

**Beginning** in the 2013-14 school year, report cards **are now to be printed for distribution** to the students and also **posted in Family Access**. This will allow the parent to view the report card anytime they log in. The posted report cards will also be viewable and printable in Student Profile in Skyward. Be sure you follow the directions carefully to get them posted correctly. This should eliminate the need for special groups or additional office people to re-generate and print the student's report card. They can view or print the actual original report card as it was distributed from the student record.

This document will take you through the process for Generating, printing, and posting the Report Cards.

**Only 1 person on a campus should be generating or printing report cards from the report card template from now on. Anyone else needing a copy of the report card should get it from the student's portfolio.**

***The report cards must be printed—and then run again for the posting.*** (This is different than the process for IPRs which prints and posts at the same time.) This must be done immediately after the printing so that the posted report card is exactly the same as the printed report card.

It will be important that you DO NOT SHARE your report card template with others at your entity because they could use it to REPOST report cards. It will also be important for you to follow all of the directions carefully especially in regard to the Family Access posting procedures. **It is also REQUIRED that as soon as you Post the report cards, you uncheck the posting option on your template to avoid double posting.**

**A. Teachers should have been given campus-based instructions regarding deadlines and procedures for grade reporting.**

These are 3 suggested options when it comes time to print report cards:

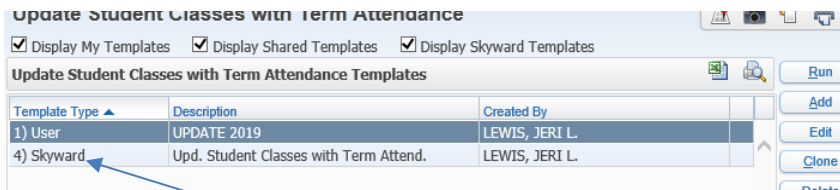
1. Set a date and time report cards will be printed each reporting period. **Teachers** will not need to do anything extra except **make sure all their assignment grades**, conduct grades, and report card comments are entered by that time **AND are dated within the specified term**.
2. Set a date and time for all teachers to have their assignment grades, conduct grades, and report card comments entered for each reporting period AND are dated within the specified term. Generate and distribute "Grade Input and Proof" sheets with a designated deadline for teachers to review and correct their grade book. Once all corrections have been made, generate report cards. (If you select this option there is a separate HOW TO for generating "Grade Input and Proof" sheets on the HOW TO web page.)
3. Have teachers use the function in their grade book to "Mark All Classes Complete." Your clerk can then run a report listing those teachers that have not done this yet and make sure they do. Once all teachers have all their classes marked complete, generate report cards. (If you select this option there is a separate HOW TO for monitoring teachers who have not marked their classes complete on the HOW TO web page.)

**NOTE: The following steps for generating report cards are based on Option 1.**

## B. Before you begin:

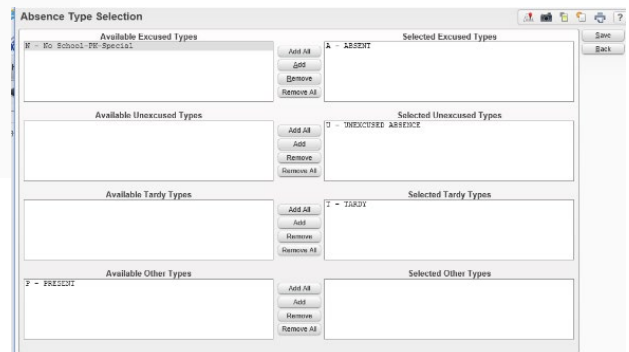
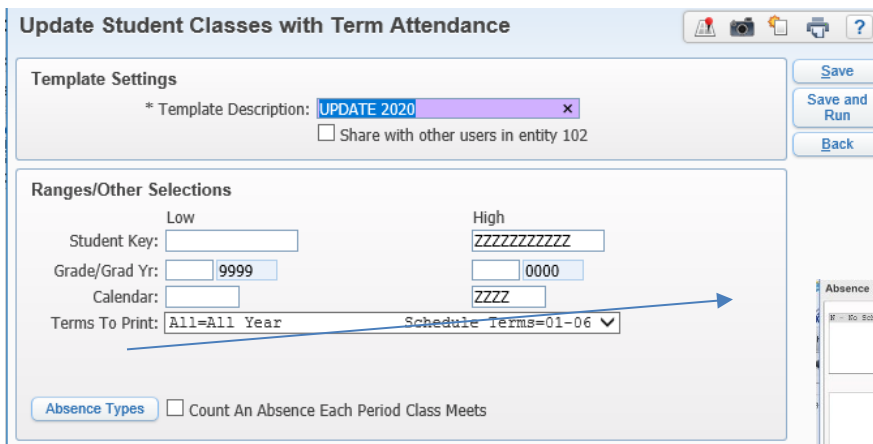
1. Update Attendance – From Office/Attendance/Setup/Utilities—Select “Update Classes with Term Attendance”.

a. Add a user template if you have not already done so.



