



ProgressBook StudentInformation Marks Guide



StudentInformation

ProgressBook StudentInformation Marks Guide

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Change Log

The following Change Log explains by Product Version, Heading, Page, and Reason where changes in the *ProgressBook StudentInformation Marks Guide* have been made.

Product Version	Heading	Page	Reason
N/A	<i>"Class List Formatter (R703)"</i>	115	Updated bullet for Class List Format 8 .
20.5.0	<i>"Class List Formatter (R703)"</i>	115	Updated screenshot and text to reflect that Class List Format 6 now includes a student Status column and lets you filter the report by Student Status .
20.4.0	<i>"Reporting Terms Maintenance"</i>	4	Updated screenshots and text to reflect new EMIS Term field and column.
20.4.0	<i>"Marks Maintenance"</i>	11	Updated screenshots and text to reflect new EMIS Grade drop-down list and column.
20.4.0	<i>"Honor GPA Grade Level Weighting Factor"</i>	55	Updated screenshot to reflect new UI.
20.4.0	<i>"Honor Roll Mark Inclusion/Exclusion Rules"</i>	73	Updated screenshots to reflect new UI.
19.5.0	<i>"STDA - Standard GPA Calculation (Alpha) Formula"</i>	44	Updated screenshot and text to reflect the new Use Class of 2020 Graduation Option for GPA checkbox.
N/A	<i>"Publishing Report Cards to ParentAccess"</i>	148	Updated note to reflect function of the I Want To... menu.

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Marks Overview

To avoid confusion with other entities referred to as grades, such as a student's grade level, the term marks is used throughout StudentInformation to refer to alphabetical or numeric measurements of a student's performance.

A mark is a measure of performance for a student in a specific course section. Marks are defined by multiple types (e.g., average, exam, or final). Mark types define how each mark behaves in various mark reporting scenarios (e.g., GPA calculation or weighting).

Understanding the Marks Module

The marks module has 4 distinct parts: marks system maintenance, student marks records, teacher marks screens, and marks reporting.

Marks system maintenance lets a school building define various methods of collecting marks, creating reports, and enabling GPA calculations.

Student marks records let you manage marks information for specific students. You can view student marks, stipulate exception credits for students, and view comments (both standard and free form) from counselors and teachers.

Marks reports display marks data in both detail and summary form. The data on each report can be filtered, sorted, and grouped using various date ranges and sorting options.

For more on marks basics, refer to the ["Marks Process Outline."](#)

Marks Process Outline

1. Marks System Maintenance

- a. **Reporting Terms Maintenance** – Displays standard reporting terms (i.e., a defined number of days that will be reported) and defines virtual reporting terms (e.g., interims, exams, and averages).
- b. **Marks Type Maintenance** – Defines the mark types used to categorize marks given to a student in a course section.
- c. **Marks Maintenance** – Defines marks used to alphabetically or numerically measure students' performance.
- d. **Marking Patterns** – Defines the patterns of mark types that must be created for each course term in a reporting term.
- e. **Marking Pattern Rules** – Defines the rules that determine how specific marking patterns behave.
- f. **Course Marking Patterns** – Defines the rules that determine how specific marking patterns behave for a specific course.
- g. **Combined Mark Group Maintenance** – Defines mark groups used for reporting, GPA calculation, and honor roll.

- h. **Combined Marks Maintenance** – Defines combined marks within a combined mark group.
- i. **Course Difficulty Maintenance** – Defines courses of elevated or remedial stature for marks reporting.
- j. **Difficulty Point Scale Maintenance** – Defines alternative point values for individual marks in courses with defined course difficulties.
- k. **Add-On Level Codes Maintenance** – Defines add-on levels that determine if a student is awarded additional points to their final GPA for a specific course based on the mark they receive in that course.
- l. **Add-On GPA Level Maintenance** – Defines add-on GPA values awarded for specified marks and/or awarded based on a student's grade level.
- m. **Students Exception Credit** – Lets you establish a credit exception for an individual student in a specific course section.
- n. **Teacher Menu**
 - i. **Course Section Exception Credits** – Lets teachers establish a credit exception for individual students in a specific course section or for all students in a specific course section.
 - ii. **Course Section Mark Entry** – Lets teachers and any other authorized users enter and edit marks for students in a specific course section.
- o. **GPA Set Maintenance** – Lets you configure how your building calculates GPA and rank using GPA sets.
 - i. **General** tab
 - ii. **Calculations** tab
 - iii. **Rank** tab
- p. **Standard Comment Maintenance** – Lets you add standard comments to student mark records for individual reporting terms for historical purposes, as well as on printed report cards.
- q. **Grade Level Credit Multiplier Maintenance** – Lets you apply credits for a student in a ratio based on the student's grade level.
- r. **Honor Roll Maintenance** – Defines point-based, GPA-based, and/or mark-based honor rolls.
- s. **Honor Roll Mark Inclusion/Exclusion Rules** – Defines specific marks that may include or exclude a student from an honor roll.
- t. **Honor Roll Memberships** – Lets you include or exclude students belonging to a particular membership from an honor roll.
- u. **Mark Bump Codes Maintenance** – Lets you configure mark bumps used as another method (besides add-on GPAs) of increasing a student's GPA.
- v. **Automatic Mark Maintenance** – Defines automated mark average calculations based on marking patterns.
- w. **Automatic Mark Calculation Dates** – Lets you configure automatic marks to be calculated earlier than the last day of the reporting term.

2. Student Marks Records

- a. **Student Marks** – Displays all marks for the selected student for each course the student has taken throughout the school year.
- b. **Teacher Comment** – Lets teachers view all comments for the selected student and add/delete comments as desired.

3. Marks Reports

- a. **Marks Analysis (R301)** – Compiles a list of all marks assigned for each teacher/course section.
- b. **Honor Roll (R303)** – Compiles a list of students who have met the selected criteria for the selected honor roll.
- c. **Student with Specified Marks by Student (R302A)** – Compiles a list of students with the selected marks and the courses in which they received those marks (by student).
- d. **Students with Specified Marks by Teacher (R302B)** – Compiles a list of students with the selected marks and the courses in which they received those marks (by teacher).
- e. **Student Composite (R112)** – Generates a condensed version of the **Report Card Formatter (R700)** report without teacher comments.
- f. **Class List Formatter (R703)** – Generates class lists in a variety of formats.
- g. **Report Card Formatter (R700)** – Creates report cards, interim reports, and permanent record labels for a school building.
 - i. **Custom**
 - ii. **Non-Custom**
 - iii. **Permanent Record Labels**
- h. **Publishing Report Cards to ParentAccess** – Once you finalize report cards, you can schedule an electronic copy to be saved in the system and published to ParentAccess for parents and students to view.
- i. **Archived Report Card Maintenance** – Lets you view, edit, or delete archived reports that were published to ParentAccess.

Marks System Maintenance

Reporting Terms Maintenance

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Initialization > Reporting Terms Maintenance

The **Reporting Terms Maintenance** screen displays non-virtual and virtual reporting terms. A non-virtual reporting term is a defined number of days that will be reported. A virtual reporting term is a placeholder (e.g., interims, exams, or averages) for a type of mark.

StudentInformation > Management > School Administration > Scheduling Administration > Initialization > Reporting Terms Maintenance

Reporting Terms Maintenance

From this screen, you can display and change data pertaining to reporting terms.

			Code	Name	Start Date	End Date	Planned Days	Actual Days	Sort Order	EMIS Term	Marks Start Date	Marks Cutoff Date	Archive Date	Active
			GP1	GP1	Aug 24, 2020	Oct 23, 2020	40.00	40.00	1					
			INT1	1st 9 week interim			0.00	0.00	2					
			GP2	GP2	Oct 26, 2020	Jan 15, 2021	44.00	44.00	3					
			INT2	2nd 9 week interim			0.00	0.00	4					
			EX1	EX1			0.00	0.00	5					
			AVG1	AVG1			0.00	0.00	6					
			GP3	GP3	Jan 19, 2021	Mar 26, 2021	47.00	47.00	7					
			INT3	3rd 9 week interim			0.00	0.00	8					
			GP4	GP4	Apr 05, 2021	May 28, 2021	40.00	40.00	9					
			INT4	4th 9 week interim			0.00	0.00	10					
			EX2	EX2			0.00	0.00	11					
			AVG2	AVG2			0.00	0.00	12					
			FIN	FIN			0.00	0.00	13					

Show Active Only

Note: Non-virtual reporting terms cannot be added or inactivated on the **Reporting Terms Maintenance** screen. For more information on adding non-virtual reporting terms, see the ProgressBook StudentInformation School Year Setup & Configuration Guide.

Note: If you use virtual reporting terms for interims, you must line up each interim with the respective reporting terms your school building has configured (e.g., Qtr1, Int1, Qtr2, Int2, 1Ex, 1Avg, Qtr3, Int3, Qtr4, Int4, 2Ex, 2Avg, Fin). This does not change the sort order of marking pattern rules. Report cards print correctly as long as you enter the correct sequence on the **Marking Pattern Rules** screen (see [“Marking Pattern Rules”](#)), select **Yes** for **Show Required Marks Only**, and select **Yes** for **Show Separate Marks Subreports For Each Marking Pattern** on the **Report Card Formatter (R700)** report (see [“Report Card Formatter \(R700\)”](#)).

Add Virtual Term – Click to add a new virtual reporting term.

  – Click to move this reporting term up or down in the list, respectively. Then, click **Save Changes**.

 – This non-virtual reporting term is locked and cannot be inactivated.

 – Click to edit this reporting term.

 – Click to inactivate this virtual reporting term.

 – This reporting term is active.

 – This reporting term is inactive.

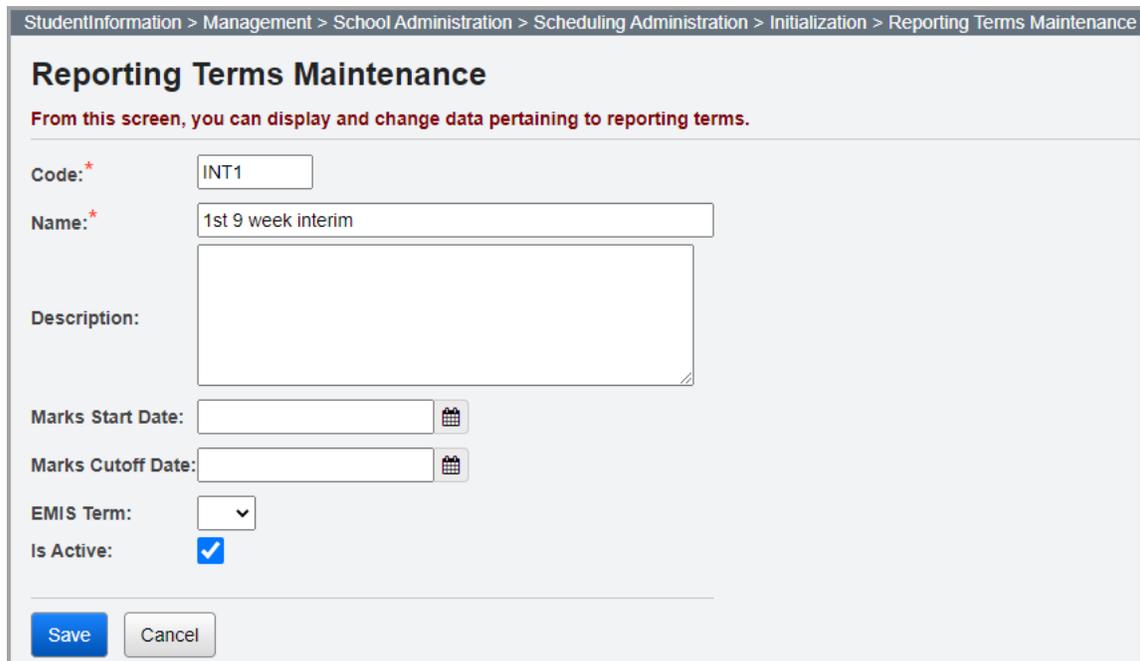
For more information on reporting terms, refer to the appropriate topic:

- [“Adding Virtual Reporting Terms”](#)
- [“Editing Virtual Reporting Terms”](#)
- [“Inactivating Virtual Reporting Terms”](#)

Adding Virtual Reporting Terms

1. On the **Reporting Terms Maintenance** screen, click **Add Virtual Term**.

The add/edit version of the screen displays.



StudentInformation > Management > School Administration > Scheduling Administration > Initialization > Reporting Terms Maintenance

Reporting Terms Maintenance

From this screen, you can display and change data pertaining to reporting terms.

Code:

Name:

Description:

Marks Start Date: 

Marks Cutoff Date: 

EMIS Term:

Is Active:

2. In the **Code** field, enter a code of up to 4 alphanumeric characters.
3. In the **Name** field, enter a name of up to 30 alphanumeric characters.
4. (Optional) In the **Description** field, enter a description of up to 200 alphanumeric characters.

- (Optional) In the **Marks Start Date** field, enter or select a start date. This is the first date on which teachers may enter marks.
- (Optional) In the **Marks Cutoff Date** field, enter or select an end date. This is the last date on which teachers may enter marks.

