



- 1 In the **Report Card Builder**, select or create a standards-based (**Elementary**) report card (as designated on the **General** tab).
- 2 Select an elementary report card template size.
- 3 Beside **Display DataMap assessments?**, select **Yes**.
- 4 Click **Save**.
- 5 In the banner, click **Template**. In a new row, select the appropriate DataMap template piece in the **Option** drop-down list. Edit the settings for the template piece as desired.
- 6 In the banner, click **DataMap**.

- 7 On the **Periods** tab, in the row of each desired DataMap period, in the **Start** and **End** columns, enter or select the appropriate dates for the testing period.
- 8 In the **Include** column for each of the desired periods, select the checkbox.
- 9 Click **Save**.
- 10 Click the **Assessments** tab.

Period	Start	End	Include
	08/15/2018	11/30/2018	<input checked="" type="checkbox"/>
Winter			<input type="checkbox"/>
Spring			<input type="checkbox"/>
Summer			<input type="checkbox"/>

- 11 On the **Assessments** tab, in the **Core Subject** drop-down list, select the overall subject whose MAP scores you want to display on the report card.
- 12 In the **[Subject] Score** row, in the **DataMap Subject** column drop-down list, select the score you want to import.
- 13 In the **[Subject] Percentile** row, in the **DataMap Subject** column drop-down list, select the score you want to import.
- 14 Click **Save**.
- 15 Click the **Mappings** tab.

ProgressBook - LVES - Report Card(Compile Needed)

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List General Grade Levels Periods Courses Assessments Requirements Protected Marks Average Calcs Template Mappings DataMap Messages Compile Preview

### MAP Assessment

Tie assessments to DataMap custom subjects.

Periods Assessments Mappings

11 Core Subject: Math

Assessment	DataMap Subject
Math Score	_Overall RIT Score
Math Percentile	_Overall Percentile

14 Save

- 16 On the **Mappings** tab, in the row of each **Subject Area**, select the desired report card template piece from the drop-down lists in the desired period(s).
- 17 Click **Save**.

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### MAP Assessment

Map assessments to template pieces.

Periods Assessments Mappings

Subject Area	Fall
Math Score	#MathFalSco#
Math Percentile	#MathFalPer#

17 Save