

# Electronic Signature of Report Cards

## Step 1: Families/Family Access/Setup/Configuration/Entity Configuration (WS/FA/FM/PS/CF/EC)

**Edit** Report Cards – Use standard statement or create your own. Click Save

Report Cards Entity Configuration

Entity: 126 Section and Application: General Information -- Report Cards

Save

**Guardian Options**

- Disable Application
  - Do Not Display Button
  - Display Button and Message
- Allow Electronic Signing of Report Cards
  - Use Standard Electronic Signature Statement
  - Create an Entity Defined Electronic Signature Statement

**Student Options**

- Disable Application
  - Do Not Display Button
  - Display Button and Message

**Electronic Signature Statement**

Under the Federal Electronic Signatures in Global and National Commerce Act, before you may electronically sign this report card, you must be provided with certain of the following information and you must affirmatively agree to the following and thereafter not withdraw your agreement.

By clicking 'I Agree' and submitting this agreement via the internet, I acknowledge that:

\* I have read and understood the foregoing

Maximum characters: 2700, Remaining characters: 1365

## Step 2: Office/Grading/Report Cards/Reports/District Report Cards (WS/OF/GR/RC/RE/DR) Secondary OR Office/Grading/Report Cards/ Reports/Basic Report Card (WS/OF/GR/RC/RE/SB/BR) Elementary

When ready for your **FINAL** Report Card select the option to “Allow Parent’s Signature”. *This can only be done when you select the check box to “Post Report Cards to Family/Student Access or Portfolio”.*

### Secondary Example in Main Setup Area

Edit Report Ranges

Template Settings

\* Template Description:

- Share with other users in entity 413
- Print Greenbar

Save and Print

Sort By

Back

Template Options

School Year: 2015-16 Report Card Setup Template To Use: Current Grades Edit Template

Report Options

Report Type:  Range  Individual  Teacher Ranges

Report Card Type: ORIGINAL

# Characters: 20

Orientation: PORTRAIT

Main Setup

Grading Period: Always Use Last Completed

- Run GPA Calc for each student on the report

Grade Buckets

Entity 413

Athletic	Midterm	Term	Sem Exam	Semester	Final
<input type="checkbox"/> ***	<input type="checkbox"/> P1	<input type="checkbox"/> T1	<input type="checkbox"/> SE1	<input type="checkbox"/> S1	<input type="checkbox"/> FIN
	<input type="checkbox"/> P2	<input type="checkbox"/> T2	<input type="checkbox"/> SE2	<input type="checkbox"/> S2	
	<input type="checkbox"/> P3	<input checked="" type="checkbox"/> T3			
	<input type="checkbox"/> P4	<input type="checkbox"/> T4			

Include All Activities Activities

Save Report Cards To Student Portfolio Portfolio Record Description:

Allow Parent's Signature ?

**Elementary Example in Report Options Area**

**Edit Report Ranges**

Template Settings

\* Template Description:

Share with other users in entity 126

Print Greenbar

Report Ranges

Entity:

School Year:

Grading Period:

Student Selection

By Range  By Individual  By Teacher

Report Options

Print a blank report card

Separate comments onto a new page

Print comments only version of the report

Only print for families set to receive a hard copy

Do not print semester or final grades

Post Report Cards to Family/Student Access

**Note:** Posted Report Cards will also be available in the Student Portfolio tabs of EA+ and Student Management

Overwrite Report Cards    Posted From:     To:

Allow Parent's Signature

When the parent logs into Family Access and clicks on the link to view the report card, the following window will appear before they can view the report card. The parent will need to check the box and click on Submit Signature.

**Electronic Signature**

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By clicking 'I Agree' and submitting this agreement via the internet, I acknowledge that:

\* I have read and understood the foregoing Electronic Signature Agreement and that I intend to be bound thereby.

I Agree

Signed By:     Date Signed:

**Step 3:** Creating a report to display who has electronically signed the report cards.

Office/Grading/Report Cards/Reports/Report Card Runs **(WS/OF/GR/RC/RE/RR)**

Create Template and Save and Print

### Add Report Ranges

**Template Settings**

\* Template Description: Parent Signatures

Share with other users in entity 413

Print Greenbar

**Ranges**

School Year: 2016

Run Description: [2016] Test

**Options**

Report Cards to Print:  Signed/Unsigned  
 Signed  
 Unsigned

Save

Save and Print

Back

Asterisk (\*) denotes a required field

View Report to see who has electronically signed the report card.

Description	Student Name	Signed	Date	Signed By
Test	A [redacted] land	No		
Test	A [redacted] sm	No		
Test	G [redacted]	Yes	03/29/2016	G [redacted] by
Test	G [redacted] ck	Yes	03/29/2016	G [redacted] gela
Total: 4				
***** End of report *****				