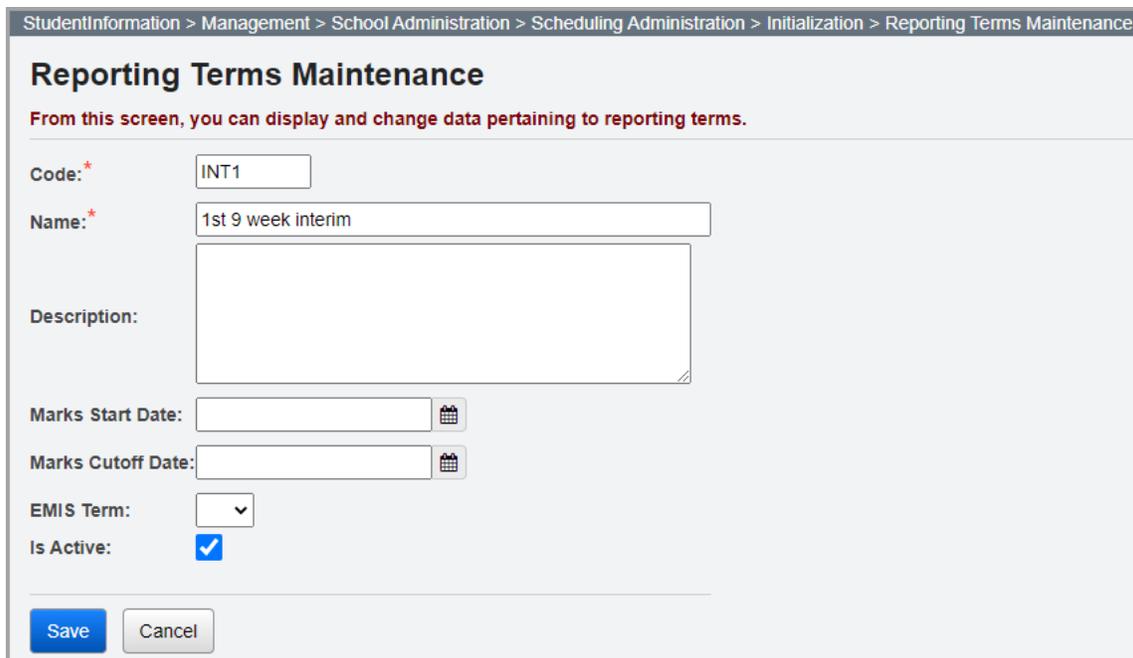
Note: If you enter a start date but no cutoff date, teachers can edit marks until the last day of the reporting term.

- (Optional) Select the appropriate **EMIS Term** to be reported to EMIS from the drop-down list.
- (Optional) Deselect the **Is Active** checkbox to inactivate the virtual reporting term.
- Click **Save**. Or, to add another virtual reporting term, click **Save and New**.

Editing Virtual Reporting Terms

- On the **Reporting Terms Maintenance** screen, in the row of the virtual reporting term you wish to edit, click  .

The add/edit version of the screen displays.



- Make any desired changes to the **Code**, **Name**, and **Description** fields.
- (Optional) In the **Marks Start Date** field, enter or select a start date. This is the first date on which teachers may enter marks.
- (Optional) In the **Marks Cutoff Date** field, enter or select an end date. This is the last date on which teachers may enter marks.

Note: If you enter a start date but no cutoff date, teachers can edit marks until the end of the reporting term.

5. Click **Save**.

Inactivating Virtual Reporting Terms

1. On the **Reporting Terms Maintenance** screen, in the row of the virtual reporting term you want to inactivate, click .
2. When a message displays asking if you are sure you want to inactivate the virtual reporting term, click **OK**.

A confirmation message displays, and the virtual reporting term no longer displays in the grid if the **Show Active Only** checkbox is selected.

Note: If the **Show Active Only** checkbox is deselected, the inactivated virtual reporting term displays in the grid with  in the **Active** column.

Mark Types Maintenance

Navigation: StudentInformation > Management > School Administration > Marks Administration Menu > Mark Types

The **Mark Types Maintenance** screen defines the mark types used to categorize marks given to a student in a course section. You can also specify a default weight for each mark type for mark averaging and GPA calculations.

StudentInformation > Management > School Administration > Marks Administration Menu > Mark Types

Mark Types Maintenance

From this screen, you can display, add, change and delete Mark Types.

[Add Mark Type](#)

		Code	Name ▲	Description	Default Weight	Active
		AVG	Average	Average	1	
		EX	EXAM	EXAM	1	
		FIN	Final	Final	1	
		GP	Grading Period	Grading Period	1	
		INT	Interim	Interim	1	

Show Active Only

Note: To sort by any column, click the column heading.

Add Mark Type – Click to add a new mark type.

 – This mark type was created at the ITC or district level and cannot be inactivated.

 – Click to edit this mark type.

 – Click to inactivate this mark type.

 – This mark type is active.

 – This mark type is inactive.

For more information on mark types, refer to the appropriate topic:

- [“Adding Mark Types”](#)
- [“Editing Mark Types”](#)
- [“Inactivating Mark Types”](#)

Adding Mark Types

1. On the **Mark Types Maintenance** screen, click **Add Mark Type**.

The add/edit version of the screen displays.

The screenshot shows the 'Mark Types Maintenance' screen with the following fields and values:

- Code:** * AVG
- Name:** * Average
- Description:** Average
- Default Weight:** * 1
- Is Active:**

Buttons: Save, Cancel

2. In the **Code** field, enter a code of up to 4 alphanumeric characters.
3. In the **Name** field, enter a name of up to 30 alphanumeric characters.
4. (Optional) In the **Description** field, enter a description of up to 200 alphanumeric characters.
5. In the **Default Weight** field, enter a number (or click  to increase/decrease the value by increments of 1) indicating the default weight for this mark type.
6. (Optional) Deselect the **Is Active** checkbox to inactivate this mark type.
7. Click **Save**.

Editing Mark Types

1. On the **Mark Types Maintenance** screen, in the row of the mark type you wish to edit, click .

The add/edit version of the screen displays.

2. Make any desired changes, and then click **Save**.

Inactivating Mark Types

1. On the **Mark Types Maintenance** screen, in the row of the mark type you wish to inactivate, click .

2. When a message displays asking if you are sure you want to inactivate mark type, click **OK**.

A confirmation message displays, and the mark type no longer displays in the grid if the **Show Active Only** checkbox is selected.

Note: If the **Show Active Only** checkbox is deselected, the inactivated mark type displays in the grid with  in the **Active** column.

Marks Maintenance

Navigation: StudentInformation > Management > School Administration > Marks Administration Menu > Marks

The **Marks Maintenance** screen defines marks used to alphabetically or numerically measure students' performance (i.e., alpha or numeric marks).

Marks Maintenance – Alpha Marks

StudentInformation > Management > School Administration > Marks Administration Menu > Marks

[Find Students] [Go To]

Marks Maintenance

From this screen, you can display, add, change and delete data pertaining to marks for the current school year.

[Add Mark](#)

	Mark	Mark Name	Description	EMIS Grade	Point Value	Average Point Threshold	Min Numeric Mark	Max Numeric Mark	Credit Multiplier	Is Alt Mark	Is Credit Earned	Is Included in GPA	Is Dq Mark	Active
		*	*		0.000000				1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		A	A		4.000000	3.850000	93.00	97.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		A-	A-		3.670000	3.500000	90.00	92.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		AU	AU	AUDIT CLASS	0.000000				0.000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		B	B	GOOD	3.000000	2.875000	83.00	86.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		B-	B-		2.670000	2.500000	80.00	82.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		B+	B+		3.330000	3.125000	87.00	89.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		C	C	AVERAGE	2.000000	1.875000	73.00	76.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		C-	C-		1.670000	1.500000	70.00	72.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		C+	C+		2.330000	2.125000	77.00	79.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		D	D	POOR	1.000000	0.875000	63.00	66.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		D-	D-		0.670000	0.670000	60.00	62.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		D+	D+		1.330000	1.125000	67.00	69.00	1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		F	F	FAILING	0.000000		0.00	59.00	1.000000	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		I	I	INCOMPLETE	0.000000				1.000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		P	P	PASS	0.000000				1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		S	S	SATISFACTORY	0.000000				1.000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		WD	WD	WITHDRAWN	0.000000				1.000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		WF	WF	WITHDRAWN FAIL	0.000000				1.000000	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		WP	WP	WITHDRAWN PASS	0.000000				1.000000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Show Active Only

20 Records Displayed Back To Top

Note: To sort by any column, click the column heading.

Add Mark – Click to add a new mark.

– Click to edit this mark.

 – Click to inactivate this mark.

 – This mark is active.

 – This mark is inactive.

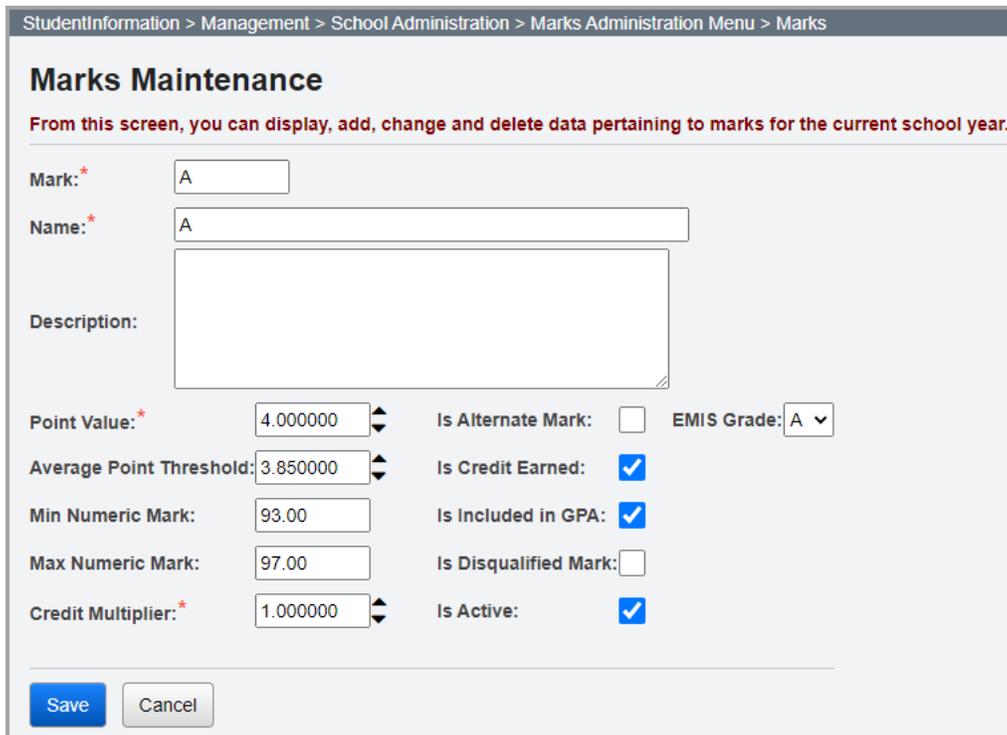
For more information on marks, refer to the appropriate topic:

- [“Adding Marks”](#)
- [“Editing Marks”](#)
- [“Inactivating Marks”](#)

Adding Marks

1. On the **Marks Maintenance** screen, click **Add Mark**.

The add/edit version of the screen displays.



StudentInformation > Management > School Administration > Marks Administration Menu > Marks

Marks Maintenance

From this screen, you can display, add, change and delete data pertaining to marks for the current school year.

Mark:*

Name:*

Description:

Point Value:*  Is Alternate Mark: EMIS Grade:

Average Point Threshold:  Is Credit Earned:

Min Numeric Mark: Is Included in GPA:

Max Numeric Mark: Is Disqualified Mark:

Credit Multiplier:*  Is Active:

2. In the **Mark** field, enter a code of up to 4 alphanumeric characters.
3. In the **Name** field, enter a name of up to 30 alphanumeric characters.
4. (Optional) In the **Description** field, enter a description of up to 200 alphanumeric characters.
5. In the **Point Value** field, enter a number between 0 and 10 (or click  to increase/decrease the value by increments of 0.10) indicating the point value for this mark.

6. (Optional) In the **Average Point Threshold** field, enter a number (or click  to increase/decrease the value by increments of 0.10) indicating the average point value for this mark. This value determines the midpoint between 2 marks and is used for automatic marks (see “[Automatic Mark Maintenance](#)”).
7. (Numeric marks only) In the **Min Numeric Mark** field, enter a number indicating the minimum numeric mark value for this mark.
8. (Numeric marks only) In the **Max Numeric Mark** field, enter a number indicating the maximum numeric mark value for this mark.

Note: The valid range for the **Min Numeric Mark** and **Max Numeric Mark** values is determined on the **StudentInformation Options** screen (see the StudentInformation School Year Setup and Configuration Guide).

Note: There should be no gaps or overlap between a numeric mark’s maximum value and the next highest numeric mark’s minimum value.