**DO NOT USE THE SKYWARD TEMPLATE!!!!** If you do, the student’s class attendance will report incorrectly on the report card.

b. Set Terms to All Year  
c. Click the Absence Types button  
d. **ONLY** Select U, A, S, and T



e. Click Save on the type screen.

f. Click Save and Run on the Template.

g. This utility will run in your print queue. Once it is complete you can continue.

2. **Run a blank grades report** (will show you which teachers have not posted grades with the correct dates):

- a. Office/Grading/Reports
- b. Selected Grades Report
- c. Add a new template
- d. Set the template as shown here
- e. Set the Ranges like this

**Ranges Maintenance**

Ranges

	Low	High
Course/Class:	e2	ZZZZZZZZZ / ZZZZZZ
Teacher:		ZZZZZZZZZZZ
Class Building:		ZZZZZ

- f. Set the Sort By

**Sort Order**

Move	Field	Select
<input checked="" type="checkbox"/>	Teacher (Finds first teacher)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Class Key	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Class Building (Finds first building)	<input type="checkbox"/>
<input type="checkbox"/>	Course Grade Lvl	<input type="checkbox"/>
<input type="checkbox"/>	Subject	<input type="checkbox"/>
<input type="checkbox"/>	Department	<input type="checkbox"/>
<input type="checkbox"/>	Course Type	<input type="checkbox"/>
<input type="checkbox"/>	Class Period (Finds first period)	<input type="checkbox"/>

- g. Contact the teacher to update the grades.

**Template Settings**

\* Template Description: Term 1 Blank Grades 2020

Share with other users in entity 102

Print Greenbar

**Report Type**

Report Type:  By Student  By Other [Ranges](#)

**Activities**

Include All Activities [Activities](#)

Print Activities

Sort/Group by Activities [?](#)

**Report Options**

School Year: 2019-20 Page Break: Page Break On First Sort

Student ID to Print: AlphaKey Grade Bucket Blocker: \*\*\*

Only Print Selected Grade Marks

**Course Ranges**

Student Class Status: Enrolled  Include All Student Class Lengths [Class Lengths](#)

Class Record Type: Current Year

**Grade Marks Selection**

Include	Grade Mark	Grad Year	Display Order
<input checked="" type="checkbox"/>	Blank Grade Bucket	9999	00
<input type="checkbox"/>	1	9999	01
<input type="checkbox"/>	2	9999	02
<input type="checkbox"/>	3	9999	03
<input type="checkbox"/>	4	9999	04
<input type="checkbox"/>	5	9999	05
<input type="checkbox"/>	6	9999	06
<input type="checkbox"/>	7	9999	07
<input type="checkbox"/>	8	9999	08
<input type="checkbox"/>	9	9999	09
<input type="checkbox"/>	10	9999	10

**C. INPUT OF GRADE CHANGES**—All grade changes should be input by the teachers in their grade book. Once the changes have been made in the grade book, they will auto-post to Student Management.

- All grade averages are calculated in the teacher’s grade book.
- The office cannot make grade changes or input grades in the student’s grade screen in Student Profile because the teacher’s grade book will overwrite those manually input grades.
- If a student has moved to a new school or new class, the new teacher must input the transfer grades into their grade book.
  - Use the **New** button to transfer the grades in
  - Obtain the grades from the Former Teacher and put them in
- Former teachers can see students’ grades in their gradebook to share with new teachers when they:
  - Set their Display to show dropped students
  - Set their Display to show prior terms
  - They can also run an assignment report for the student and give it to the new teacher
- The office can also run the **Student Assignments** report to give to the new teacher
  - Go to Educator Access Plus>Gradebook >Reports>Student Assignments
  - Add a new template and set the screen exactly as shown here
  - Click By Individual
  - Click the Individual Button
  - Select the student you want on the student selection screen and click save
  - Click Save and Print

