

## Printing Report Cards for Athletes

On the left navigation panel, select **Grades > Lists > Report Card**.

Use the settings in the **Set up** box below:

The screenshot shows the 'Report Card' setup interface. On the left, there is a 'Student Selection' panel with fields for Year (1920), District (010), School (064), Grade, Special Codes, Program, Gender, Ethnic, Homeroom, Counselor, Advisor, Clubs, Sports (FTB), Team, Zip Code, As Of Date (Dec 20, 2019), Display Date (Dec 20, 2019), Sped (All, Sped Only, Non Sped), 504 (All, 504 Only, Non 504), LEP (All, LEP Only, Non LEP), Hold Card (All, Hold Only, Non Hold), Order To List (Alpha), and Students. The main 'Options' panel includes 'Type to Print' (Report Card), 'HS Grading Period' (2), 'Order Courses by' (Class Period Order), 'Elem Grading Period' (2), and various checkboxes for displaying school information, comments, and scores. The 'Non Grades' section has 'From' (Aug 13, 2019) and 'Thru' (Dec 20, 2019) dates, and checkboxes for Absentee Detail, Discipline, Absentee Course, and Absentee Summary. The 'GPA options' section has a checked 'Display GPA Line' checkbox. Callouts point to 'Sports: FTB' (Select the sport needed), 'HS Grading Period: 2' (Current Marking Period), 'As Of Date' (Last day of marking period), 'Display Date' (Current date), 'Students' (You can select specific students, if needed), 'From' date (First day of school to end of semester), and 'Display GPA Line'.

**School:** This field will default to your school.

**Grade:** You can leave it blank to select all grades or select a specific grade.

**Sports:** Select the sport code used to tag the students.

**Students:** You can click in this field to select specific students or leave it blank to print all students with the specific sports code selected in the **Sports field**.

At the bottom of the page: Select **PRINT**.

Never click MASS CALC/SEM FINAL GRADES!! OR CALCULATE CURRENT YEAR GPA!!

