

Printing Report Cards – Elementary (PK Only)

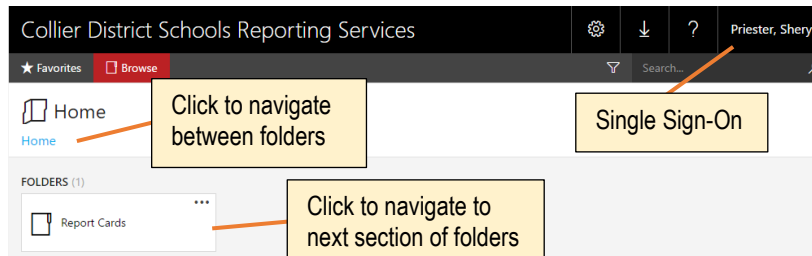
Report cards will be published by the District to the FOCUS portal on the specified report card distribution date. Parents/Students will be able to view report cards online via FOCUS, therefore, there is no need to print unless requested.

The CCPS Reporting Services application will be used to print report cards as requested. This is where your report cards are stored. Make sure report card data has loaded (either manually or with the nightly process) prior to printing.

This application is single sign-on and dependent upon whoever is logged in on the computer.

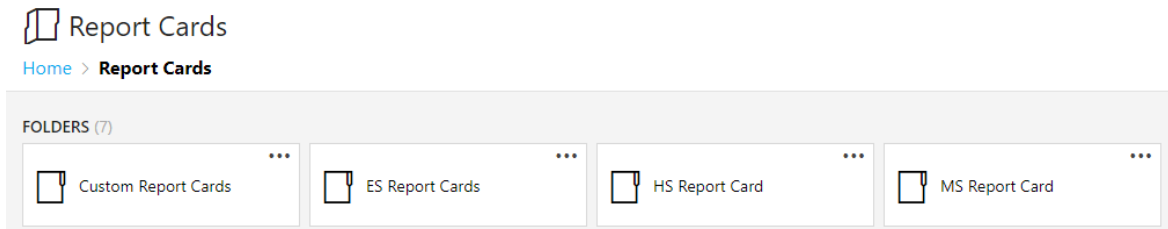
Accessing Reporting Services:

1. Click the FOCUS Report Cards link on your desktop.
Note: If the Report Cards link is not present, use the following URL:
<https://report.focus.collierschools.com/reports/browse/>
2. The Reporting Services application window will display.

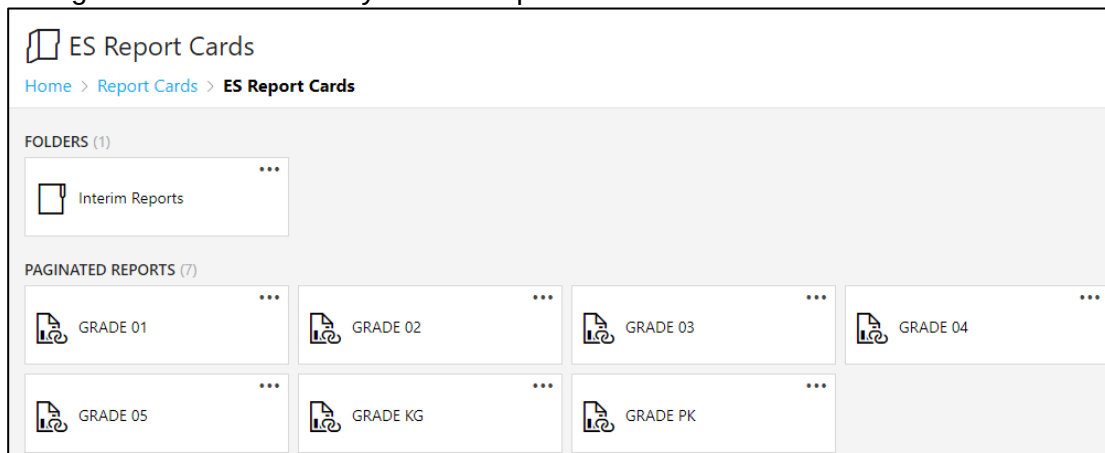


Accessing Report Cards:

1. Click the Report Cards icon.
2. Select the ES Report Cards folder. When the Elementary school folder is selected, a sub-folder for each grade level will appear.



3. Select the grade level sub-folder you wish to print.



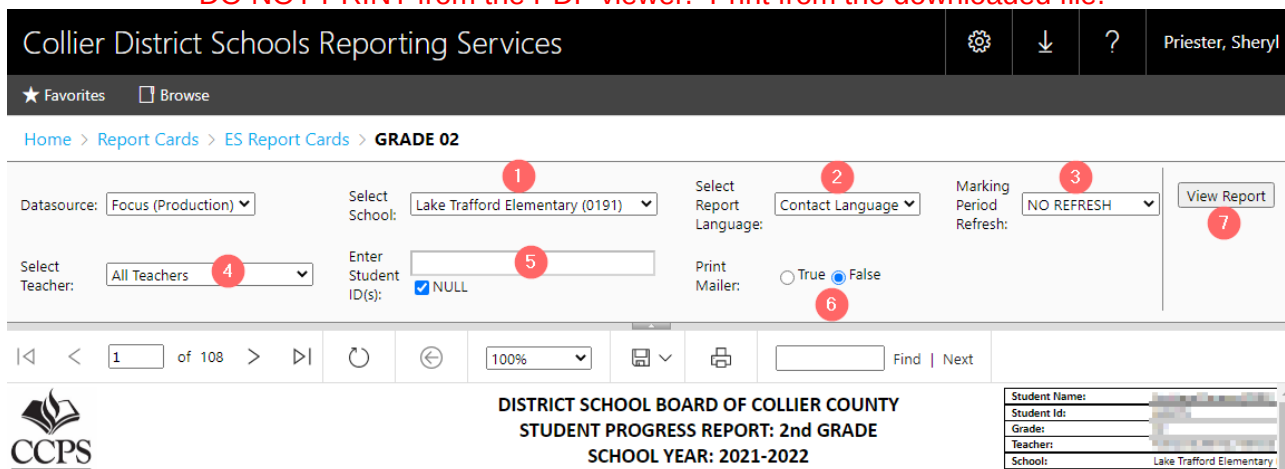
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Generating Report Cards:

Elementary Report cards are split up into category, grade level, and language. The language is determined by the contact language indicated in FOCUS.

