if you are producing actual report cards.** |

| | |
|---|---|
| **Student ID** | The student's ID is displayed. Click the student ID to view the student's profile. |

❑ Select the students:

| | | |
|---|---|---|
| **This Class** | Select to print a report card for the student for only the selected course-section. If selected, **Default View** is selected and cannot be changed. | |
| | **Check All** | Select to apply this option for all students in the selected course-section. If selected, you cannot select **All My Classes** for the students. |
| **Report Card Note** | (Optional) Type a note that will be displayed on all report cards selected for printing. If entered, it will appear on the report card above the **Teacher Notes** section. | |
| **Print a Blank Page Between Students** | Select to insert a blank page between each student. It is recommended that you select this option if the report card has an odd number of pages and is being printed double sided. | |

## Print Report Cards (or IPRs):

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.

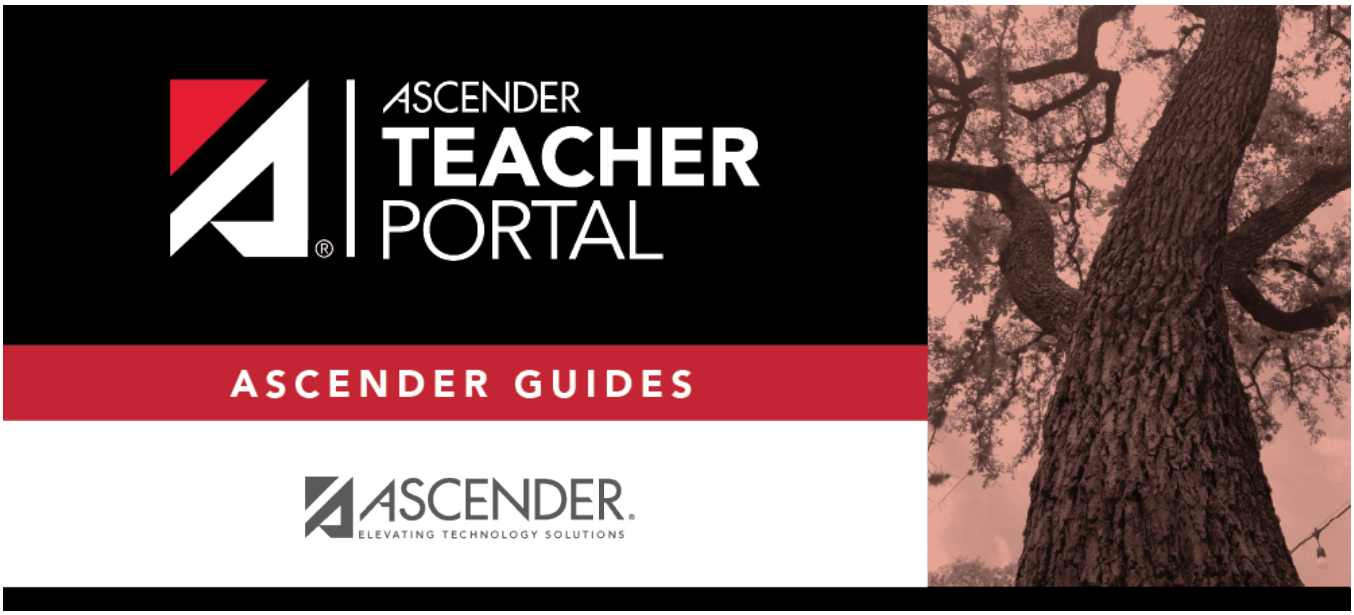
- In the browser from the File menu, select Page Setup.
- Under **Headers and Footers**, ensure that one of the **Headers** or **Footers** fields is set to display the page number. Or, clear all **Headers** and **Footers** fields to print report cards without this data.

  **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.

❑ Click **Print selected student report cards**.

The report cards are displayed on the Elementary Report Cards page where you can view the report cards before printing them.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