9. In the **Credit Multiplier** field, enter a number between 0 and 5 (or click  to increase/decrease the value by increments of 0.10) indicating the value by which credits for this mark should be multiplied. In most cases, 1.00 applies (i.e., a mark of 10 is worth $10 \times 1.00 = 10$).
10. (Numeric marks only; optional) Select the **Is Alternate Mark** checkbox if this mark is available as an alternative mark.
11. (Optional) Select the **Is Credit Earned** checkbox if a student earns credit for receiving this mark (e.g., do not select this checkbox for an F grade).
12. (Optional) Select the **Is Included in GPA** checkbox to include this mark in GPA calculations.
13. (Optional) Select the **Is Disqualified Mark** checkbox if students who receive this mark for any course section should receive a 0 GPA regardless of any other marks earned in this course section or any other course section (e.g., students who receive a grade of **Incomplete** are disqualified from getting a GPA).
14. (Optional) Deselect the **Is Active** checkbox to inactivate this mark.
15. (Optional) Select the corresponding **EMIS Grade** for marks reporting.
16. Click **Save**. Or, to add another mark, click **Save and New**.

Editing Marks

1. On the **Marks Maintenance** screen, in the row of the mark you wish to edit, click . The add/edit version of the screen displays.
2. Make any desired changes, and then click **Save**.

Inactivating Marks

1. On the **Marks Maintenance** screen, in the row of the mark you wish to inactivate, click .

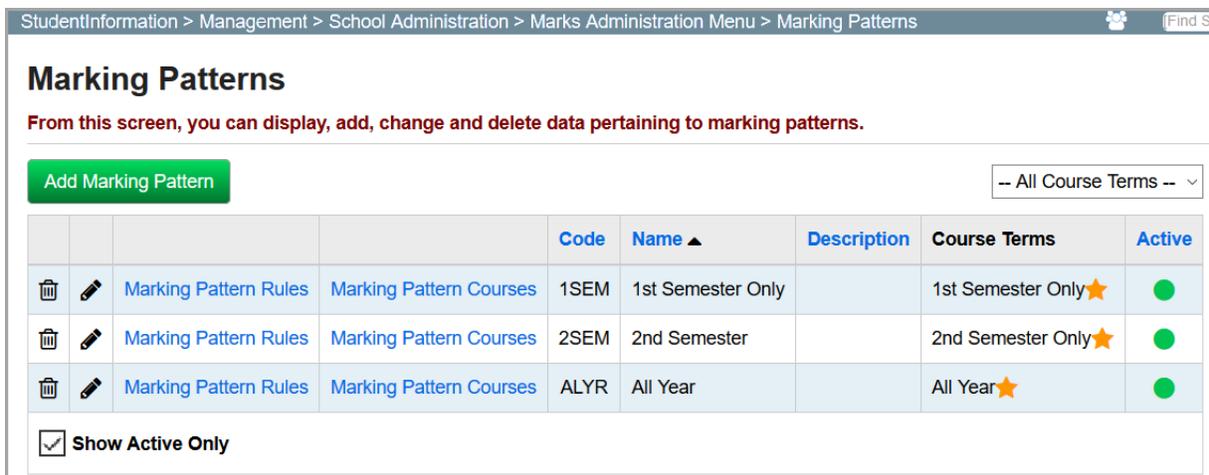
- When a message displays asking if you are sure you want to inactivate the mark, click **OK**. A confirmation message displays, and the mark no longer displays in the grid if the **Show Active Only** checkbox is selected.

Note: If the **Show Active Only** checkbox is deselected, the inactivated mark displays in the grid with  in the **Active** column.

Marking Patterns

Navigation: StudentInformation > Management > School Administration > Marks Administration Menu > Marking Patterns

The **Marking Patterns** screen defines the patterns of mark types that must be created for each course term in a reporting term.



				Code	Name ▲	Description	Course Terms	Active
		Marking Pattern Rules	Marking Pattern Courses	1SEM	1st Semester Only		1st Semester Only★	
		Marking Pattern Rules	Marking Pattern Courses	2SEM	2nd Semester		2nd Semester Only★	
		Marking Pattern Rules	Marking Pattern Courses	ALYR	All Year		All Year★	

Show Active Only



Caution: If you modify a marking pattern that has already been associated with marks, all marks are disassociated from the marking pattern.

Note: To sort by a column, click any blue column heading.

Add Marking Pattern – Click to add a new marking pattern.

Marking Pattern Rules – Click to view the marking pattern rules for this marking pattern.

Marking Pattern Courses – Click to view a list of courses associated with the course term(s) for this marking pattern.

★ – This marking pattern is the default marking pattern.

All Course Terms – Select a course term from the drop-down list to view marking patterns for only that term.

 – Click to edit this marking pattern.

 – Click to inactivate this marking pattern.

 – This marking pattern is active.

○ – This mark pattern is inactive.

For more information on marking patterns, refer to the appropriate topic:

- [“Adding Marking Patterns”](#)
- [“Editing Marking Patterns”](#)
- [“Inactivating Marking Patterns”](#)

Adding Marking Patterns

1. On the **Marking Patterns** screen, click **Add Marking Pattern**.

The add/edit version of the screen displays.

The screenshot shows the 'Marking Patterns' screen with the following fields and options:

- Code:** 1SEM
- Name:** 1st Semester Only
- Description:** (Empty text area)
- Is Active:**
- Pattern Type:** Ratio (dropdown menu)
- Ratio Denominator:** 100 (input field)
- Include Course Term Name Set As Default** (table with checkboxes and a star icon)

Include	Course Term Name	Set As Default
<input checked="" type="checkbox"/>	1st Semester Only	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2nd Semester Only	<input type="checkbox"/>
<input type="checkbox"/>	All Year	<input type="checkbox"/>

Buttons at the bottom: Save, Return to Marking Patterns, View Pattern Rules, View Pattern Courses.

2. In the **Code** field, enter a code of up to 4 alphanumeric characters.
3. In the **Name** field, enter a name of up to 30 alphanumeric characters.
4. (Optional) In the **Description** field, enter a description of up to 200 alphanumeric characters.
5. (Optional) Deselect the **Is Active** checkbox to inactivate this marking pattern.
6. In the **Pattern Type** drop-down list, select one of the following patterns:
 - **Percentage** (default) – The credit ratio for this marking pattern displays as a percentage (value/100).
 - **Ratio** – The credit ratio of this marking pattern displays as a percentage (value/x). If selected, the **Ratio Denominator** field displays and you can select the desired denominator (rather than the default 100) for the credit ratio.

7. In the **Include** column, select the checkbox beside the course term to which you want to link this marking pattern.

Note: Only 1 course term can be linked to a marking pattern. For example, do not link **1st Semester Only**, **2nd Semester Only**, and **All Year** course terms to the **All Year** marking pattern. Only the **All Year** course term should be linked to the **All Year** marking pattern.

8. (Optional) In the **Set As Default** column, select the checkbox beside the course term you selected in [step 7](#) to set this marking pattern as the default for the course term.
9. Click **Save**.

Editing Marking Patterns

1. On the **Marking Patterns** screen, in the row of the marking pattern you wish to edit, click .

The add/edit version of the screen displays.

Note: Click **View Pattern Rules** to view the pattern rules for this marking pattern and course term on the **Marking Pattern Rules - [Marking Pattern Name]** screen.

Note: Click **View Pattern Courses** to view the courses linked to this marking pattern and course term on the **Course Marking Pattern - [Marking Pattern Name]** screen.

2. Make any desired changes, and then click **Save**.

Inactivating Marking Patterns

1. On the **Marking Patterns** screen, in the row of the marking pattern you wish to inactivate, click .
2. When a message displays asking if you are sure you want to inactivate the marking pattern, click **OK**.

A confirmation message displays, and the marking pattern no longer displays in the grid if the **Show Active Only** checkbox is selected.

Note: If the **Show Active Only** checkbox is deselected, the inactivated marking pattern displays in the grid with  in the **Active** column.

Marking Pattern Rules

Navigation: StudentInformation > Management > School Administration > Marks Administration Menu > Marking Patterns > Marking Pattern Rules

The **Marking Pattern Rules** screen defines the rules that determine how specific marking patterns behave. This screen can be accessed only on the **Marking Patterns** screen.

On the **Marking Patterns** screen, in the row of the marking pattern for which you wish to view marking pattern rules, click **Marking Pattern Rules**.

StudentInformation > Management > School Administration > Marks Administration Menu > Marking Patterns Find S

Marking Patterns

From this screen, you can display, add, change and delete data pertaining to marking patterns.

[Add Marking Pattern](#) -- All Course Terms --

				Code	Name ▲	Description	Course Terms	Active
		Marking Pattern Rules	Marking Pattern Courses	1SEM	1st Semester Only		1st Semester Only★	
		Marking Pattern Rules	Marking Pattern Courses	2SEM	2nd Semester		2nd Semester Only★	
		Marking Pattern Rules	Marking Pattern Courses	ALYR	All Year		All Year★	

Show Active Only

The **Marking Pattern Rules - [Marking Pattern Name]** screen displays.

StudentInformation > Management > School Administration > Marks Administration Menu > Marking Pattern Rules Maintenance

Marking Pattern Rules - 1st Sem Only

From this screen, you can display, add, change and delete data pertaining to marking pattern rules.

[Add Pattern Rule](#) [Cancel and Return](#)

		Name	Mark Type	Sequence Number	Reporting Term ▲	Significance	Credit Percentage	Marks Start Date	Marks Cutoff Date
		GP1	Grading Period	10	GP1	Progress 1	50		
		INT1	Interim	5	1st 9 week interim	Not Used	0		
		GP2	Grading Period	20	GP2	Progress 1	50		
		INT2	Interim	15	2nd 9 week interim	Not Used	0		
		EX1	Exam	30	EX1	Not Used	0		
		FIN	Final	40	FIN	Earned	100		

Note: To sort by any column, click the column heading.

Add Pattern Rule – Click to add a new marking pattern rule.

– Click to edit this marking pattern rule.

– Click to delete this marking pattern rule.

For more information on marking pattern rules, refer to the appropriate topic:

- [“Adding Marking Pattern Rules”](#)
- [“Editing Marking Pattern Rules”](#)
- [“Deleting Marking Pattern Rules”](#)

Adding Marking Pattern Rules

1. On the **Marking Pattern Rules - [Marking Pattern Name]** screen, click **Add Pattern Rule**.

The add/edit version of the screen displays.

StudentInformation > Management > School Administration > Marks Administration Menu > Marking Pattern Rules Maintenance

Marking Pattern Rules - 1st Sem Only

From this screen, you can display, add, change and delete data pertaining to marking pattern rules.

Name:* GP1

Mark Type:* Grading Period ▾

Sequence:* 10 ▲▼

Reporting Term:* GP1 ▾

Significance:* Progress 1 ▾

Credit %:* 50 ▲▼

Marks Start Date: 📅

Marks Cutoff Date: 📅

2. In the **Name** field, enter a name of up to 50 alphanumeric characters.
3. In the **Mark Type** drop-down list, select one of the available mark types (see [“Mark Types Maintenance”](#)).
4. In the **Sequence** field, enter a number between 1 and 999 (or click ▲▼ to increase/decrease the value by increments of 1) indicating the order in which this marking pattern rule applies to a marking pattern.
5. In the **Reporting Term** drop-down list, select the reporting term for which this marking pattern rule applies.
6. In the **Significance** drop-down list, select one of the following options:
 - **Not Used** – A mark credit type that is not intended to be included in credit calculations (e.g., an interim or exam mark).
 - **Progress 1** – A mark credit type that is a partial credit and is included in GPA calculations (e.g., a non-virtual reporting term mark).
 - **Progress 2** – A mark credit type that is a partial credit and is included in GPA calculations (e.g., a virtual reporting term mark).
 - **Progress 3** – A mark credit type that is a partial credit and is included in GPA calculations (e.g., a temporary credit type for a 7-semester GPA calculation).

- **Progress 4** – A mark credit type that is a partial credit and is included in GPA calculations (e.g., an additional mark type).
- **Earned** – A mark credit type that is included in final GPA calculations. (e.g., a final mark for a course section).

Note: A marking pattern rule may not contain any 2 significance types in the same reporting term other than 1 progress level and **Not Used**. You receive an error if multiple significance types are assigned to a reporting term within the same marking pattern rule.

7. In the **Credit %** field, enter a number between 0 and 100 (or click  to increase/decrease the value by increments of 5) indicating the ratio of attempted credit in a course section that is granted based on the mark value.

Note: The credit percentage for each significance type should equal 100 (e.g., if a GP1 mark type with a **Progress 1** significance has a credit percentage of 50, the GP2 mark type with a **Progress 1** significance should also have a credit percentage of 50 [50 + 50 = 100]).

	Name	Mark Type	Sequence Number ▲	Reporting Term	Significance	Credit Percentage	Marks Start Date	Marks Cutoff Date
	 INT1	Interim	5	1st 9 week interim	Not Used	0		
	 GP1	Grading Period	10	GP1	Progress 1	50		
	 INT2	Interim	15	2nd 9 week interim	Not Used	0		
	 GP2	Grading Period	20	GP2	Progress 1	50		
	 EX1	Exam	30	EX1	Not Used	0		
	 FIN	Final	40	FIN	Earned	100		

8. (Optional) In the **Marks Start Date** field, enter or select a start date.
9. (Optional) In the **Marks Cutoff Date** field, enter or select an end date.
10. Click **Save**. Or, to add another marking pattern rule, click **Save and New**.

Editing Marking Pattern Rules

1. On the **Marking Pattern Rules - [Marking Pattern Name]** screen, in the row of the marking pattern rule you wish to edit, click  .
The add/edit version of the screen displays.
2. Make any desired changes, and then click **Save**.