**Add Assignments Report Ranges**

**Template Settings**  
 \* Template Description:   
 Share with other users in entity 102  
 Print Greenbar

**Student Selection**  
 By Range  By Individual

**Date Range**  
 School Year:  (0 = Use Current School Year)  
 By Grading Period  By Date Range  
 Start Date   End Date

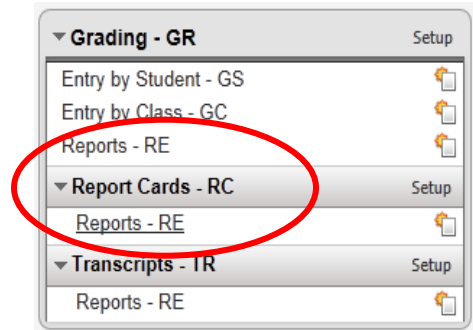
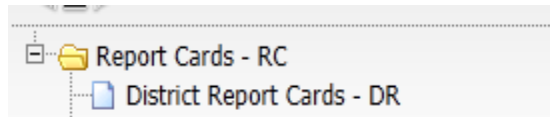
**Assignments to Print**  
 All  Graded  Missing  
 Do not print assignments marked 'No Count'  Include Dropped Courses  
 Print Each Student on New Page

**Fields to Show**  
 Subject and Skill (Standards only)  Category  
 Average Points Earned (Secondary only)  Assignment Comment  
 Missing Reason

Asterisk (\*) denotes a required field

## D. Generating the Report Cards—

- Go to Office/Grading/Report Cards/Reports,
- Then under Report Cards, Select District Report Cards-DR



### 1. Selecting/Creating the Template

a. \*If you (personally) have saved a Report Card template for the **current marking period** from last year, it should be created for you for this year with the current year/marketing period in the name.

You MUST edit the correct template and verify all of the settings—Skip to step 7. ★

b. \*If there is no template for the **current year/marketing period**, then go to **step 2**.

2. **Add** a new Report Card template for the current year/marketing period\*—**DO NOT CLONE AN IPR TEMPLATE OR THE PRIOR SCHOOL YEAR REPORT CARD**. It will not work correctly.

3. Name your template with the appropriate YEAR and Term. (EX. 2019-Term 1 Report Card)

4. **DO NOT** Check the box under the name to “Share this template with other users in entity...” (Using a template to generate the report cards should only be done by the official report card person on the campus. All others should review and print a copy of the report card from the student’s portfolio once they have been posted.) Clean up—Please edit all of your report card templates and uncheck the “share” setting. You may want to delete any unnecessary templates.

Template Settings

\* Template Description:

Share with other users in entity 102

Print Greenbar

5. Make sure the year is correct

6. Use the drop down menu to select the current school year Enhanced Report Card for T1-T5 set up template (ex: 2018-19 should be **2019 ENHANCED T1-T5 (OR SOMETHING SIMILAR)**).

Template Options

School Year:

Report Card Setup Template To Use:

[Edit Template](#)

7. Click the RANGE selection and then the Ranges button.



Report Options

Report Type

Range  Individual [Ranges](#)

Report Card Type:

# Characters:

Orientation:

8. Set the **ranges** for grade (ex: 02-05) and Student Status to ACTIVE. (First Grade teachers are not using Skyward grade book for their report cards. If you have special ed 1<sup>st</sup> grade teachers who are using Skyward Grade book, you may need to print those teachers also. If that is the case, let me know and I'll send you a screen shot of how to do that.)
9. If you have students at DAEP and do not want to print their report cards or want them printed separately, you can UNCHECK the box for "Include All Schools". Then only select your campus/school number and leave the 006 school unchecked.
10. Click SAVE

11. Make sure the "Orientation" still shows "Portrait".

12. Continue with the template setup on the following pages

13. **MAIN SETUP**- expand the section by clicking the +.

