
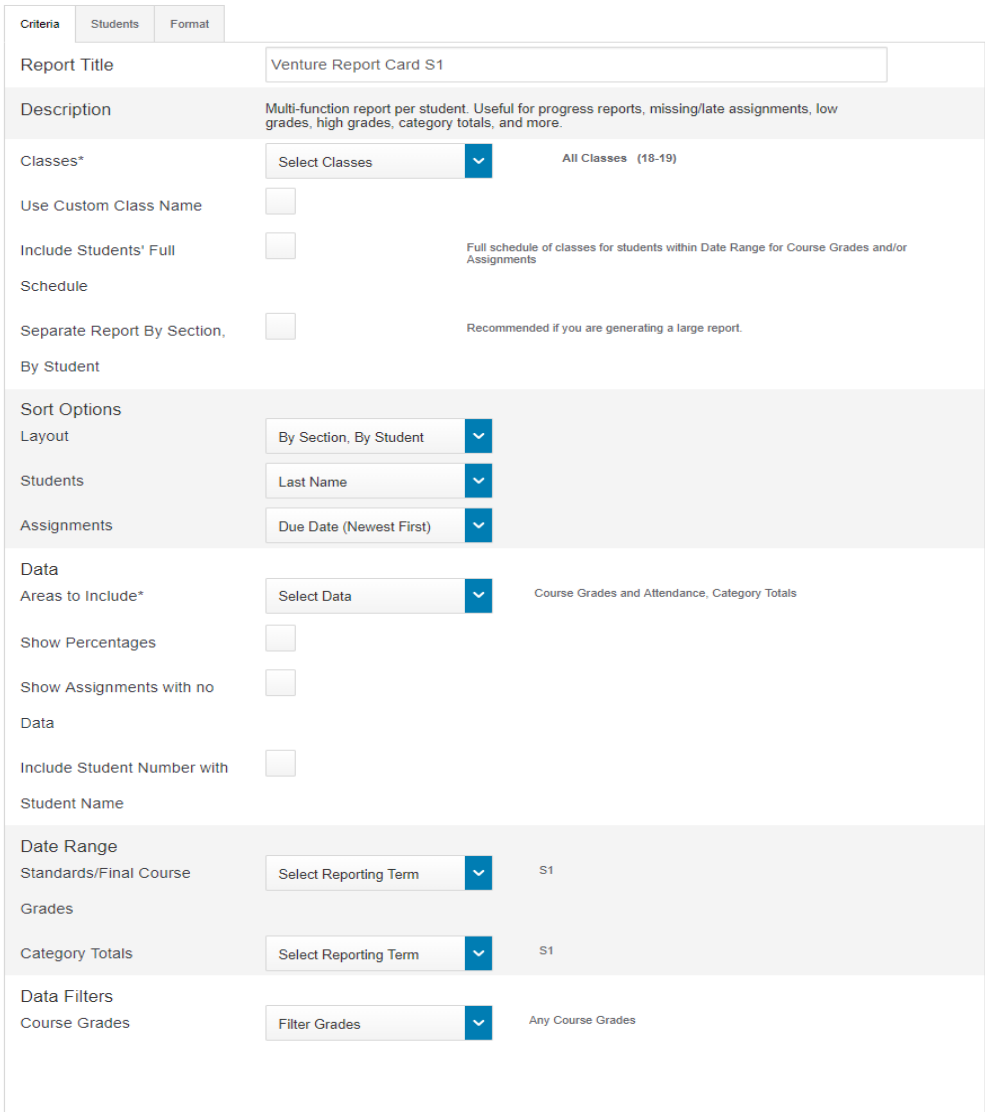


## Venture Report Card Grades 2-6 from the Gradebook:

1. Click Reports from the Charms bar 
2. Select Individual Student Report from the menu
3. Enter a name for your Report – i.e. – Venture Report Card S1
4. Select the classes you would like to print the report for
5. If printing for more than one class, check the box to “Separate Report By Section, By Student”
6. Take the defaults for Sort Options
7. Click the Select Data drop down menu next to Areas to Include\* and select the following:
  - a. Course Grades and Attendance (optional but will not show your final grade)
  - b. Assignments (optional and will make your report more than one page per student)
  - c. Category Totals **\*MUST INCLUDE**
8. Uncheck the Show Percentage box
9. Select the appropriate Date Range for Standards/Final Course Grades and Category Totals

Screenshot of what your settings should look like:



The screenshot shows the 'Criteria' tab of the report configuration interface. The 'Report Title' is 'Venture Report Card S1'. The 'Description' is 'Multi-function report per student. Useful for progress reports, missing/late assignments, low grades, high grades, category totals, and more.' The 'Classes\*' dropdown is set to 'All Classes (18-19)'. The 'Use Custom Class Name' checkbox is unchecked. The 'Include Students' Full Schedule checkbox is unchecked. The 'Separate Report By Section, By Student' checkbox is checked. The 'Sort Options' section has 'Layout' set to 'By Section, By Student', 'Students' set to 'Last Name', and 'Assignments' set to 'Due Date (Newest First)'. The 'Data' section has 'Areas to Include\*' set to 'Course Grades and Attendance, Category Totals'. The 'Show Percentages' checkbox is unchecked. The 'Show Assignments with no Data' checkbox is unchecked. The 'Include Student Number with Student Name' checkbox is unchecked. The 'Date Range' section has 'Standards/Final Course' and 'Grades' both set to 'S1'. The 'Category Totals' dropdown is set to 'S1'. The 'Data Filters' section has 'Course Grades' set to 'Filter Grades'. A green 'Run Report' button is located at the bottom right.

Criteria	Students	Format
Report Title	Venture Report Card S1	
Description	Multi-function report per student. Useful for progress reports, missing/late assignments, low grades, high grades, category totals, and more.	
Classes*	Select Classes	All Classes (18-19)
Use Custom Class Name	<input type="checkbox"/>	
Include Students' Full Schedule	<input type="checkbox"/>	Full schedule of classes for students within Date Range for Course Grades and/or Assignments
Separate Report By Section, By Student	<input checked="" type="checkbox"/>	Recommended if you are generating a large report.
Sort Options		
Layout	By Section, By Student	
Students	Last Name	
Assignments	Due Date (Newest First)	
Data		
Areas to Include*	Select Data	Course Grades and Attendance, Category Totals
Show Percentages	<input type="checkbox"/>	
Show Assignments with no Data	<input type="checkbox"/>	
Include Student Number with Student Name	<input type="checkbox"/>	
Date Range		
Standards/Final Course	Select Reporting Term	S1
Grades		
Category Totals	Select Reporting Term	S1
Data Filters		
Course Grades	Filter Grades	Any Course Grades

Run Report

10. Click the Format tab and check the box to include a Signature line

The screenshot shows the 'Format' tab of a software interface. It contains several settings:

- Orientation:** Landscape (dropdown menu)
- Output:** PDF (dropdown menu)
- Page Break:**  Between Students
- Exclude Row Shading:**  (Saves ink for printed reports)
- Top Note:**  Include  Bold
- Bottom Note:**  Include  Bold
- Signature Line:**  Include

Each note section has a text input field and a 'Characters Left: 256' indicator. A yellow circle highlights the 'Signature Line' section.

Legend: - Date Entry \* - Required Field

11. You can include a Top Note or a Bottom Note if you choose

12. Run Report