

## Steps to Complete Before Running Secondary Report Cards – Prior to Year End

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This document is for anyone that will be running building report cards, and covers the steps that should be completed prior to printing them. It includes the following:

1. Running the Attendance Utility
2. Checking for Grade Change Requests
3. Checking for Missing Grades
4. Running GPA Calculation if Needed
5. Running the Rank Calculation (optional)
6. Printing the Report Card
7. Posting the Report Card to Family/Student Access (optional)

**Note:** prior to reviewing this document, it's a good idea to first look over **Best Practices for Naming/Creating Report Templates**

**Important Note:** if it's your last term, and you plan on printing transcripts for seniors early, so that you can send them with them and have them show as Graduated, refer to the **Senior Process: Printing Transcripts in May** document. It explains what you need to do to graduate/exit them in May

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### Where am I in this process?

Steps 1-7		Notes:
1. Attendance Utility		
2. Grade Change Requests		
3. Missing Grades		
4. GPA Calculation		
5. Rank Calculation (optional)		
6. Print Report Cards		
7. Post Report Cards (optional)		

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### 1. Running the Attendance Utility

If you're including attendance on the report cards, you'll first need to run a utility to update the attendance on the report cards

#### [OF/AT/PS/UT/UT]

- 1.1. Click on the **Office** tab
  - 1.2. From the **Attendance** module, click on **Setup/Utilities**
  - 1.3. Click on **Update Student Classes with Term Attendance**
  - 1.4. Highlight the Skyward template called **Upd. Student Classes with Term Att** and click on **Run**
  - 1.5. Once the process has started, you can just click on **Back**. You don't need to view anything in the report
  - 1.6. **Close** out of the Update Attendance window
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### 2. Checking for Grade Change Requests

Prior to running report cards, you'll want to check to see if any teachers submitted grade change requests after the window was closed

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**Important note:** the below-referenced Alert icon is permission driven, meaning you may not see it because you don't have permissions to do so. In at least 1 district, there's an issue where office staff have permissions but still don't see it. Therefore, it's **very important** that your teachers let the office staff know if they've made a grade change request after the window has closed. If you've been informed that a change was made, but don't see the alert notice below, contact the RESA SIS help desk – 810-455-1004

- 2.1. Click on the **Home** tab at the top of the screen
- 2.2. If you see the yellow alert icon shown below, click on it and proceed to next step. If not, and no one has told you they submitted a grade change request, skip to the next section (**Checking for Missing Grades**)



- 2.3. If you see the following, it means grade changes were requested by teachers after the window closed for a marking period

Items Waiting for My Approval/Attention		
Item		# WFM
1	SECONDARY GRADEBOOK GRADE CHANGE REQUESTS	2
2	STANDARDS GRADEBOOK GRADE CHANGE REQUESTS	8

- 2.4. Click on the option appropriate for your building. At the secondary level, click on the Secondary Gradebook. At the elementary, either could apply if your upper el classes use the academic gradebook
- 2.5. On the right-hand side of your screen, click on the **Filters** button. If it's not already selected, click on the option to **Show Changes that are In Progress or Ready for Review**. Click on **Apply Filter**

Filter Options		Apply Filter
Entity:	400 - Algonac Jr/Sr High School	Back
<input checked="" type="radio"/>	Show Changes that are In Progress or Ready for Review	

You'll see something like the following (when clicking on the **Secondary** option above):

Secondary Gradebook Requested Changes to Posted Grades - Entity 424								
	Gradebook	Description	Last Name	First	Middle	Grade Period	Status	Entered Date
1	▶ 34609/01	Math 6	Smith	Eileen	K.	4 - Qrt 2/Semester 1	In Progress	02/01/201
2	▶ 34609/02	Math 6	Smith	Eileen	K.	4 - Qrt 2/Semester 1	In Progress	02/01/201

This tells me that a request was submitted for grade changes in 2 different classes. Here are the scenarios:

- You highlight one and click on Mass Post Grade Changes, which results in a blank screen. This means that the teacher initiated the change request but hasn't yet indicated she's finished making changes. If this isn't done within 2 hours it will automatically mark it as finished. At that point you can come back in here and approve the changes
- You highlight one and it produces details on the next screen. Click on Select All on This Screen, followed by Post Grade Changes for Selected Classes