**Main Setup**

Grading Period: Run for Grading Period 2 TERM 1

Run GPA Calc for each student on the report

**Grade Buckets**

**Entity 102**

Midterm	Term	Final	Citizenship
<input type="checkbox"/> ***	<input checked="" type="checkbox"/> T1	<input type="checkbox"/> FIN	<input checked="" type="checkbox"/> CZ1
<input type="checkbox"/> ***	<input type="checkbox"/> T2	<input type="checkbox"/>	<input type="checkbox"/> CZ2
<input type="checkbox"/> ***	<input type="checkbox"/> T3	<input type="checkbox"/>	<input type="checkbox"/> CZ3
<input type="checkbox"/> ***	<input type="checkbox"/> T4	<input type="checkbox"/>	<input type="checkbox"/> CZ4
<input type="checkbox"/> ***	<input type="checkbox"/> T5	<input type="checkbox"/>	<input type="checkbox"/> CZ5
<input type="checkbox"/> ***	<input type="checkbox"/> T6	<input type="checkbox"/>	<input type="checkbox"/> CZ6

Include All Activities Activities

Save Report Cards To Student Portfolio Portfolio Record Description:

Allow Parent's Signature ?

**Grading Periods**

Grd Prd	Description	Start Date
03	MID TERM 2	10/09/2
04	TERM 2	10/09/2
05	MID TERM 3	11/26/2
06	TERM 3	11/26/2
07	MID TERM 4	01/22/2
08	TERM 4	01/22/2
09	MID TERM 5	03/04/2

Helpful Hint: Make note of the correct Grd Prd number so that you can enter it for the comments ranges in the comments section. Example: Grd Prd 02 – is Term 1

- Change the “**Grading Period**” drop down to “Run for Grading Period”
- Click the underlined words, “**Grading Period:**” to select the appropriate grading term from the list and click “Select”.
- Uncheck** “run GPA Calc for each student on the report”
- Check the “**GRADE BUCKETS**” appropriate for the report card.

**NOTE:** Until you are sure the report cards are printing correctly and you have printed the official report card, **DO NOT CHECK the box to “Save Report Cards To Student Portfolio”**. This will be done in a later step and only after the report cards have been verified correct.

*You cannot check the box for “Allow Parent’s Signature” at this time. This is a feature where the parent would be required to electronically sign the report card in Family Access. We are not using this feature as this time.*

14. **FORMAT-** expand the section by clicking the +.

**Format**

Print Duplex Report Card ?

Print Signature Line SIGNATURE

Change Report Heading 1ST SIX WEEKS REPORT CARD

Print Headings on Multiple Lines

Column to Shift: 1

Number of Columns to Shift: 0

Inches to Shift: 0.00

**Heading**

Left Justified  Centered  Right Justified

BIRDVILLE ELEMENTARY SCHOOL  
Lawley Street  
Haltom City, TX 76117  
\_\_\_\_\_, Principal

- e. Click inside the box for the Heading area. This is where you will type in the school name, address, and principal's name
- f. Check the box for "Change Report Heading" and type in the correct marking period information.
- g. Check the box for "Print Headings on Multiple Lines- optional.
- h. Check other options if you use them.

**NOTE:** You do not need to check "Print Report Card Image". The image is loaded into the set up for you.

15. **STUDENT/FAMILY-**

- a. Click First Only
- b. Click English under Language Translator
- c. Check the box for "Print Report Cards for Students without Any Families Set to Receive Report Cards."

**Student/Family ?**

**Print Family**

First and Second

First Only

Second Only

Up to 5 Families

Use Relationships

Family Range

Print Report Cards Only For Families Receiving Hard Copy Report Cards

Print Report Cards For Students Without Any Families Set To Receive Report Cards

**Language Translator**

Student's Home Language

English

Spanish



**16. COURSES-**

- a. Set the class record type to “Current Year”
- b. **Do not check** “Exclude Courses Without Grades”. This will show classes on the report card in which the teacher as not posted the grades correctly. (These would need to be resolved before official printing.)
- c. Click “Group sections of same course on same line” and “Overlapping Grades”.

Courses  
Class Record Type:   Exclude Courses Without Grades  Exclude Courses Without Comments

Secondary  
 Group Sections Of Different Courses On Same Line  
 Do Not Group If Course Types Differ  
 Group Sections Of Same Course On Same Line  
Combine Based On:  Overlapping Terms  Overlapping Grades  Include Dropped Classes

**17. ATTENDANCE-**

Attendance  
Attendance Start and Stop Dates:  to:

- a. These should be filled in for you based on the **correct marking period** input in step 13.