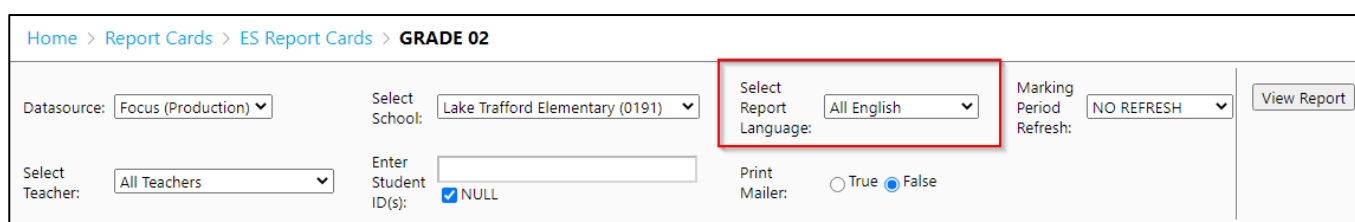
1. Select your school from the drop-down.
2. The Report Language will default to Contact Language.
Contact Language=Parent Contact Language; English, Spanish, or Creole Only=Prints the report cards that meet the selected language criteria; All English=Prints the batch of reports cards in English regardless of the parent contact language.
3. The Marking Period Refresh field will default to NO REFRESH. In other words, the report cards will reflect data based on the last time the data was manually uploaded via the data upload process.
Note: Select the appropriate Quarter to generate and refresh data simultaneously.
4. Select a Teacher to Print for from the drop-down. Note: Select All Teachers to print ALL report cards for the selected grade category. Select a specific teacher to print only report cards for that teacher.
5. Let the Enter Student ID field default to Blank (make sure NULL is checked). This feature will allow you to print a single report card by entering a single student ID number or a comma delineated list regardless of enrollment status (active/inactive).
6. The Print Mailer option will default to False. This will exclude the mailing address block on the report card. Select True to include the mailing address block.
7. Click view report.
8. The set of report cards will generate and display at the bottom of the screen alphabetically by teacher and student last name.

DO NOT PRINT from the PDF viewer. Print from the downloaded file.



Generating Report Cards (All English):

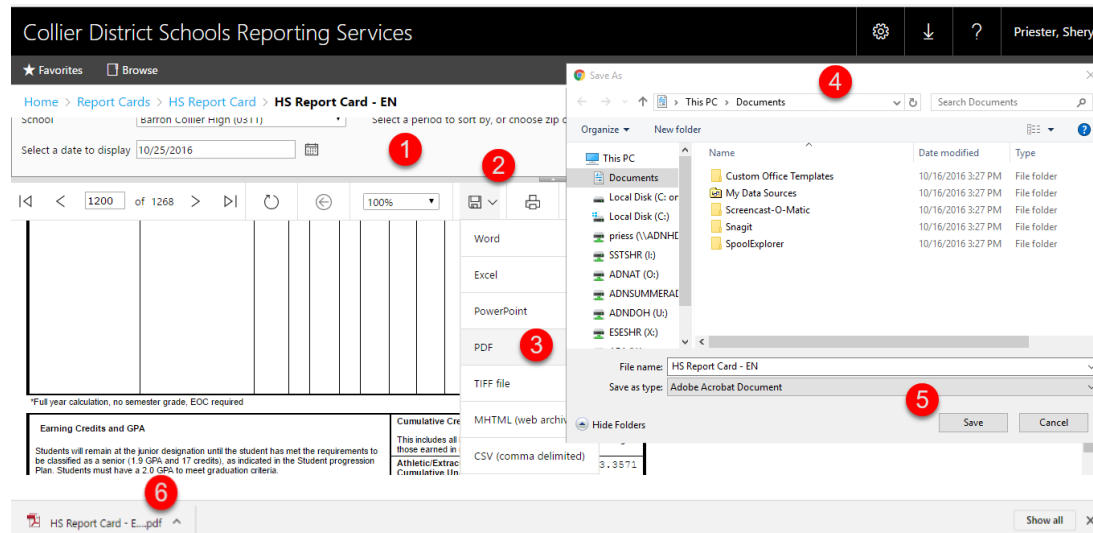
To print report cards in English regardless of the parent contact language indicated, select the All English option on the Select Report Language drop-down.



Printing Report Cards – Elementary (PK Only)

Downloading Report Cards:

1. Click the Export icon.
2. Select PDF.
3. The save as window will display.
4. Choose a location, name the document.
5. Click save.
6. The PDF file will download and appear in the bottom left corner of the screen.
7. Click on the file to open.



Searching Document Content

A quick way to locate a specific report card (i.e. student, teacher, etc.) is by searching the PDF document content.

1. Press the Ctrl + F key on your keyboard simultaneously. A search box will display in the upper right corner of the screen.
2. Type the student ID number or teacher name (last name, first name) you want to search for in the search box.
3. Press Enter. Use the small left and right arrows in the blue search box to skip to the previous or next instance of the specified keyword/phrase.