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### 3. Checking for Missing Grades

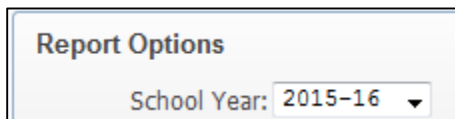
Complete these steps if you want to check to see if grades for any students have not yet been posted for the term

#### [OF/GR/RE/SG]

- 3.1. Click on the **Office** tab
- 3.2. From the **Grading** module, click on **Reports**
- 3.3. From the **Grade Information/Analysis** section, click on the **Selected Grades** report
- 3.4. Create/update templates for all terms for the current year (instructions below)

If you have templates from prior years (otherwise, skip to next section – If you don't have templates from prior years):

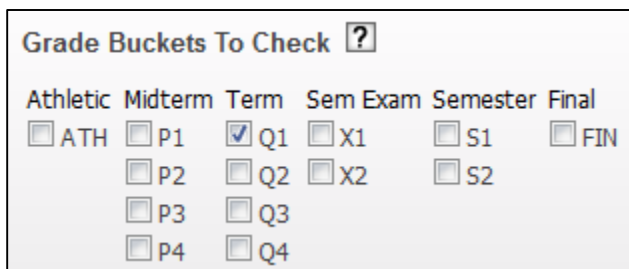
- 3.5. **Edit** your template
- 3.6. Give the template a **Description** using the following format: **15-16 Q1 Missing Grades** (using the appropriate school year and term)
- 3.7. From the **School Year** dropdown menu, select the appropriate year



Report Options

School Year: 2015-16 ▼

- 3.8. Make sure the correct **Term** is selected in the **Grade Buckets to Check** section



Grade Buckets To Check ?

Athletic	Midterm	Term	Sem Exam	Semester	Final
<input type="checkbox"/> ATH	<input type="checkbox"/> P1	<input checked="" type="checkbox"/> Q1	<input type="checkbox"/> X1	<input type="checkbox"/> S1	<input type="checkbox"/> FIN
	<input type="checkbox"/> P2	<input type="checkbox"/> Q2	<input type="checkbox"/> X2	<input type="checkbox"/> S2	
	<input type="checkbox"/> P3	<input type="checkbox"/> Q3			
	<input type="checkbox"/> P4	<input type="checkbox"/> Q4			

- 3.9. Click on **Save and Print**
- 3.10. Create/Update templates for remaining terms

if you don't have templates from prior years:

3.5. Click on **Add**

3.6. Set your template up as follows, using **15-16 Q1** as a sample:

**Template Settings**

\* Template Description: **15-16 Q1 Missing Grades**

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Print Greenbar

**Report Type**

Report Type:  By Student  By Other

**Ranges**

Include All Activities

Print Activities

Group by Activities

**Report Options**

School Year: 2015-16 Page Break: None

Student ID to Print: None Grade Bucket Blocker: \*\*\*

Only Print Selected Grade Marks

**Course Ranges**

Student Class Status: **Enrolled**  Include All Student Class Lengths

Class Record Type: Both

**Grade Marks Selection**

Include	Grade Mark	Grad Year	Display Order
<input checked="" type="checkbox"/>	Blank Grade Bucket	9999	00
<input type="checkbox"/>	A+	9999	01
<input type="checkbox"/>	A	9999	02
<input type="checkbox"/>	A-	9999	03
<input type="checkbox"/>	B+	9999	04
<input type="checkbox"/>	B	9999	05
<input type="checkbox"/>	B-	9999	06
<input type="checkbox"/>	C+	9999	07
<input type="checkbox"/>	C	9999	08
<input type="checkbox"/>	C-	9999	09
<input type="checkbox"/>	D+	9999	10

19 records displayed

**Grade Buckets To Check**

Athletic Midterm **Term** Sem Exam Semester Final

ATH  P1  Q1  X1  S1  FIN

P2  Q2  X2

P3  Q3

P4  Q4

In Ranges, set Student Status to Active

Set the term based on your template Description above

3.7. Click on **Save and Print**

3.8. Create templates for the remaining terms that you would print this report for

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#### 4. Running GPA Calculation if Needed