**18. COMMENTS:**

- a. Input the correct Grade period range for the Teacher’s comments. This should match the same marking period under the Main Setup. (Example shown here Regular Term 1 Report Card is marking period 02- 02) **If you input the wrong terms here the teacher comments will not be correct for the marking period.**

Comments  
Entity 101  
Grading Period(s) To Print Comments For:  through:

- b. Check the “Print Comment/Legend After Address” indicator.
- c. Enter the appropriate comments into the box from the 2020 Comments document posted on the BISD Skyward Gateway How To Page
- d. Check the “Use Generalized Free Form Comment”. Indicator
- e. Enter the appropriate comment into this box

Print Comment/Legend After Address  
Spring Break March 11-15, Student Holiday, March 29th-Staff Professional Development Day

Use Generalized Free Form Comment  
Prints at bottom of report card  
BISD is now required to charge after a student has 10 unexcused absences in a six month period.

19. **GPA**- SKIP THIS SECTION

20. **CUSTOM**

- a. Check the box for “Print Special Codes”

Custom ?

**Composite Grade**

- None
- Overall
- Language Arts
- Both

**End of Year Placement ?**

- None
- Format 1 (Elementary)
- Format 2 (Middle School)

Print Student's Quartile

Print Special Codes

Print Campus Accountability Rating

- b. Click the **Sort By** button at the top ( you may need to scroll up)

Check Spelling

Save

Save and Print

Sort By

Back

**Sort Order**

Move	Field	Select
	Advisor	<input checked="" type="checkbox"/>
	Calendar ID	<input type="checkbox"/>
	Class Period	<input type="checkbox"/>
	Default Entity	<input type="checkbox"/>
	Gender	<input type="checkbox"/>

OK

Back

Unselect All

- c. Check ADVISOR, if you are distributing the report cards in class.
- d. Check other options if you would like
- e. Click **OK**.
- f. Click **SAVE and Print**.

21. **Review the report cards for accuracy in: (critical step)**

- a. **Sorts** Correctly
- b. Details- **Do the Terms match appropriately?** (Under the student name on the left and on the right?)
- c. **Correct Comments** are printing
- d. **Correct Attendance** information
- e. Teacher **Comments**
- f. **Citizenship** showing
- g. **Campus information**
- h. **Grades** showing

22. **SAVE a file copy to your U:---** If you do not already have a Report Card file, you should create one. This will allow you to reprint report cards as needed.

23. **Print on paper for distribution**

**POSTING TO FAMILY ACCESS—GO TO NEXT PAGE**

**E. IMMEDIATELY AFTER YOU HAVE PRINTED THE HARD COPY REPORT CARDS, YOU NEED TO POST THEM TO FAMILY ACCESS.**

- Edit the correct Report Card Template.
- Go to the “MAIN SETUP” section and expand it by clicking the + node.
- Check the box for “Save Report Cards to Student Portfolio”
- You will need to type in the “Portfolio Record Description”:
- This description will be the title of the attachment in Family Access and in the student portfolio, so it must include the year, term and type of grade report. Follow this example:

**YYYY-YY Xst SIX WEEKS REPORT CARD**

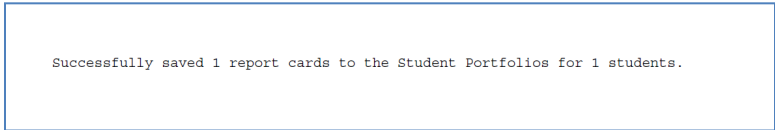
**YYYY-YY= School YEAR**

**Xst= TERM**

It should look like this: **2019-20 1<sup>st</sup> SIX WEEKS REPORT CARD**

*Remember, you cannot check the box for “Require Parent’s Signature” at this time. This is a feature where the parent would be required to electronically sign the report card in Family Access. We are not using this feature as this time*

- Once you are sure you are ready, **Click Print**. (For the report cards you won’t get a second hard copy.) This process will post the Report Cards to Family Access and the Student Portfolio. You will get a confirmation report like this.



**Once posting is completed, you must**

**immediately ‘uncheck’ the “Save Report Cards to Student Portfolio” indicator on the Main Set up of your template and then SAVE it.**

**This is to further protect the template from being used again and accidentally posting the report cards again. If there is a problem with the report cards that you have posted, you will need to contact Technology for help.**

## What the parents will see in Family Access:

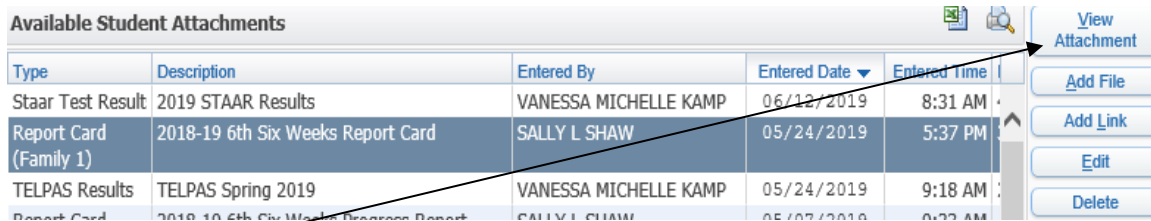
They will see a tab on the left called "Student Performance".

