



Secondary Report Cards / Publishing Report Cards to the Portal

Enter school message for report card.

1. Click the **school top tab, set up side tab, preferences leaf**. Change the **Category:** Grade

Category:

2. In the box titled **Report Card message** enter your school message. Keep it brief; 2-3 sentences.

Report card message

NOTE: The school might want to adjust student homerooms prior to creating report cards, as report cards can be handed out / sorted by homeroom.

Creating Report Cards (Recommendation; create report cards a grade at a time)

1. Click the **Student Top Tab**. , use the grade level = filter to select a group of students

Search on Name

Manage Filters...

Grade Level = ?

2. Click **Reports, Report Cards, the Report Cards – Middle Years and Secondary**

Report Cards Report Cards - Kindergarten, Primary, Intermediate

Student Address Labels - 5161 Report Cards - Middle Years and Secondary



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3. On the pop-up the following settings are recommended.

Report Cards - Middle Years and Secondary

General | **Publish**

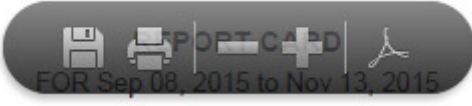
Report Card Type	Secondary ▾
School year	2016 🔍
Term	Q1 🔍 ← Select term
Students to include	Current selection ▾
Search value	<input type="text"/>
Sort students by	Homeroom ▾
Alternate mailings	<input type="checkbox"/>
Exclude classes without term grades	<input type="checkbox"/>
First Name Format	Legal ▾
Last Name Format	Legal ▾
Suppress Course Teacher Name	<input type="checkbox"/>
French Language	<input type="checkbox"/>
Display School Final Exam	<input type="checkbox"/>
Include Blended Mark if Available	<input type="checkbox"/>
Print on Both Sides	<input checked="" type="checkbox"/>
Print Info Page	<input type="checkbox"/>
Display Attendance Summary	<input type="checkbox"/>
Display School Message	<input checked="" type="checkbox"/>
Teacher Signature Required	<input type="checkbox"/>
Parent Signature Required	<input type="checkbox"/>
Include Term Comments	<input type="checkbox"/>
Display GPA	<input type="checkbox"/>
Include Behaviour, Attitudes and Social Responsibility	<input type="checkbox"/>
Print on Legal Size Paper	<input type="checkbox"/>
Format	Adobe Acrobat (PDF) ▾

Click Run



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4. A pop-up will occur. This will be a PDF file of the report cards for the group. Save this file to your desktop and name it so it will be easy to find.



5. Close the windows
6. Find the file on your desktop. Open it with Adobe Acrobat. In this program, send the report cards to the printer

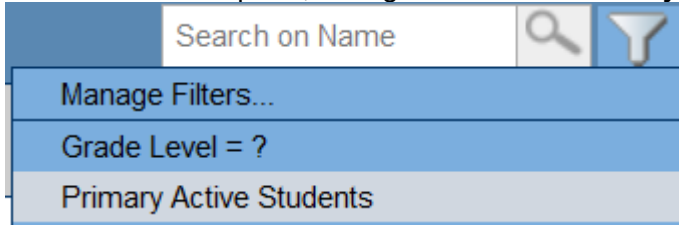


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Publishing Report Cards to the Portal.

After all of the report card errors have been fixed.

1. In the **Student** top tab, change the filter to **Primary Active Students**



2. Click **Reports, Report Cards, the Report Cards – Middle Years and Secondary**



3. Select the same settings that were used for printing report cards – DO NOT CLICK RUN. Click on the **Publish** sub top tab



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4. Complete the window as shown

Report Cards - Middle Years and Secondary

General Publish

Delivery type Publish

Email subject Report Cards Term 1

Email message

body p

Viewing start date 06/11/2015

Viewing end date 20/11/2015

Cleanup date 27/11/2015

Run Cancel

The date the RC appears

The date the RC disappears in the portal

This is the date that the report and publish log are completely removed from the system

5. Click **RUN**