Deleting Marking Pattern Rules

1. On the **Marking Pattern Rules - [Marking Pattern Name]** screen, in the row of the marking pattern rule you wish to delete, click  .
2. When a confirmation message displays asking if you are sure you want to delete the marking pattern rule, click **OK**.

A success message displays and the marking pattern rule no longer displays in the grid.

Course Marking Patterns

Navigation: StudentInformation > Management > School Administration > Marks Administration Menu > Marking Patterns > Course Marking Pattern

The **Course Marking Pattern** screen defines the rules that determine how specific marking patterns behave for a specific course. The **Course Marking Pattern** screen can be accessed only on the **Marking Patterns** screen.

In the row of the marking pattern for which you wish to view course marking patterns, click **Marking Pattern Courses**.

StudentInformation > Management > School Administration > Marks Administration Menu > Marking Patterns Find S

Marking Patterns

From this screen, you can display, add, change and delete data pertaining to marking patterns.

[Add Marking Pattern](#) -- All Course Terms -- ▾

				Code	Name ▲	Description	Course Terms	Active
		Marking Pattern Rules	Marking Pattern Courses	1SEM	1st Semester Only		1st Semester Only★	●
		Marking Pattern Rules	Marking Pattern Courses	2SEM	2nd Semester		2nd Semester Only★	●
		Marking Pattern Rules	Marking Pattern Courses	ALYR	All Year		All Year★	●

Show Active Only

The **Course Marking Pattern - [Marking Pattern Name]** screen displays.

StudentInformation > Management > School Administration > Marks Administration Menu > Marking Patterns > Course Marking Pattern

Course Marking Pattern - 1st Sem Only

From this screen, you can display, add, and delete courses associated with a specific marking pattern.

Search Criteria:

Course Code:

Department: Search Results:

Area of Study:

Subject Area:

Grade Level:

Include Honors

[Hide Course Search]

Course Code ▲	Course Name	Department	Grade	Honor Course	How Associated
037	READING (41)	ENGLISH	09, 10, 11, 12	<input type="checkbox"/>	Uses Term Default
037	READING (51)	ENGLISH	09, 10, 11, 12	<input type="checkbox"/>	Uses Term Default
045	INTERMEDIATE COMPOSITION (11)	ENGLISH	11, 12	<input type="checkbox"/>	Uses Term Default
045	INTERMEDIATE COMPOSITION (61)	ENGLISH	11, 12	<input type="checkbox"/>	Uses Term Default
045	INTERMEDIATE COMPOSITION (71)	ENGLISH	11, 12	<input type="checkbox"/>	Uses Term Default
046	ADVANCED COMPOSITION (21)	ENGLISH	12	<input type="checkbox"/>	Uses Term Default
046	ADVANCED COMPOSITION (61)	ENGLISH	12	<input type="checkbox"/>	Uses Term Default
059	LITERATURE OF SPORTS (21)	ENGLISH	10, 11, 12	<input type="checkbox"/>	Uses Term Default

Note: To sort by a column, click any blue column heading.

Note: Click **[Hide Course Search]/[Show Course Search]** to toggle between displaying and hiding the **Search Criteria** area.

Note: In the **Course Code** column, click any course code to view the **Course Maintenance** screen for that course. For more information about course maintenance, see the ProgressBook StudentInformation Scheduling Guide.

For more information on course marking patterns, refer to [“Adding Courses to a Marking Pattern.”](#)

Adding Courses to a Marking Pattern

1. On the **Course Marking Pattern - [Marking Pattern Name]** screen, in the **Search Criteria** area, select any combination of the following search criteria:
 - **Course Code**
 - **Department**
 - **Area of Study**
 - **Subject Area**
 - **Grade Level**

- (Optional) Select the **Include Honors** checkbox to include only courses marked as Honors courses in the search results.
- Click **Search**.

StudentInformation > Management > School Administration > Marks Administration Menu > Marking Patterns > Course Marking Pattern

Course Marking Pattern - 1st Sem Only

From this screen, you can display, add, and delete courses associated with a specific marking pattern.

Search Criteria:

Course Code:

Department: Search Results:

Area of Study:

Subject Area:

Grade Level:

Include Honors

In the **Search Results** area, a list of courses displays matching the search criteria you entered or selected.

- Click on each of the courses you wish to add to the selected marking pattern.

Note: You can hold down CTRL or SHIFT to make multiple selections.

- Click **Add**.

Note: Adding a course to a marking pattern removes it from other marking patterns, including the default marking pattern.

StudentInformation > Management > School Administration > Marks Administration Menu > Marking Patterns > Course Marking Pattern

Course Marking Pattern - 1st Sem Only

From this screen, you can display, add, and delete courses associated with a specific marking pattern.

Search Criteria:

Course Code:

Department: Search Results:

Area of Study:

Subject Area:

Grade Level:

Include Honors

808 - ADVANCED GRAPHIC DESIGN (72)
ART - ART (1)
P806A - GRAPHIC DESIGN & ILLUSTRATION (62)

A success message displays indicating that any course sections you selected are now associated with the selected marking pattern.

Combined Mark Group Maintenance

Navigation: StudentInformation > Management > School Administration > Marks Administration Menu > Combined Mark Groups

The **Combined Mark Group Maintenance** screen defines mark groups used for reporting, GPA calculation, and honor roll. Marks entered into a combined mark group can also be totaled together when you run marks reports (see [“Marks Reporting”](#)).

StudentInformation > Management > School Administration > Marks Administration Menu > Combined Mark Groups

Combined Mark Group Maintenance

From this screen, you can display, add, change and delete data pertaining to combined mark groups.

[Add Combined Mark Group](#)

			Code ▲	Name	Description	Point Value	Active
			A's	All A's		4.000000	
			B's	All B's		3.000000	
			C's	All C's		2.000000	

Show Active Only

Note: To sort by any column, click the column heading.

 – Click to view the combined marks included in this combined mark group on the **Combined Marks Maintenance - [Combined Mark Group Name]** screen.

 – Click to edit this combined mark group.

 – Click to inactivate this combined mark group.

 – This combined mark group is active.

 – This combined mark group is inactive.

For more information on combined mark groups, refer to the appropriate topic:

- [“Adding Combined Mark Groups”](#)
- [“Editing Combined Mark Groups”](#)
- [“Inactivating Combined Mark Groups”](#)

Adding Combined Mark Groups

1. On the **Combined Mark Group Maintenance** screen, click **Add Combined Mark Group**.
The add/edit version of the screen displays.

StudentInformation > Management > School Administration > Marks Administration Menu > Combined Mark Groups

Combined Mark Group Maintenance

From this screen, you can display, add, change and delete data pertaining to combined mark groups.

Code:*

Name:*

Description:

Point Value:*

Is Active:

2. In the **Code** field, enter a code of up to 4 alphanumeric characters.
3. In the **Name** field, enter a name of up to 50 alphanumeric characters.
4. (Optional) In the **Description** field, enter a description of up to 200 alphanumeric characters.
5. In the **Point Value** field, enter a number between 0 and 10 (or click  to increase/decrease the value by increments of .10) indicating the combined mark group's point value for GPA calculations.
6. (Optional) Deselect the **Is Active** checkbox to inactivate this combined mark group.
7. Click **Save**. Or, to add another combined mark group, click **Save and New**.

Editing Combined Mark Groups

1. On the **Combined Mark Group Maintenance** screen, in the row of the combined mark group you wish to edit, click .
The add/edit version of the screen displays.
2. Make any desired changes, and then click **Save**.

Inactivating Combined Mark Groups

1. On the **Combined Mark Group Maintenance** screen, in the row of the combined mark group you wish to inactivate, click .
2. When a message displays asking if you are sure you want to inactivate the combined mark group, click **OK**.

A confirmation message displays, and the combined mark group no longer displays in the grid if the **Show Active Only** checkbox is selected.

Note: If the **Show Active Only** checkbox is deselected, the inactivated combined mark group displays in the grid with  in the **Active** column.

Combined Mark Maintenance

Navigation: StudentInformation > Management > School Administration > Marks Administration Menu > Combined Marks

The **Combined Marks Maintenance** screen defines combined marks within a combined mark group. The **Combined Marks Maintenance** screen can be accessed only on the **Combined Mark Group Maintenance** screen.

On the **Combined Mark Group** screen, in the row of the combined mark group for which you want to view combined marks, click .

StudentInformation > Management > School Administration > Marks Administration Menu > Combined Mark Groups

Combined Mark Group Maintenance

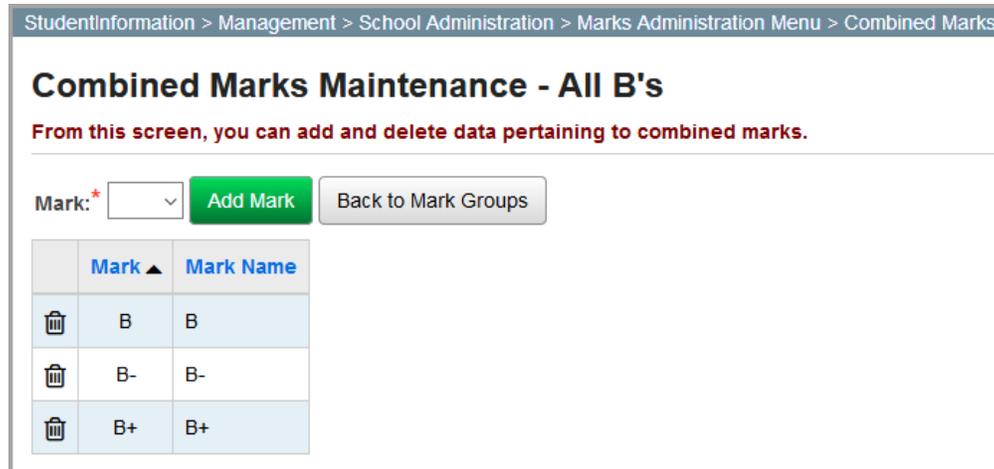
From this screen, you can display, add, change and delete data pertaining to combined mark groups.

[Add Combined Mark Group](#)

			Code ▲	Name	Description	Point Value	Active
			A's	All A's		4.000000	
			B's	All B's		3.000000	
			C's	All C's		2.000000	

Show Active Only

The **Combined Marks Maintenance - [Combined Mark Group Name]** screen displays.



Note: To sort by any column, click the column heading.

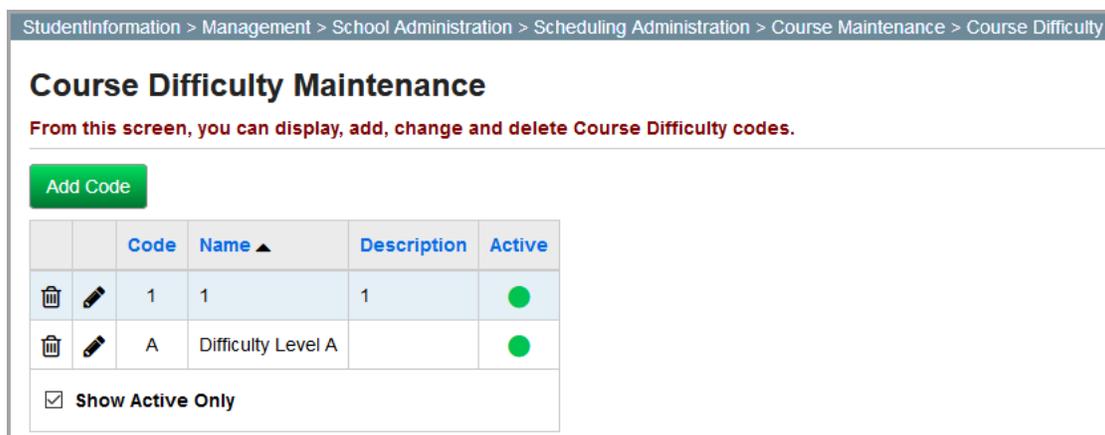
Mark – Select a mark from the drop-down list to add to the combined marks group. Then, click **Add Mark**.

Back to Mark Groups – Click to return to the **Combined Mark Group Maintenance** screen.

Course Difficulty Maintenance

Navigation: StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Course Difficulty

The **Course Difficulty Maintenance** screen defines courses of elevated or remedial stature for marks reporting. A school building may award alternative mark points earned in certain courses based on the difficulty level of those courses.



Note: To sort by any column, click the column heading.

Add Code – Click to add a new course difficulty.

 – Click to edit this course difficulty.

 – Click to inactivate this course difficulty.

 – This course difficulty is active.

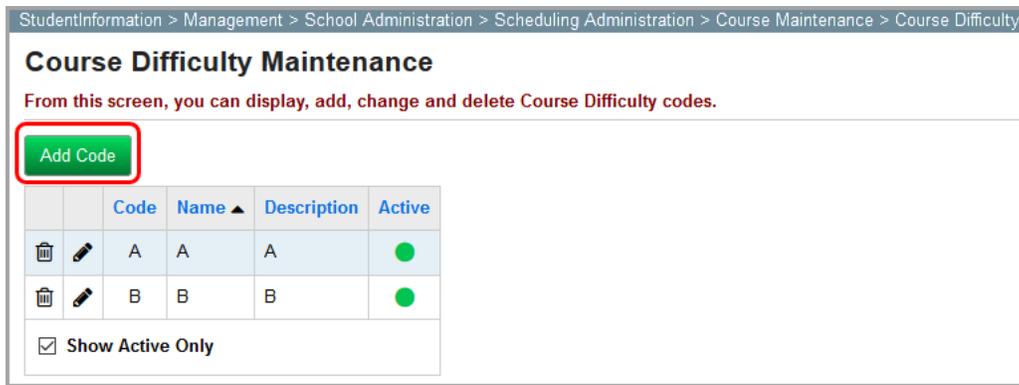
 – This course difficulty is inactive.