Online Forms	<a href="#">2016-17 6th Six Weeks Report Card</a>
Calendar	<a href="#">2016-17 5th Six Weeks Report Card</a>
Gradebook	<a href="#">2016-17 5th Six Weeks Progress Reports</a>
Attendance	<a href="#">2016-17 4th Six Weeks Report Card</a>
Student Info	<a href="#">2016-17 4th Six Weeks Progress Report</a>
Schedule	<a href="#">2016-17 3rd Six Weeks Report Card</a>
Discipline	<a href="#">2016-17 3rd Six Weeks Progress Report</a>
<b>Student Performance</b>	<a href="#">2016-17 2nd Six Weeks Report Card</a>
Health Info	<a href="#">2016-17 2nd Six Weeks Progress Report</a>
Login History	<a href="#">2016-2017 1st Six Weeks Report Card</a>
	<a href="#">2015-16 6th Six Weeks Report Card</a>
	<a href="#">2015-16 6th Six Weeks Progress Report</a>
	<a href="#">2015-16 Term 5 Report Card</a>
	<a href="#">2015-16 5th Six Weeks Progress Report</a>
	<a href="#">2015-16 4th Six Weeks Report Card</a>

They will see all of the posted IPRs, Report Cards, and STAAR test results. They can click the link and then open the attachment. This may require Adobe Reader to be on their computer.

## What the Campus Staff will now do to re-print a report card:

1. Go to the student's portfolio tab.
2. Select Attachments
3. Highlight the appropriate attachment/Report Card



The screenshot shows a table titled "Available Student Attachments" with columns for Type, Description, Entered By, Entered Date, and Entered Time. The second row, "Report Card (Family 1)", is highlighted. To the right of the table are buttons for "View Attachment", "Add File", "Add Link", "Edit", and "Delete". An arrow points from the "View Attachment" button to the highlighted row.

Type	Description	Entered By	Entered Date	Entered Time
Staar Test Result	2019 STAAR Results	VANESSA MICHELLE KAMP	06/12/2019	8:31 AM
Report Card (Family 1)	2018-19 6th Six Weeks Report Card	SALLY L SHAW	05/24/2019	5:37 PM
TELPAS Results	TELPAS Spring 2019	VANESSA MICHELLE KAMP	05/24/2019	9:18 AM
Report Card	2018-19 6th Six Weeks Report Card	SALLY L SHAW	05/24/2019	5:37 AM

4. Click the VIEW Attachment button.
5. The same exact report card that was generated during the report card printing process will open in Adobe from which it can be re-printed.
6. BE SURE YOU PRINT OUT THE LAST REPORT CARD FOR A STUDENT IF THEY WITHDRAW IN THE SCHOOL YEAR, TO BE PUT IN THEIR FILE AND TO BE SENT WITH RECORDS REQUESTS.

## WHAT IF A REPORT CARD FOR AN INDIVIDUAL STUDENT NEEDS TO BE CORRECTED?

1. Have the teacher make the correction (see section C), reprint and repost the report card using the correct template, but change from Range To Individual and Click the Individual button on the report card template.
2. Selecting only the student(s) who need new report cards
3. Print the hard copy report card
4. Check the box to post the report card.
5. Uncheck the posting indicator on the template and change it back to Ranges.
6. Contact Tonya to remove the incorrect report card from the portfolio.

**DUPLICATE POSTINGS?** – If you accidentally cause duplicate report cards or IPR postings, you can request the duplicates be removed. Contact Michelle Kamp or Tonya Main.

## FUTURE REPORT CARD RUNS

1. **Add a new template** and set the fields appropriately. NOTE: You can clone the previous TERM template as long as it is for the **current year**, BUT be careful that you **reset all of the fields accordingly**.
2. **End of Year Report Cards**--- Watch for new instructions for the EOY report cards.