A utility runs each night that calculates student GPAs. If any changes have been made to any grades today (including approving grade change requests), and you plan to run the report cards today, you'll need to run the GPA calculation. This can be done from within the report card template

##### [OF/GR/RC/RE/DR]

4.1. When you're ready to run the report cards, click on the **Office** tab

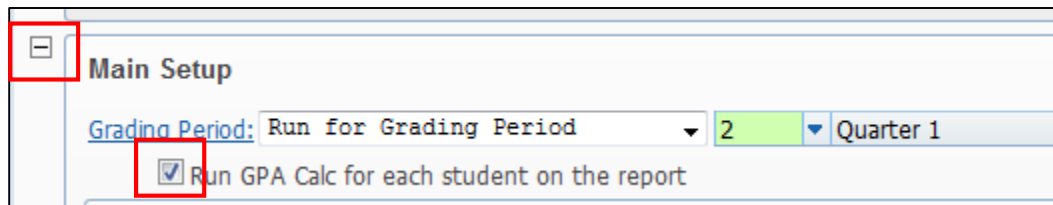
4.2. In the **Grading** module, under **Report Cards**, click on **Reports**

4.3. Click on **District Report Cards**

4.4. Highlight your template and click on **Edit**

4.5. Expand the **Main Setup** section

4.6. Check the box to **Run GPA Calc for each student on the report**



When you click on **Save and Print**, the system will calculate the GPA prior to putting it on the report card

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#### 5. Running the Rank Calculation (optional – not common to include on report cards)

If you're not including the rank on the report cards, you don't need to run this before printing them. However, if you want to run a rank report, this is what you'll do

##### [OF/GR/RE/SL/SR]

5.1. Click on the **Office** tab

5.2. In the **Grading** module, click on **Reports**

5.3. In the **Student Lists** section, click on **Student Rank**

While these templates are not year-specific, they are term-specific, which means that you should have one for each term that you're ranking your students. The school year is not necessary in the template Description, as it can only be run for the current year. It's also a good idea to have separate templates to view the report and/or to post the results to the Student Master. This is what the end result should look like:

Student Rank Report	
<input checked="" type="checkbox"/> Display My Templates	<input type="checkbox"/> Display Shared Templates
Student Rank Report Templates	
Template Type ▲	Description
1 2) Entity	S1 Rank - Report Only
2 2) Entity	S1 Rank - Update Master
3 2) Entity	S2 Rank - Report Only
4 2) Entity	S2 Rank - Update Master

What's the difference between the Report Only and Updating the Master? With the Report Only option, that's exactly what you're doing – running a report. Once you verify the results look good, you can then run the template to Update Master. This template will update the rank to the student's Report Card (if you include it), as well as to Student/Family Access (if you allow it)

Here are the parameters you should be using for **Report Only**:

**Template Settings**

\* Template Description:

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**Additional Student Ranges**

Graduated:

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**Rank Options**

Grading Period:

Run GPA Calc each time report is run

GPA Range:  to:

Rank By:

Group By:

GPA Type to Select:  # to Use:

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**Additional Processing Information**

Update Rank Info to Student Master

Include Non-Ranked Students In Total Counts

- **Template Description:** Include the term and that it's Report Only
- **Share** your template with others, so that not everyone needs to create one
- For **Grading Period**, set it to Run for Grading Period, then select the appropriate term from the dropdown menu

- Check the box to **Run GPA Calc each time report is run**
- Click on the **Ranges** button and set **Student Status** to **Active**

**Note:** if **Group By** is set to **Grad Year** (as shown above), the report will be sorted by grade level

If you want to update the student's record with the Rank info, here's what you'll include in the **Update Master** template:

**Template Settings**

\* Template Description:

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Print Greenbar

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**Additional Processing Information**

Update Rank Info to Student Master

Include Non-Ranked Students In Total Counts

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**Save To ?**

<input type="checkbox"/> Citizenship GPA Record	<input type="text" value="1"/>	<input type="checkbox"/> Semester GPA Record	<input type="text" value="1"/>
<input type="checkbox"/> Midterm GPA Record	<input type="text" value="1"/>	<input type="checkbox"/> YTD GPA Record	
<input type="checkbox"/> Term GPA Record	<input type="text" value="1"/>	<input checked="" style="border: 2px solid red;" type="checkbox"/> Cumulative GPA Record	