For more information on course difficulties, refer to the appropriate topic:

- [“Adding Course Difficulties”](#)
- [“Editing Course Difficulties”](#)
- [“Inactivating Course Difficulties”](#)

Adding Course Difficulties

1. On the **Course Difficulty Maintenance** screen, click **Add Code**.



StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Course Difficulty

Course Difficulty Maintenance

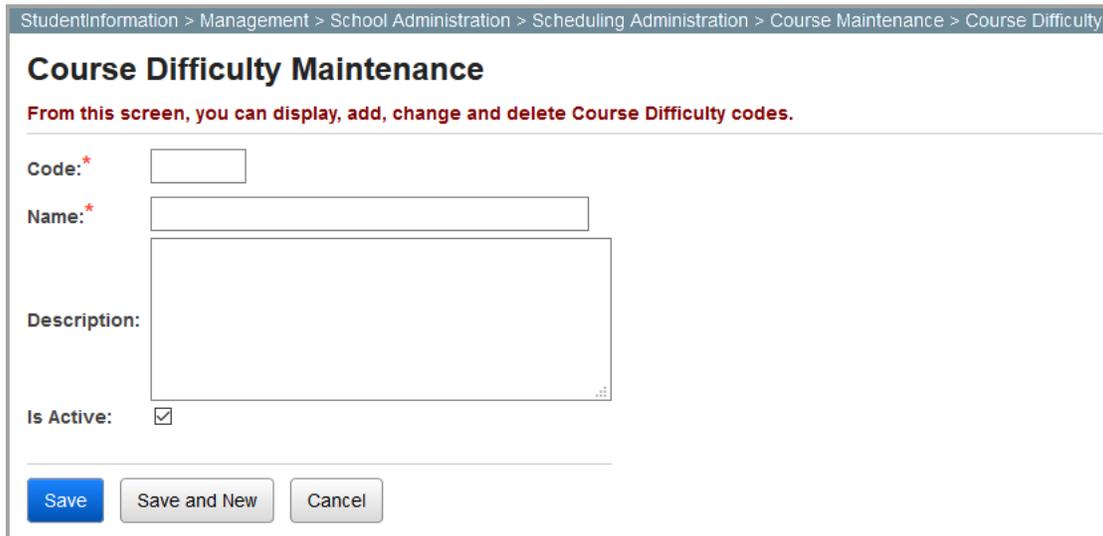
From this screen, you can display, add, change and delete Course Difficulty codes.

Add Code

		Code	Name ▲	Description	Active
		A	A	A	
		B	B	B	

Show Active Only

The add/edit version of the screen displays.



StudentInformation > Management > School Administration > Scheduling Administration > Course Maintenance > Course Difficulty

Course Difficulty Maintenance

From this screen, you can display, add, change and delete Course Difficulty codes.

Code:*

Name:*

Description:

Is Active:

Save

2. In the **Code** field, enter a code of up to 4 alphanumeric characters.
3. In the **Name** field, enter a name of up to 30 alphanumeric characters.
4. (Optional) In the **Description** field, enter a description of up to 200 alphanumeric characters.

5. (Optional) Deselect the **Is Active** checkbox to inactivate course difficulty.
6. Click **Save**. Or, to add another course difficulty, click **Save and New**.

Editing Course Difficulties

1. On the **Course Difficulty Maintenance** screen, in the row of the course difficulty you wish to edit, click  .
The add/edit version of the screen displays.
2. Make any desired changes, and then click **Save**.

Inactivating Course Difficulties

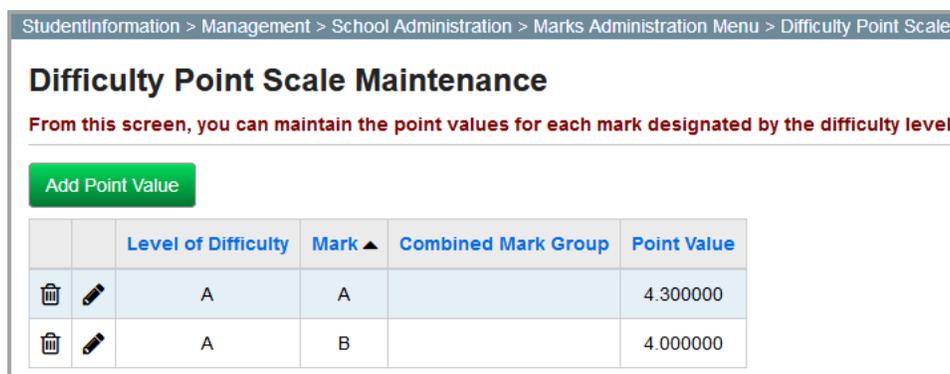
1. On the **Course Difficulty Maintenance** screen, in the row of the course difficulty you wish to inactivate, click  .
2. When a confirmation displays asking if you want to inactivate the course difficulty, click **OK**.
The course difficulty is inactivated and no longer displays in the grid if the **Show Active Only** checkbox is selected.

Note: If the **Show Active Only** checkbox is deselected, the inactivated course difficulty displays in the grid with  in the **Active** column.

Difficulty Point Scale Maintenance

Navigation: StudentInformation > Management > School Administration > Marks Administration Menu > Difficulty Point Scale

The **Difficulty Point Scale Maintenance** screen defines alternative point values for individual marks in courses with defined course difficulties (see [“Course Difficulty Maintenance”](#)).



		Level of Difficulty	Mark ▲	Combined Mark Group	Point Value
		A	A		4.300000
		A	B		4.000000

Note: To sort by any column, click the column heading.

Add Point Value – Click to add a new difficulty point value.

 – Click to edit this difficulty point value.

 – Click to delete this difficulty point value.

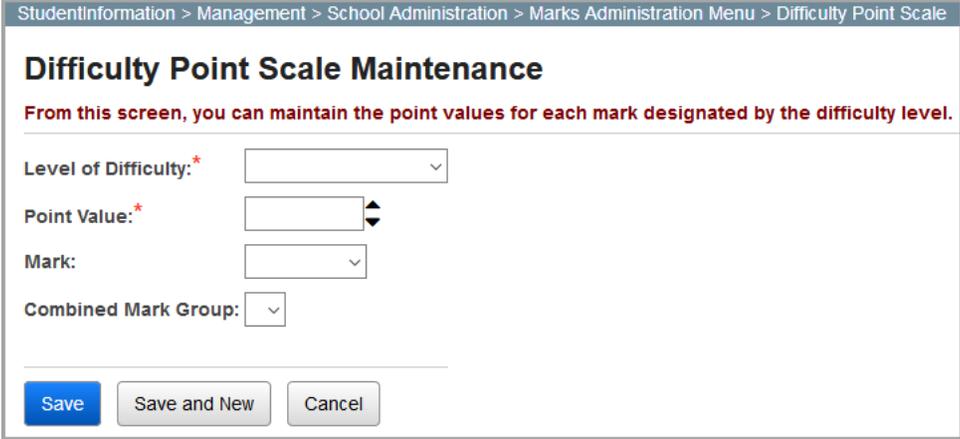
For more information on difficulty point values, refer to the following topics:

- [“Adding Difficulty Point Values”](#)
- [“Editing Difficulty Point Values”](#)
- [“Deleting Difficulty Point Values”](#)

Adding Difficulty Point Values

1. On the **Difficulty Point Scale Maintenance** screen, click **Add Point Value**.

The add/edit version of the screen displays.



2. In the **Level of Difficulty** drop-down list, select the course difficulty to which this value pertains.
3. In the **Point Value** field, enter a number between 0 and 1,000 (or click  to increase/decrease the value by increments of .5) indicating the desired point value.
4. (Optional) In the **Mark** drop-down list, select a mark with which to associate this difficulty point value.

Note: If you select a mark, do not select a combined mark group.

5. (Optional) In the **Combined Mark Group** drop-down list, select a combined mark group with which to associate this difficulty point value.

Note: If you select a combined mark group, do not select a mark.

6. Click **Save**. Or, to add another difficulty point value, click **Save and New**.

Editing Difficulty Point Values

1. On the **Difficulty Point Scale Maintenance** screen, in the row of the difficulty point value you wish to edit, click .
The add/edit version of the screen displays.
2. Make any desired changes, and then click **Save**.

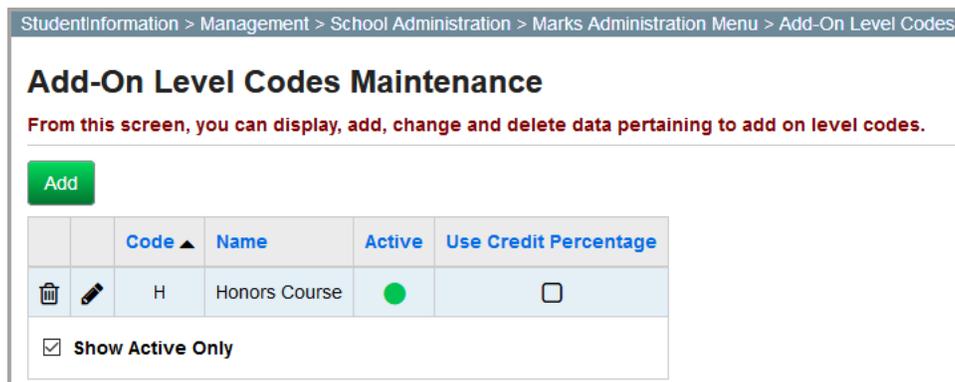
Deleting Difficulty Point Values

1. On the **Difficulty Point Scale Maintenance** screen, in the row of the difficulty point value you wish to delete, click .
2. When a confirmation displays asking if you want to inactivate the difficult point value, click **OK**.
A success message displays and the point difficulty value no longer displays in the grid.

Add-On Level Codes Maintenance

Navigation: StudentInformation > Management > School Administration > Marks Administration Menu > Add-On Level Codes

The **Add-On Level Code Maintenance** screen defines add-on levels that determine if a student is awarded additional points to their final GPA for a specific course based on the mark they receive in that course.



Note: To sort by any column, click the column heading.

Add – Click to add a new add-on level.

 – Click to edit this add-on level.

 – Click to inactivate this add-on level.

● – This add-on level is active.

○ – This add-on level is inactive.

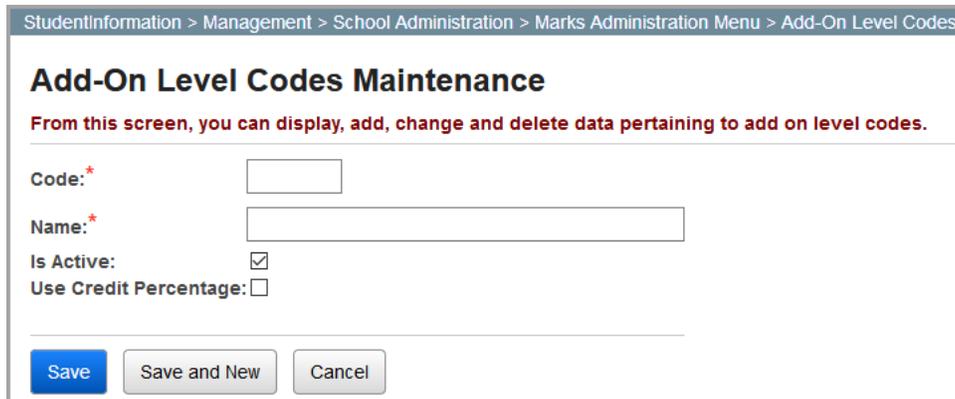
For more information on add-on values, refer to the appropriate topic:

- [“Adding Add-On Levels”](#)
- [“Editing Add-On Levels”](#)
- [“Inactivating Add-On Levels”](#)

Adding Add-On Levels

1. On the **Add-On Level Codes Maintenance** screen, click **Add**.

The add/edit version of the screen displays.



2. In the **Code** field, enter a code of up to 4 alphanumeric characters.
3. In the **Name** field, enter a name of up to 30 alphanumeric characters.
4. (Optional) Deselect the **Is Active** checkbox to inactivate this add-on level.
5. (Conditional) If this add-on level is to be used in the **FNDLY - Findlay Method GPA** formula (see [“FNDLY - Findlay Method Formula”](#)), select the **Use Credit Percentage** checkbox to indicate that the add-on point value should be multiplied with the credit percentage defined for the corresponding marking pattern rule.

Editing Add-On Levels

1. On the **Add-On Level Codes Maintenance** screen, in the row of the add-on level you wish to edit, click .

The add/edit version of the screen displays.

2. Make any desired changes, and then click **Save**.

Inactivating Add-On Levels

1. On the **Add-On Level Codes Maintenance** screen, in the row of the add-on level you wish to inactivate, click .
2. When a confirmation displays asking if you want to inactivate the add-on level, click **OK**.

