

Report Cards:

- Step 1: Select the current term for Report Cards you are running in upper right

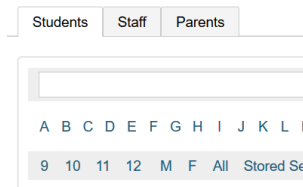


Term: 16-17 2016-2017 ✓

MBA Support

For example: High Schools and Middle Schools will select Semester 1 for S1 and Elementaries will select 16-17 2016-2017.

- Step 2: Select the grade level you wish to print from the PS home page
Start Page

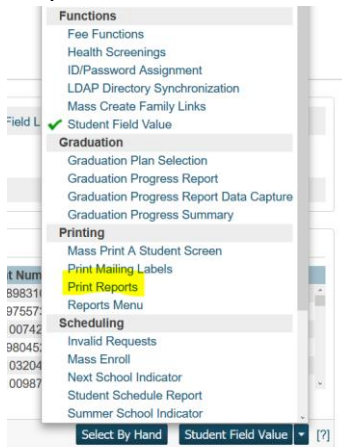


Students Staff Parents

A B C D E F G H I J K L I

9 10 11 12 M F All Stored Se

- Step 3: click the Functions button and select Print Report from the menu



Functions

- Fee Functions
- Health Screenings
- ID/Password Assignment
- LDAP Directory Synchronization
- Mass Create Family Links
- Student Field Value

Graduation

- Graduation Plan Selection
- Graduation Progress Report
- Graduation Progress Report Data Capture
- Graduation Progress Summary

Printing

- Mass Print A Student Screen
- Print Mailing Labels
- Print Reports**
- Reports Menu

Scheduling

- Invalid Requests
- Mass Enroll
- Next School Indicator
- Student Schedule Report
- Summer School Indicator

Select By Hand Student Field Value

- Step 4: Select the name of the report card you are printing (**High Schools: remember for end of year select the one with EOY in the name)
Print Reports



Option	Value
Which report would you like to print?	NWHS Report Card
For which students?	The selected 423 students

- Step 5: select Sort options
- Step 6: select "Courses actively enrolled during current term (excludes dropped courses)"
- Step 7: Enter watermark if desired
- Step 8: click Submit

- Step 9: this sends the report cards to the Report Queue

Report Queue (System) - My Jobs



Created	Job Name	Started	Ended	Status
06/14/2017	NWHS Report Card	06/14/2017 09:49 AM	06/14/2017 09:49 AM	Completed View
06/06/2017	Tran_Labels 9	06/06/2017 03:48 PM	06/06/2017 03:48 PM	Completed View

Click on a job name to view the Job Detail page, which provides additional information about the job. The Job Detail page can also be used to change the scheduled execution time or run a completed or canceled job again.

- Step 10: click the Refresh button until you see Completed for the status.
- Step 11: click the View link next to Completed to see your report cards. This will open the report cards inside your browser. The report cards are in PDF format.
- Step 12: You can print from this window or download the PDF and open them in Adobe Acrobat Pro to print.
- Step 13: Save your report card PDF file to a safe location (in Google Drive, etc.)