It's important that you have separate templates for this reason: every time you run the report that has Update Rank checked, it updates it to the student record. If you find that something was wrong in the ranking, it's already been posted to family access. You should always run the Report Only first to verify before Updating the Master

**For both the Report Only and Update Master options:** In the **Printing Options** section, select any information you would like to see on the report (the default is shown below):

**Printing Options**

Sort Order:  Name Order:

<input checked="" type="checkbox"/> Print Earned and Failed Credits	<input checked="" type="checkbox"/> Print GPA <span style="border: 1px solid #ccc; padding: 2px;">GPA Methods</span>
<input type="checkbox"/> Print GPA Points and GPA Credits	<input type="checkbox"/> Print Student's Other ID
<input checked="" type="checkbox"/> Print Rank	<input type="checkbox"/> Print Average GPA Per Grad Year
<input type="checkbox"/> Print Bonus GPA	

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## 6. Printing the Report Card

Setting up report cards is beyond the scope of this document. However, here are some best practices/notes:

Report cards are year specific and include a few different term specific areas as well. Rather than changing your template from one term to the next, it's a good idea to set one up for each term. For the next year, all you'll need to do is update your template name with the new school year and change the report card year within the report card template. Here's an example of how it might look:

2) Entity	16-17 (01) Progress 1
2) Entity	16-17 (02) Q1 RC Print
2) Entity	16-17 (03) Q1 RC Portfolio
2) Entity	16-17 (04) S1 RC Print - Fam 1
2) Entity	16-17 (05) S1 RC Print - Fam 2
2) Entity	16-17 (06) S1 RC Portfolio
2) Entity	16-17 (07) Progress 3
2) Entity	16-17 (08) Q3 RC Print
2) Entity	16-17 (09) Q3 RC Portfolio
2) Entity	16-17 (10) Senior EOY RC
2) Entity	16-17 (11) S2 RC Print - Fam 1
2) Entity	16-17 (12) S2 RC Print - Fam 2
2) Entity	16-17 (13) S2 RC Portfolio

I know, because of the 16-17 reference, that I need to change something from one year to the next

In this example, the (xx) indicate the order they're likely to be printed in. That way, I don't have to search through all of my templates to find the correct term – they're in chronological order

When your template is set up to be run for a specific term, you should set your Grading Period to that term as well. **Example:**

**Template Settings**

Template Description: 16-17 (08) Q3 RC Print

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Print Greenbar



**Main Setup**

Grading Period: **Run for Grading Period** 5 **Quarter 3**

Run GPA Calc for each student on the report

**Grade Buckets**

**Entity 450**

Athletic	Midterm	Term	Sem Exam	Semester
<input type="checkbox"/> ATH	<input type="checkbox"/> P1	<input type="checkbox"/> Q1	<input type="checkbox"/> EX1	<input type="checkbox"/> S1
	<input type="checkbox"/> P2	<input type="checkbox"/> Q2	<input type="checkbox"/> EX2	<input type="checkbox"/> S2
	<input type="checkbox"/> P3	<input checked="" type="checkbox"/> Q3		
	<input type="checkbox"/> P4	<input type="checkbox"/> Q4		

This is my template for Q3, so I set the Grading Period to: Run for Grading Period – Quarter 3  
 If I leave the **Grading Period** as **Always Use Last Completed**, I will run into a problem if I try running this template at the end of the year. Let's say a student needs a report card reprinted for Q3, and that Q4 has already ended. Because my template says Always Use Last Completed, it will run for Q4

**Main Setup**

Grading Period: Always Use Last Completed

## 7. Posting the Report Card to Family/Student Access (Optional)

In the report card template, there's an option to **Save Report Cards to Student Portfolio**:

**Main Setup**

Grading Period: Run for Grading Period 2 Quarter 1

Run GPA Calc for each student on the report

**Grade Buckets**

**Entity 400**

Athletic	Midterm	Term	Sem Exam	Semester	Final
<input type="checkbox"/> ATH	<input checked="" type="checkbox"/> P1	<input checked="" type="checkbox"/> Q1	<input type="checkbox"/> X1	<input type="checkbox"/> S1	<input type="checkbox"/> FIN
	<input type="checkbox"/> P2	<input type="checkbox"/> Q2	<input type="checkbox"/> X2	<input type="checkbox"/> S2	
	<input type="checkbox"/> P3	<input type="checkbox"/> Q3			
	<input type="checkbox"/> P4	<input type="checkbox"/> Q4			

Include All Activities

Save Report Cards To Student Portfolio Portfolio Record Description: **16-17 Q1 Report Card**

Allow Parent's Signature 

STEPS TO COMPLETE BEFORE RUNNING SECONDARY  
 REPORT CARDS: 4/8/16 - BK

If you have this boxed checked, then every time you click on Print for this template, it will write a copy of the student's report card to both Student and Family Access (on the Portfolio tab). A new copy will be created every time you run the report. Therefore, it's important to know if your template has this box checked or not. Rather than editing my existing template and turning the option on and off, I would create 2 separate templates

In this example, I have 2 different Q1 report card templates.

2) Entity	16-17 (02) Q1 RC Print
2) Entity	16-17 (03) Q1 RC Portfolio

The one that has **Print** in the name means that it's the printed version. I can run this one as many times as I want and no information is posted

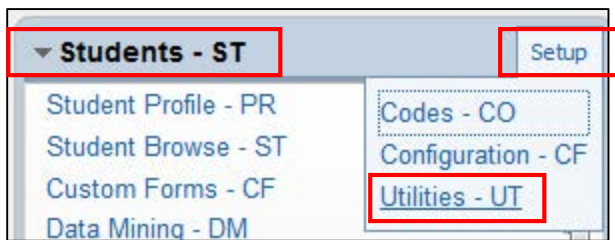
The one that has **Portfolio** in the name means that I have the option turned on to **Save Report Cards to Student Portfolio**. If you post report cards to the portfolio, you would not want to run this report until you've verified that the report cards look right. In the above report card screenshot, there's a section where you enter Portfolio Record Description. This is what the parents will see when they go into Family Access and click on the Portfolio tab. Therefore, it should be descriptive of what you're posting:

**Example:** 16-17 Q1 Report Card

If the report is run to Save the Report Card and it shouldn't have been, or if you discover later that there was an issue, you can delete specific

**[ST/PS/UT/PA]**

- 7.1. Click on the **Students** tab
- 7.2. From the **Students** module, click on **Setup/Utilities**



**Note:** if you don't have this option, contact the person in your district responsible for assigning permissions

- 7.3. From the **Utilities** section, click on **Mass Delete Portfolio Attachments**
- 7.4. Click on **Add** to add a new template
- 7.5. Give the template a **Description** that's indicative of what you're doing. **Example:**

**Template Settings**

\* Template Description:

Share with other users in entity 400

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**Mass Delete Portfolio Attachments**

Attachment Type:

Matches File Name:  (Use \*'s as wild cards)

Created Between:  To:

Only Delete Duplicates by Filename - Keep newest file

Delete for students with any Default Entity

- 7.6. Check the box to **Share with other users**
- 7.7. From the **Attachment Type** dropdown menu, select **Report Card**
- 7.8. If you type an \* in the **Matches File Name**, it will delete any report card file for your specified date range
- 7.9. For the **Created Between** dates, enter the range of dates for when you posted the report card
- 7.10. **Only Delete Duplicates by Filename – Keep newest file**: let's say you ran the same report card template 5 times and mistakenly posted the report card 5 times. If this box is checked, 4 of the report cards will be deleted from the portfolio – the newest one will not be deleted. If you want all report cards deleted, do not check this box
- 7.11. Click on **Save and Process**
- 7.12. Once the data has processed, click on **Preview Data to Process**
- 7.13. Once the list of names comes up, click on **Back**
- 7.14. Click on **Run the Update**
- 7.15. Click on **OK**
- 7.16. Once the process has finished, click on **Display Report** to verify you see student names in the report

If you have questions/concerns about any steps in this document, call the RESA SIS Helpdesk at 810-455-1004