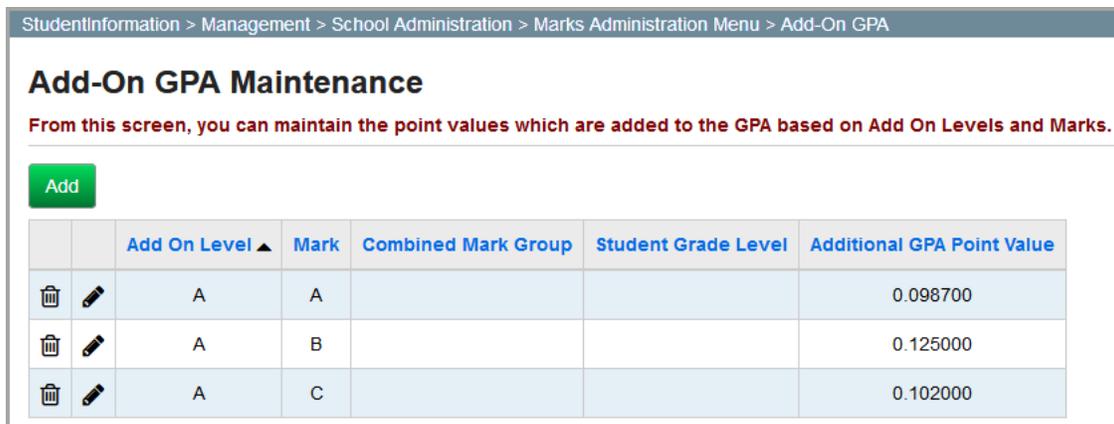
The add-on level is inactivated and no longer displays in the grid if the **Show Active Only** checkbox is selected.

Note: If the **Show Active Only** checkbox is deselected, the inactivated add-on level displays in the grid with  in the **Active** column.

Add-On GPA Maintenance

Navigation: StudentInformation > Management > School Administration > Marks Administration Menu > Add-On GPA

The **Add-On GPA Maintenance** screen defines add-on GPA values awarded for specified marks and/or awarded based on a student's grade level. You can assign add-on GPA values to individual marks or a combined mark group.



		Add On Level ▲	Mark	Combined Mark Group	Student Grade Level	Additional GPA Point Value
		A	A			0.098700
		A	B			0.125000
		A	C			0.102000

Note: To sort by any column, click the column heading.

Add – Click to add a new add-on GPA.

 – Click to edit this add-on GPA.

 – Click to delete this add-on GPA.

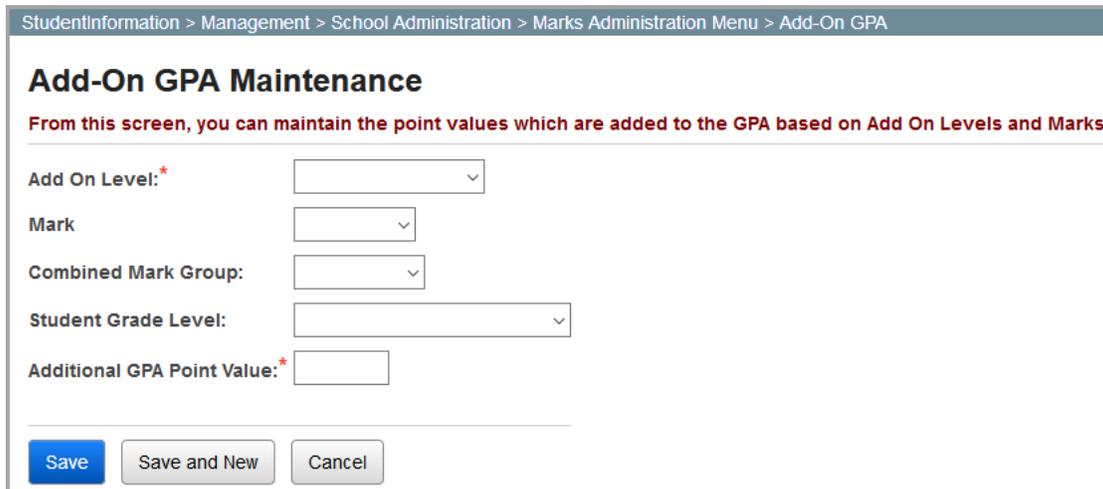
For more information on add-on GPAs, refer to the appropriate topic:

- [“Adding Add-On GPAs”](#)
- [“Editing Add-On GPAs”](#)
- [“Deleting Add-On GPAs”](#)

Adding Add-On GPAs

1. On the **Add-On GPA Maintenance** screen, click **Add**.

The add/edit version of the screen displays.



2. In the **Add-On Level** drop-down list, select the add-on level to which this add-on GPA pertains (see [“Add-On Level Codes Maintenance”](#)).
3. (Optional) In the **Mark** drop-down list, select a mark with which to associate this add-on GPA.

Note: *If you select a mark, do not select a combined mark group.*

4. (Optional) In the **Combined Mark Group** drop-down list, select a combined mark group with which to associate this add-on GPA.

Note: *If you select a combined mark group, do not select a mark.*

5. (Optional) In the **Student Grade Level** drop-down list, select a grade level to which the add-on GPA should be awarded.
6. In the **Additional GPA Point Value** field, enter a number between 0.000 and 10.000 that indicates the point value awarded for this add-on GPA.
7. Click **Save**. Or, to add another add-on GPA, click **Save and New**.

Editing Add-On GPAs

1. On the **Add-On GPA Maintenance** screen, in the row of the add-on GPA you wish to edit, click .

The add/edit version of the screen displays.

2. Make any desired changes, and then click **Save**.

Deleting Add-On GPAs

1. On the **Add-On GPA Maintenance** screen, in the row of the add-on GPA you wish to delete, click .
2. When a confirmation displays asking if you want to delete the add-on GPA, click **OK**.
A success message displays and the add-on GPA no longer displays in the grid.

Student Exception Credit

Navigation: StudentInformation > SIS > Student > Marks > Student Exception Credit

The **Student Exception Credit** screen lets you establish a credit exception for an individual student in a specific course section. The specified exception credit amount is applied as the attempted credit value for GPA calculation and reporting course history for the student.

***Note:** When you apply a student exception credit for a student in a course section that already has an course section exception credit specified, the student exception credit takes precedence over the course section exception credit. For more information about course section exception credits, see [“Course Section Exception Credits.”](#)*

StudentInformation > SIS > Student > Marks > Student Exception Credit

Student Exception Credit

From this screen, you can display, add, change and delete data pertaining to a student's configured exception credits.

[Add Exception Credit](#)

		Course Code ▲	Course Name	Section	Teacher	Course Credit	Exception Credit
		275	PAINTING	17	Harrigan, Mark	0.500000	0.250000

***Note:** To sort by any column, click the column heading.*

Add Exception Credit – Click to add a new student exception credit.

 – Click to edit this student exception credit.

 – Click to delete this student exception credit.

For more information on student exception credits, refer to the appropriate topic:

- [“Adding Student Exception Credits”](#)
- [“Editing Student Exception Credits”](#)
- [“Deleting Student Exception Credits”](#)

Adding Student Exception Credits

1. On the **Student Exception Credit** screen, click **Add Exception Credit**.

The add/edit version of the screen displays.

StudentInformation > SIS > Student > Marks > Student Exception Credit

Student Exception Credit

From this screen, you can display, add, change and delete data pertaining to a student's configured exception credits.

Course Section:*

Course Credit:

Teacher:

Exception Credit:*

2. In the **Course Section** drop-down list, select a course section. After you select a course section, the **Course Credit** and **Teacher** fields autopopulate with the default course credit and teacher assigned to this course section, respectively.

StudentInformation > SIS > Student > Marks > Student Exception Credit

Student Exception Credit

From this screen, you can display, add, change and delete data pertaining to a student's configured exception credits.

Course Section:*

Course Credit:

Teacher:

Exception Credit:*

3. In the **Exception Credit** field, enter a number indicating the exception credit amount you wish to apply to this course section for this student.
4. Click **Save**.

Editing Student Exception Credits

1. On the **Student Exception Credit** screen, in the row of the student exception credit you wish to edit, click .

The add/edit version of the screen displays.

2. Make any desired changes, and then click **Save**.

Deleting Student Exception Credits

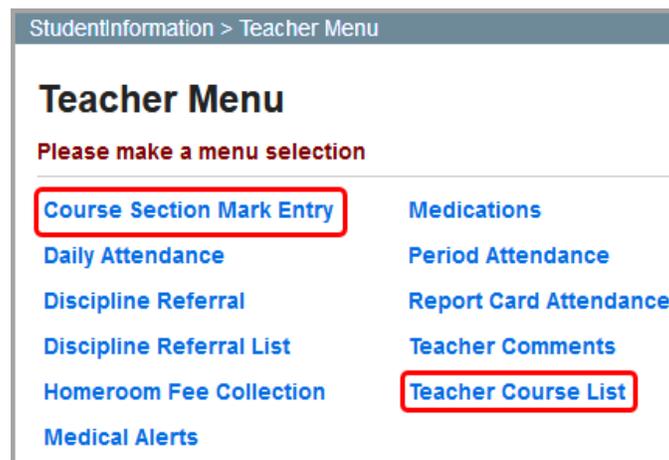
1. On the **Student Exception Credit** screen, in the row of the student exception credit you wish to delete, click .
2. When a confirmation displays asking if you want to delete the student exception credit, click **OK**.

A success message displays and the student exception credit no longer displays in the grid.

Teacher Menu

Navigation: StudentInformation > Teacher Menu

On the **Teacher Menu** screen, teachers can access the **Course Section Mark Entry** and **Teacher Course List** screens where they can maintain course section mark entry and course section exception credits, respectively.



For more information on course section exception credits and course section mark entry, see the *ProgressBook StudentInformation Teacher Menu Guide* or refer to the appropriate topic:

- [“Course Section Exception Credits”](#)
- [“Course Section Mark Entry”](#)

Course Section Exception Credits

Navigation: StudentInformation > Teacher Menu > Teacher Course List > Course Section Exception Credits

The **Course Section Exception Credits** screen lets teachers establish a credit exception for individual students in a specific course section or for all students in a specific course section. The specified exception credit amount is applied as the attempted credit value for GPA calculation and reporting course history for the student. You can access the **Course Section Exception Credits** screen on the **Teacher Course List** screen.

On the **Teacher Course List** screen, in the row of the course section for which you want to view course section exception credits, from the **Go to...** drop-down list, select **Exception Credits**.

StudentInformation > Teacher Menu > Teacher Course List

Teacher Course List

From this screen, you can jump to a page with a course section.

Teacher: Course Sections In Progress

Code	Name	Section	Filling Count	Meeting	
ENG201	AMERICAN LITERATURE	21	14.00	Block 1 - RM 1	Go to... Go to... - Course Section Mark Entry - Course Section Mark Summary - Course Section Student Mark List - Exception Credits - Medical Alert Class List - Medication Class List - Report Card Attendance
ENG401	COMPOSITION	31	14.00	Block 2 - RM 1	
ENG201	AMERICAN LITERATURE	22	14.00	Block 5 - RM 1	
ENG401	COMPOSITION	32	14.00	Block 6 - RM 1	

The **Course Section Exception Credits** screen displays.

StudentInformation > Teacher Menu > Teacher Course List > Course Section Exception Credits

Course Section Exception Credits

From this screen, you can display and edit student and course exception credits.

Course Code	Course Name	Course Section	Teacher	Course Credit
ENG201	AMERICAN LITERATURE	21	Smiles, Mary	1.000000

Apply Exception Credit:

Student Number	Student	Apply Exception Credit	Exception Credit	Applied Credit
04304021	Bush, Aidan	<input type="checkbox"/>	<input type="text"/>	1.000000
04313021	Curry, Lucius	<input type="checkbox"/>	<input type="text"/>	1.000000
04307021	Dawson, Primavera	<input type="checkbox"/>	<input type="text"/>	1.000000
04310021	Hardy, Christian	<input type="checkbox"/>	<input type="text"/>	1.000000
04301021	Haynes, Sharon	<input type="checkbox"/>	<input type="text"/>	1.000000
04311021	Love, Jett	<input type="checkbox"/>	<input type="text"/>	1.000000
04305021	Vaughn, Georgia	<input type="checkbox"/>	<input type="text"/>	1.000000

Note: For more information on managing course section exception credits, see the ProgressBook StudentInformation Teacher Menu Guide.

Course Section Mark Entry

Navigation: StudentInformation > Teacher Menu > Course Section Mark Entry

The **Course Section Mark Entry** screen lets teachers and any other authorized users enter and edit marks for students in a specific course section.

Note: For more information on managing course section mark entry, see the ProgressBook StudentInformation Teacher Menu Guide.

GPA Set Maintenance

Navigation: StudentInformation > Management > School Administration > Course History Administration > GPA Sets

The **GPA Set Maintenance** screen lets you configure how your building calculates GPA and rank using GPA sets.

			Name ▲	Modified	Last Calculated
			1st Quarter	1/25/2018 10:44:00 AM	1/28/2019 8:58:00 AM
			2nd Quarter	1/25/2018 10:44:00 AM	1/31/2019 9:29:00 AM
			3rd Quarter	1/25/2018 10:44:00 AM	
			4th Quarter	1/25/2018 10:44:00 AM	
			Cumulative GPA	1/25/2018 10:44:00 AM	1/31/2019 9:30:00 AM

Note: To sort by any column, click the column heading.

Modified – Displays the date and time that this GPA set was last modified.

