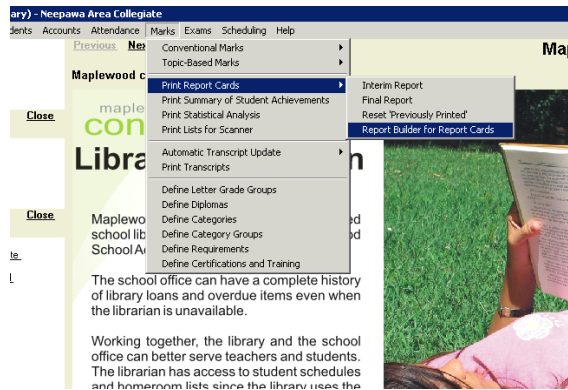


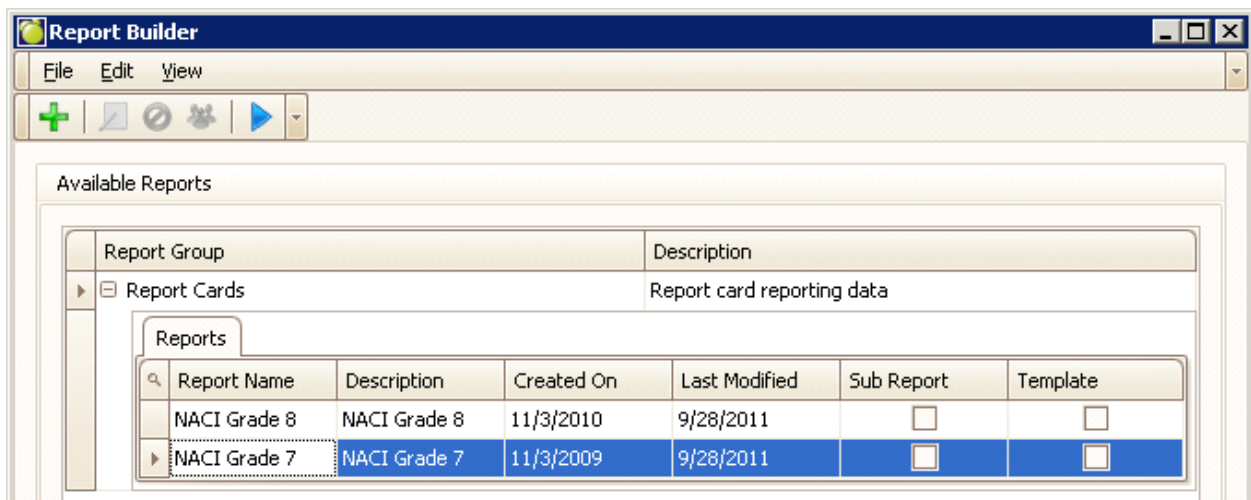
## Printing Report Cards for Secretaries

\*Note: it is a very good idea to start viewing reports a couple of days ahead of print day to see how things are going. Are there mistakes/problems with the report? Are comments appearing in the correct place? Are teacher's names showing up properly? Are some things missing? Keep in mind that all teachers may not have completed entering marks or comments.

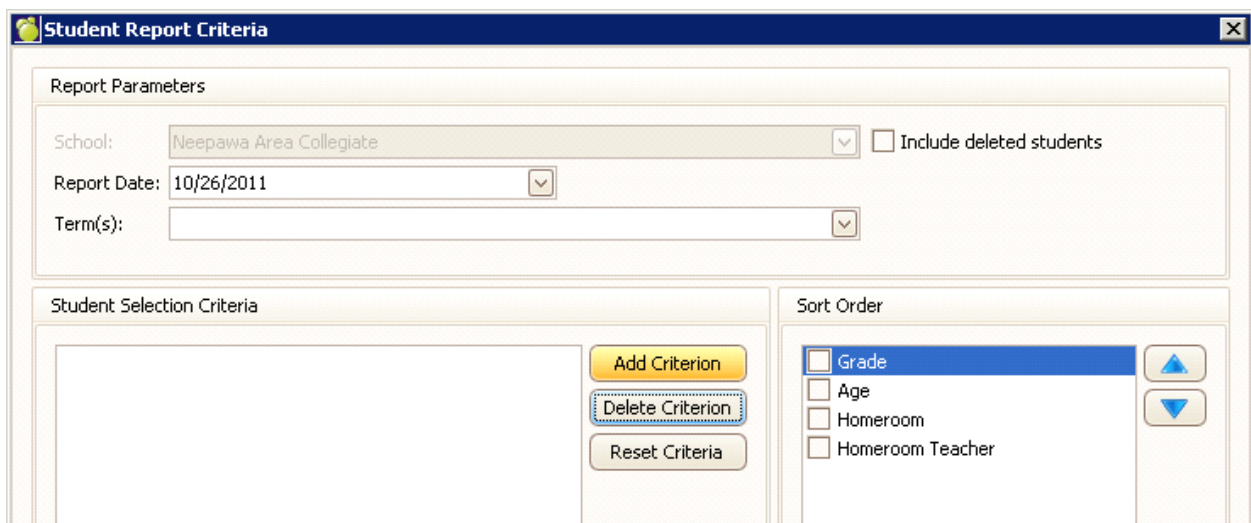
### Go to Marks – Print Report Cards – Report Builder for Report Cards



Choose a grade and click the blue arrow.



Click on Add Criterion



Choose Personal Details and Select the Grade. In this case, Grade 7. Click OK

**Add Student Selection Criterion**

Alphabetic

Personal Details

Student Number

Homeroom

Class

Inquiry List

Excursion List

Student is in grade: 7

Student's age is: 0

OK Cancel

Sort by Homeroom Teacher to make distribution of reports easier and click Run Report

**Student Report Criteria**

Report Parameters

School: Neepawa Area Collegiate  Include deleted students

Report Date: 10/26/2011

Term(s):

Student Selection Criteria

Student is in grade 7.

Student is in grade 7.

Add Criterion

Delete Criterion

Reset Criteria

Sort Order

Grade

Age

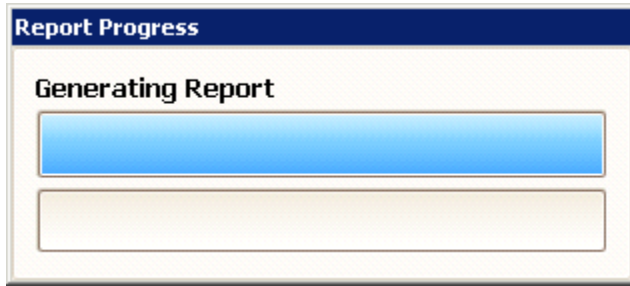
Homeroom

Homeroom Teacher

Show Students >>>

Run Report Cancel

**A Report Progress dialogue window will appear.** When it is finished, the report will appear in .pdf format.



**The report will look like the one below.** Check a couple for mistakes like...

- Same comment appears in Term 1 and in Personal Development (contact Ron to fix)
- Programming code is not entered: (teacher forgot to enter)
- Wrong teacher's name appears (contact Ron to Fix)
- Report is not complete. All courses should have something entered except that some students will take Band, others Art. Some students take Home. Ec. Others take Industrial Arts. (contact teacher to complete)

Printing: If you click on the printer icon, it will automatically print all of your pages (hundreds). You may want to print a sample to see if it will print properly. Select the Printer icon with the question mark. Then you can select the range of pages to print. Each report card is 4 pages.

