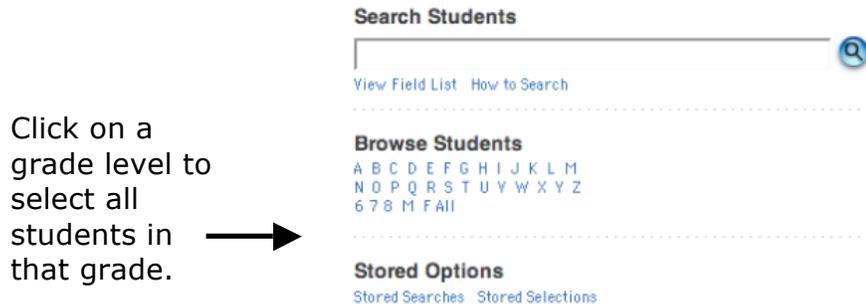


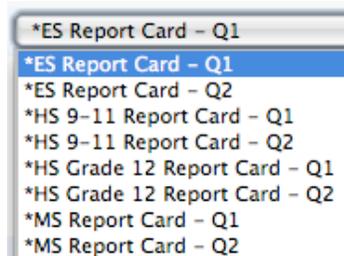
## Printing Report Cards

**NOTE:** Report cards **MUST BE** printed in batches of 200 or less.

1. From the **Start Page**, select the students in **one grade level** by clicking on the grade level below the student search box.



2. Below the student list, select **Print Report** in the **Student Functions** drop-down menu.
3. Select the appropriate report from the pull down menu.



4. Enter options as shown in the screen shot on the following page.
  - A. Choose the appropriate report card template for the grade level and the term.
  - B. Choose **All records in batches of \_\_\_\_ records**. Enter a number of 200 or less.
  - C. Select how you want the report cards sorted as they print:
    - 1) *Alphabetically* will alphabetize all students in the grade level.
    - 2) *By grade*, then *alphabetically* is irrelevant since you are selecting a single grade level to print.

3) *By period* [choose the period] *class, as of this date* will print sorted by the chosen class period. In Acrobat Reader, the names on the screen will be displayed in alphabetical order, but will print in the correct order. If using this option, enter the date the report is being generated in the date field.

D. **If printing student schedules use ...** Ignore this section.

E. Select **On specific date/time** in the When to Print section and set the date and a time after 4pm.

**Settings for printing report cards:**

Option	Value
Which report would you like to print?	*HS 9-11 Report Card - Q2 <span style="float: right;">← A.</span>
The selected 416 students	
For which students?	<input type="radio"/> All records in a single batch. <input type="radio"/> Print only the first 2 records. <input checked="" type="radio"/> All records in batches of 200 records. <span style="float: right;">← B.</span>
In what order?	<input checked="" type="radio"/> Alphabetical <input type="radio"/> By grade, then alphabetical <span style="float: right;">← C.</span> <input type="radio"/> By period HR class, as of this date: (takes extra time)
If printing student schedules, use...	<input checked="" type="radio"/> courses enrolled during current term <span style="float: right;">← D.</span> <input type="radio"/> enrollment as of
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	Current School Year to
Watermark Text	
Watermark Mode	Overlay
When to print	On Specific Date/Time: <span style="float: right;">← E.</span>

[Submit](#)

5. Click **Submit**.