Last Calculated – Displays the date and time that this GPA set was last calculated on either the **GPA Set Maintenance** or **Report Card Formatter (R700)** screens (see [“Report Card Formatter \(R700\)”](#)).

 – Click to use this GPA set to recalculate GPAs based on the latest marks.

Note: Recalculating GPAs may take several minutes. You must refresh this screen or revisit it at a later time to view the updated data after the recalculation process is complete.

For more information on GPA sets, refer to the appropriate topic:

- [“GPA Set Maintenance: General Tab”](#)
- [“GPA Set Maintenance: Calculations Tab”](#)
- [“GPA Set Maintenance: Rank Tab”](#)

GPA Set Maintenance: General Tab

Navigation: StudentInformation > Management > School Administration > Course History Administration > GPA Sets > General tab

StudentInformation > Management > School Administration > Course History Administration > GPA Sets

GPA Set Maintenance

From this screen, you can display, add, change and delete data pertaining to GPA sets.

General Calculations Rank

GPA Set: Next >

Code: * 1st Description: 1st Quarter GPA

Name: * 1st Quarter

Mark Credit Types: *

Not Used Progress 1 Progress 2 Progress 3 Progress 4 Earned

Previous Years:

Not Used Progress 1 Progress 2 Progress 3 Progress 4 Earned

Grade Levels: *

09 10 11 12 GR 13 23

Reporting Terms: * Mark Type: *

1st 9 week interi GP1 Avg
GP2 Exam
2nd 9 week inter GP2 Final
EX1 GP3 Interim
GP4

Ad-Hoc Membership: -- Select an Ad-Hoc Membership --

Public And Private

Code (required) – Enter a code of up to 4 alphanumeric characters.

Name (required) – Enter a name of up to 30 alphanumeric characters.

Description – Enter a description of up to 200 alphanumeric characters.

Mark Credit Types (required) – Select the checkbox beside each of the mark credit types you wish to include in this GPA set for GPA calculation in the current school year. (For more information on mark credit types, see [step 6](#) of “[Adding Marking Pattern Rules](#)”).

Previous Years – Select the checkbox beside each of the mark credit types you wish to include in this GPA set for GPA calculation from course history.

Grade Levels (required) – Select the checkbox beside each grade level you wish to include in this GPA set.

Reporting Terms (required) – In the dual listbox, in the left box, select the reporting terms you wish to include in this GPA calculation for the current year, and then click ➡ to move them to the box on the right. (You can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move students between the 2 boxes.) Only selected reporting terms with the appropriate mark credit types are included for the current year, even if you include reporting terms with mark credit types that are not selected.

***Note:** This field does not filter course history marks from previous years.*

Mark Type (required) – In the dual listbox, in the left box, select the mark types you wish to include in this GPA set for GPA calculation in the current year, and then click ➡ to move them to the dual listbox on the right. (You can hold down CTRL or SHIFT to make multiple selections and use any of the arrow icons to move students between the 2 boxes.) Only marks of the selected mark types with the appropriate mark credit type are included for the current year, even if you include mark types for mark credit types that are not selected.

***Note:** This field does not filter course history marks from previous years.*

***Note:** Mark Credit Types, Reporting Terms, and Mark Type are filters for marks in only the current school year. Only marks that are one of the selected mark types, with a selected mark credit type, and in a selected reporting term are included in GPA calculation. Make sure you select mark credit types, reporting terms, and mark types that can be used together—otherwise you receive an error for GPA calculations.*

Ad-Hoc Membership – Select an ad hoc membership from the drop-down list to include only the students in that ad hoc membership in this GPA set.

***Note:** Select the **Public And Private** checkbox to view memberships created by other users in the **Ad-Hoc Membership** drop-down list.*

Next > – Click to view the **GPA Set Maintenance** screen **Calculations** tab.

GPA Set Maintenance: Calculations Tab

Navigation: StudentInformation > Management > School Administration > Course History Administration > GPA Sets > Calculations tab

< Back – Click to view the **GPA Set Maintenance** screen **General** tab.

Next > – Click to view the **GPA Set Maintenance** screen **Rank** tab.

Formula (required) – Select a formula from the drop-down list. The available options are determined the **Marks** type (**Alpha** or **Numeric**) selected on the **StudentInformation Options** screen. Selecting certain formulas displays additional options on this tab.

GPA Set Formulas for Alpha Schools

GPA Set Formulas for Numeric Schools

StudentInformation > Management > School Administration > Course History Administration > GPA Sets

GPA Set Maintenance

From this screen, you can display, add, change and delete data pertaining to GPA sets.

General Calculations Rank

< Back Next >

Formula:*

Precision:*

Include Other Courses

Use Manual Formula

Use Master Formula

- CRCT - GPA by Course Count
- FNDLY - Findlay Method
- HNRS - Honors GPA
- JKSN - Jackson Method
- MT - Mt Vernon Method
- QP - Quality Points
- RAWN - Raw Numeric GPA Calculation
- STDA - Standard GPA Calculation (Alpha)
- STDN - Standard GPA Calculation (Numeric)
- WAPK - Wapak Method

For more information on GPA calculation formulas, refer to the appropriate topic:

- [“CRCT - GPA by Course Count Formula”](#)
- [“STDA - Standard GPA Calculation \(Alpha\) Formula”](#)
- [“RAWN - Raw Numeric GPA Calculation Formula”](#)
- [“STDN - Standard GPA Calculation \(Numeric\) Formula”](#)
- [“FNDLY - Findlay Method Formula”](#)
- [“HNRS - Honors GPA Formula”](#)
- [“JKSN - Jackson Method Formula”](#)
- [“MTV - Mount Vernon Method Formula”](#)
- [“QP - Quality Points Formula”](#)
- [“WAPK - Wapak Method Formula”](#)

CRCT - GPA by Course Count Formula

The **CRCT - GPA by Course Count** formula includes any course with the **Include in GPA** checkbox selected and any mark in those courses with the **Is Included in GPA** checkbox selected in the GPA calculation. Since this calculation method does not include credit values, it is an ideal calculation method for elementary and middle schools that do not assign credit values to their courses.

CRCT GPA Calculation

$$\frac{(\text{points awarded for course A}) + (\text{points awarded for course B}) + \dots}{\text{total number of courses}}$$

StudentInformation > Management > School Administration > Course History Administration > GPA Sets

GPA Set Maintenance

From this screen, you can display, add, change and delete data pertaining to GPA sets.

General Calculations Rank

< Back Next >

Formula:* CRCT - GPA by Course Count

Precision:* 3

Missing Marks Handling:*

Use Difficulty Points:

Include Other Schools:

Use Add-on Points:

Use Period Weighting:

Ignore Dropped Course Sections:

Mark Types	Multipliers
Avg	1

< Back – Click to display the **GPA Set Maintenance** screen **General** tab.

Next > – Click to display the **GPA Set Maintenance** screen **Rank** tab.

Formula – Select **CRCT - GPA by Course Count** from the drop-down list.

Precision (required) – Enter a number between 1 and 5 in the field (or click to increase/decrease the value by increments of 1) indicating the number of decimal places to be used in GPA calculation.

Missing Marks Handling (required) – Select one of the following options from the drop-down list indicating how missing marks are handled in GPA calculation for this GPA set:

- **Ignore Mark** – Excludes missing marks from GPA calculation for the affected student.
- **Ignore Student** – Excludes any student with a missing mark from GPA and rank calculations.
- **Use 0** – Includes the missing mark with a point value of 0. Only marks associated with one of the following 3 circumstances are included:
 - a. Automatic marks **Calculation Date** has passed (see [“Automatic Mark Calculation Dates”](#))
 - b. Course term has passed

- c. Reporting term has passed

Use Difficulty Points – Select this checkbox to use course difficulties when adjusting grade points (see [“Difficulty Point Scale Maintenance”](#) and [“Course Difficulty Maintenance”](#)).

Include Other Schools – Select this checkbox to include courses taken at different schools within the same district in GPA calculations reported on student transcripts.

Use Add-on Points – Select this checkbox to use add-on points when adjusting grade points (see [“Add-On Level Codes Maintenance”](#)).

Use Period Weighting – Select this checkbox if the points earned for a mark in a reporting term should be multiplied by the maximum number of calendar periods in which the course section meets on any day in the finalized schedule. This weighted value is included in the numerator for GPA calculations, and the mark count for the individual course section used in the denominator remains 1.

Ignore Dropped Course Sections – Select this checkbox to include marks and credit for a course section in GPA calculations only if the student has completed the course section or is presently enrolled in the course section.

Multipliers – Enter a number between 0 to 10 in the field (or click  to increase/decrease the value by increments of 1) indicating the value by which to multiply both the point value for the mark earned as well as the value to be included in the denominator (i.e., 1x[specified value]). For example, if a school building configures exam type marks as one-half (0.5) the value of other marks, the multiplier value should be set to 0.5.

STDA - Standard GPA Calculation (Alpha) Formula

The **STDA - Standard GPA Calculation (Alpha)** formula uses full or partial (prorated) credit to calculate GPA and is usable by any school building that uses credit values. This formula yields GPAs on a 4.00 scale and uses a mark’s standard point value instead of its numeric value. You can also select this formula to calculate whether a student has met the **GPA** optional requirement for the class of 2020 (for more information, see the *Student Information Graduation Points Guide*).

STDA GPA Calculation

$$\frac{(\text{course A mark} \times \text{course A attempted credit}) + (\text{course B mark} \times \text{course B attempted credit}) + (\text{course C...}) + \dots}{(\text{course A attempted credit}) + (\text{course B attempted credit}) + (\text{course C...}) + \dots}$$

< Back – Click to view the **GPA Set Maintenance** screen **General** tab.

Next > – Click to view the **GPA Set Maintenance** screen **Rank** tab.

Precision (required) – Enter a number between 1 and 5 in the field (or click  to increase/decrease the value by increments of 1) indicating the number of decimal places to be used for GPA calculation.

Missing Marks Handling (required) – Select one of the following options from the drop-down list indicating how missing marks are handled in GPA calculation for this GPA set:

- **Ignore Mark** – Excludes missing marks from GPA calculation for the affected student.
- **Ignore Student** – Excludes any student with a missing mark from GPA and rank calculations.
- **Use 0** – Includes the missing mark with a point value of 0. Only marks associated with one of the following 3 circumstances are included:
 - a. Automatic marks **Calculation Date** has passed (see [“Automatic Mark Calculation Dates”](#))
 - b. Course term has passed
 - c. Reporting term has passed

Use Difficulty Points – Select this checkbox to use course difficulties when adjusting grade points (see [“Difficulty Point Scale Maintenance”](#) and [“Course Difficulty Maintenance”](#)).

Include Other Schools – Select this checkbox to include courses taken at different schools within the same district in GPA calculations reported on student transcripts.

Use Add-on Points – Select this checkbox to use add-on points when adjusting grade points (see [“Add-On Level Codes Maintenance”](#)).

Use Prorated Credit – Select this checkbox to apply prorated credits based on the mark credit ratio or percentage configured for the associated marking pattern rule.

***Note:** If you use a percentage, the numeric mark value is multiplied by the credit percentage for a resulting point value. If you use a ratio, the mark is divided by the ratio. For instance, if a trimester school had a ratio of 1:3, it would use one third of the credit value, multiplied by the numeric value of the mark, for one third of the mark to be included in the calculation. Total prorated credits are used as the divisor in the calculation.*

***Note:** Prorated credit should be used only when granting credit prior to a final mark, and is equivalent to the **Divided by Terms** qualifier in StudentInformation. If you want to duplicate previous STDP and NUMP calculations, use the STDA or STDN formulas and select the **Use Prorated Credit** checkbox. If you want to duplicate previous STDF and NUMF calculations, use the STDA or STDN formulas and do not select this checkbox.*

Use Class of 2020 Graduation Option for GPA – Select this checkbox only if you are creating a GPA set specifically to calculate GPA totals based on the **GPA** optional pathway requirements for the class of 2020 (for more information and recommended configuration for this GPA set, see the *StudentInformation Graduation Points Guide*).

Use Manual Course History Mark Credit Detail – Select this radio button if you want the attempted credit value on the **Manually Entered Course** screen **Students** tab to be used for manually entered courses in GPA calculation.

***Note:** This option is available only when the **Use Prorated Credit** checkbox is not selected.*

Use Manual Course History Course Credit – Select this radio button to use the attempted credit value on the **Manually Entered Course** screen **Course Details** tab for manually entered courses in GPA calculation.

***Note:** This option is available only when the **Use Prorated Credit** checkbox is not selected.*

Ignore Dropped Course Sections – Select this checkbox to include marks and credit for a course section in GPA calculation only if the student has completed the course section or is presently enrolled in the course section.

RAWN - Raw Numeric GPA Calculation Formula

The **RAWN - Raw Numeric GPA Calculation** formula uses a mark's numeric value instead of its standard point value for GPA calculation. Any alpha marks are excluded. Instead of using the credit ratio or credit percentage, this formula uses 100% of the credit value for every mark included. For instance, if you are including 2 reporting term marks for the same course in the calculation, the full credit is used for each of those marks. Each numeric mark is multiplied by the credit amount, and then the resulting points are totaled for all courses and divided by the total number of credits for all courses included to find the resulting GPA.

RAWN GPA Calculation

$$\frac{(\text{course A mark} \times \text{course A total credit}) + (\text{course B mark} \times \text{course B total credit}) + (\text{course C...}) + \dots}{(\text{course A total credit}) + (\text{course B total credit}) + (\text{course C...}) + \dots}$$

< Back – Click to display the **GPA Set Maintenance** screen **General** tab.

Next > – Click to display the **GPA Set Maintenance** screen **Rank** tab.

Precision (required) – Enter a number between 1 and 5 in the field (or click  to increase/decrease the value by increments of 1) indicating the number of decimal places to be used for GPA calculation.

Missing Marks Handling (required) – In the drop-down list, select how missing marks are handled in GPA calculation for this GPA set:

- **Ignore Mark** – Excludes missing marks from GPA calculation for the affected student.
- **Ignore Student** – Excludes any student with a missing mark from GPA and rank calculations.
- **Use 0** – Includes the missing mark with a point value of 0. Only marks associated with one of the following 3 circumstances are included:
 - a. Automatic marks **Calculation Date** has passed (see [“Automatic Mark Calculation Dates”](#))
 - b. Course term has passed
 - c. Reporting term has passed

Include Other Schools – Select this checkbox to include courses taken at different schools within the same district in the GPA calculations reported on student transcripts.

Ignore Dropped Course Sections – Select this checkbox to include marks and credit for a course section in GPA calculation only if the student has completed the course section or is presently enrolled in the course section.

STDN - Standard GPA Calculation (Numeric) Formula

The **STDN Standard GPA Calculation (Numeric)** formula uses full or partial (prorated) credit to calculate GPA and is usable by any school building that uses credit values. This formula yields GPAs on a 100 point scale and uses a mark's numeric value instead of its standard point value.

STDN (Numeric) GPA Calculation

$$\frac{(\text{points awarded for course A} \times \text{course A attempted credit}) + (\text{points awarded for course B} \times \text{course B attempted credit}) + \dots}{(\text{course A attempted credit}) + (\text{course B attempted credit}) + (\text{course C attempted credit}) + \dots}$$

The screenshot shows the 'GPA Set Maintenance' screen with the 'Calculations' tab selected. The breadcrumb trail at the top reads: 'StudentInformation > Management > School Administration > Course History Administration > GPA Sets'. Below the title, a red instruction states: 'From this screen, you can display, add, change and delete data pertaining to GPA sets.' The 'Calculations' tab contains the following fields and options:

- Formula:** A dropdown menu set to 'STDN - Standard GPA Calculation (Numeric)'.
- Precision:** A numeric input field set to '3' with up/down arrows.
- Missing Marks Handling:** A dropdown menu set to 'Ignore Mark'.
- Use Difficulty Points:** An unchecked checkbox.
- Include Other Schools:** An unchecked checkbox.
- Use Add-on Points:** An unchecked checkbox.
- Use Prorated Credit:** An unchecked checkbox.
- Use Manual Course History Mark Credit Detail:** A selected radio button.
- Use Manual Course History Course Credit:** An unselected radio button.
- Ignore Dropped Course Sections:** An unchecked checkbox.

< Back – Click to display the **GPA Set Maintenance** screen **General** tab.

Next > – Click to display the **GPA Set Maintenance** screen **Rank** tab.

Precision (required) – Enter a number between 1 and 5 in the field (or click  to increase/decrease the value by increments of 1) indicating the number of decimal places to be used for GPA calculation.

Missing Marks Handling (required) – In the drop-down list, select how missing marks are handled in GPA calculation for this GPA set:

- **Ignore Mark** – Excludes missing marks from GPA calculation for the affected student.
- **Ignore Student** – Excludes any student with a missing mark from GPA and rank calculations.
- **Use 0** – Includes the missing mark with a point value of 0. Only marks associated with one of the following 3 circumstances are included:
 - a. Automatic marks **Calculation Date** has passed (see [“Automatic Mark Calculation Dates”](#))
 - b. Course term has passed
 - c. Reporting term has passed

Use Difficulty Points – Select this checkbox to use this method of adjusting grade points (see [“Difficulty Point Scale Maintenance”](#) and [“Course Difficulty Maintenance”](#)).

Include Other Schools – Select this checkbox to include courses taken at different schools within the same district in the GPA calculations reported on student transcripts.

Use Add-on Points – Select this checkbox to use this method of adjusting grade points (see [“Add-On Level Codes Maintenance”](#)).

Use Prorated Credit – Select this checkbox to apply prorated credits based on the mark credit ratio or percentage configured for the associated marking pattern rule.

***Note:** If you use a percentage, the numeric mark value is multiplied by the credit percentage for a resulting point value. If you use a ratio, the mark is divided by the ratio. For instance, if a trimester school had a ratio of 1:3, it would use one third of the credit value, multiplied by the numeric value of the mark, for one third of the mark to be included in the calculation. Total prorated credits are used as the divisor in the calculation.*

***Note:** Prorated credit should be used only when granting credit prior to a final mark, and is equivalent to the **Divided by Terms** qualifier in StudentInformation. If you want to duplicate previous STDP and NUMP calculations, use the STDA or STDN formulas and select the **Use Prorated Credit** checkbox. If you want to duplicate previous STDF and NUMF calculations, use the STDA or STDN formulas and do not select this checkbox.*

Use Manual Course History Mark Credit Detail – Select this radio button if you want the attempted credit value on the **Manually Entered Course** screen **Students** tab to be used for manually entered courses in GPA calculation.

***Note:** This option is available only when the **Use Prorated Credit** checkbox is not selected.*

Use Manual Course History Course Credit – Select this radio button if you want the attempted credit value on the **Manually Entered Course** screen **Course Details** tab to be used for manually entered courses in GPA calculation.

***Note:** This option is available only when the **Use Prorated Credit** checkbox is not selected.*

Ignore Dropped Course Sections – Select this checkbox to include marks and credit for a course section in GPA calculation only if the student has completed the course section or is presently enrolled in the course section.

FNDLY - Findlay Method Formula

The **FNDLY - Findlay Method** formula was created for Findlay High School (NOACSC) but is usable by any school building. The formula rewards students enrolled in Honors-level courses by adding points to the ranking value of those courses. Students receive a specified number of add-on points to their GPA relative to the mark they receive in the course. Students can also earn

additional add-on points based on the number of credits earned in excess of a specified number of credits (**Honors Base Credit Value**). The excess credits are divided by a specified value (**Honors Credit Divisor**) to determine the final number of add-on points.

Note: Make sure you configure add-on levels for the current school year and all prior school years (see “[Add-On Level Codes Maintenance](#)” and “[Add-On GPA Maintenance](#)”).

Note: For each applicable Honors course, on the **Manually Entered Course** screen and the **Courses** screen **Mark** tab, the **Is Honors** checkbox should be selected and a **GPA Add-on Level** should be selected from the drop-down list.

FNDLY Method GPA Calculation

Semester GPA is calculated using the STDA formula. If the student completed any Honors courses during the semester, they receive the specified number of add-on points (based on their mark) for each course.

$$\frac{(\text{course A mark} \times \text{course A attempted credit}) + (\text{course B mark} \times \text{course B attempted credit}) + \dots + (\text{add-on point value})}{(\text{course A attempted credit}) + (\text{course B attempted credit}) + \dots}$$

To calculate final GPA, the STDA formula is used a second time. If the student completed at least one Honors course, regardless of their grade in that course, they receive another add-on value based on the number of credits that exceeds the **Honors Base Credit Value** divided by the **Honors Credit Divisor**.

The screenshot shows the 'GPA Set Maintenance' screen with the 'Calculations' tab selected. The breadcrumb trail at the top reads: 'StudentInformation > Management > School Administration > Course History Administration > GPA Sets'. Below the title, a red instruction states: 'From this screen, you can display, add, change and delete data pertaining to GPA sets.' The 'Calculations' tab is active, and the 'Rank' tab is also visible. The screen contains several input fields and checkboxes: 'Formula:' is set to 'FNDLY - Findlay Method'; 'Precision:' is set to 3; 'Missing Marks Handling:' is a dropdown menu; 'Use Difficulty Points:', 'Include Other Schools:', 'Use Add-on Points:', and 'Use Prorated Credit:' are all unchecked; 'Use Manual Course History Mark Credit Detail' is selected with a radio button; 'Use Manual Course History Course Credit' is unselected; 'Ignore Dropped Course Sections:' is unchecked; 'Honors Base Credit Value' is set to 20; and 'Honors Credit Divisor' is set to 40. Navigation buttons '< Back' and 'Next >' are located at the top of the form area.

< Back – Click to display the **GPA Set Maintenance** screen **General** tab.

Next > – Click to display the **GPA Set Maintenance** screen **Rank** tab.

Precision (required) – Enter a number between 1 and 5 in the field (or click  to increase/decrease the value by increments of 1) indicating the number of decimal places to be used for GPA calculation.

Missing Marks Handling (required) – In the drop-down list, select how missing marks are handled in GPA calculation for this GPA set:

- **Ignore Mark** – Excludes missing marks from GPA calculation for the affected student.
- **Ignore Student** – Excludes any student with a missing mark from GPA and rank calculations.
- **Use 0** – Includes the missing mark with a point value of 0. Only marks associated with one of the following 3 circumstances are included:
 - a. Automatic marks **Calculation Date** has passed (see [“Automatic Mark Calculation Dates”](#))
 - b. Course term has passed
 - c. Reporting term has passed

Use Difficulty Points – Select this checkbox to use this method of adjusting grade points (see [“Difficulty Point Scale Maintenance”](#) and [“Course Difficulty Maintenance”](#)).

Include Other Schools – Select this checkbox to include courses taken at different schools within the same district in the GPA calculations reported on student transcripts.

Use Add-on Points – Select this checkbox to use this method of adjusting grade points (see [“Add-On Level Codes Maintenance”](#)).

Use Prorated Credit – Select this checkbox to apply prorated credits based on the mark credit ratio or percentage configured for the associated marking pattern rule.

***Note:** If you use a percentage, the numeric mark value is multiplied by the credit percentage for a resulting point value. If you use a ratio, the mark is divided by the ratio. For instance, if a trimester school had a ratio of 1:3, it would use one third of the credit value, multiplied by the numeric value of the mark, for one third of the mark to be included in the calculation. Total prorated credits are used as the divisor in the calculation.*

***Note:** Prorated credit should be used only when granting credit prior to a final mark, and is equivalent to the **Divided by Terms** qualifier in StudentInformation. If you want to duplicate previous STDP and NUMP calculations, use the STDA or STDN formulas and select the **Use Prorated Credit** checkbox. If you want to duplicate previous STDF and NUMF calculations, use the STDA or STDN formulas and do not select this checkbox.*

Use Manual Course History Mark Credit Detail – Select this radio button if you want the attempted credit value on the **Manually Entered Course** screen **Students** tab to be used for manually entered courses in GPA calculation.

***Note:** This option is available only when the **Use Prorated Credit** checkbox is not selected.*

Use Manual Course History Course Credit – Select this radio button if you want the attempted credit value on the **Manually Entered Course** screen **Course Details** tab to be used for manually entered courses in GPA calculation.

*Note: This option is available only when the **Use Prorated Credit** checkbox is not selected.*

Ignore Dropped Course Sections – Select this checkbox to include marks and credit for a course section in GPA calculation only if the student has completed the course section or is presently enrolled in the course section.

Honors Base Credit Value – Enter a number in the field between 1 and 100 (or click  to increase/decrease the value by increments of 1) indicating the number of credits the student must exceed (if they have completed at least one Honors course) to qualify for receiving a specified number of add-on points to their GPA in final GPA calculations.

Honors Credit Divisor – Enter a number in the field between 1 and 100 (or click  to increase/decrease the value by increments of 1) indicating the number divided into the number of credits exceeding the **Honors Base Credit Value** to calculate the number of add-on points added to the student's GPA in final GPA calculations.

*Note: For example, if the **Honors Base Credit Value** = 20, the **Honors Credit Divisor** = 40, and the student earned 29 credits (in at least one Honors course), the student would receive .225 add-on points ($\frac{29-20}{40}$).*

HNRS - Honors GPA Formula

The **HNRS - Honors GPA** formula is used by school districts that work with the LACA ITC. This formula was designed to compensate for the inequity that exists in districts that offer Advanced Placement or Honors courses where students can earn higher than normal points for the grade they receive. These Honors courses (denoted by selecting the **Is Honors Course** checkbox on the **Courses** screen **Marks** tab) are averaged separately from non-Honors courses.

*Note: Make sure you configure difficult point scales for the current school year and all prior school years (see [“Difficulty Point Scale Maintenance”](#)). Difficulty point scales must be linked to all course history on the **Manually Entered Course** screen and a mass update must be performed.*

*Note: When you select **HNRS - Honors GPA** from the **Formula** drop-down list, make sure you configure the weighting factor on the **Honor GPA Grade Level Weighting Factor** screen (see [“Honor GPA Grade Level Weighting Factor”](#)). The weighting factor is the minimum number of credits (by grade level) a student should earn.*

HNRS GPA Calculation

$$\frac{(\text{weighing factor} \times \text{STDA GPA w/o Honors courses}) + [\text{sum of}(\text{each Honors credit} \times \text{each Honors point awarded})]}{(\text{weighing factor}) + (\text{total number of Honors credits})}$$

< Back – Click to display the **GPA Set Maintenance** screen **General** tab.

Next > – Click to display the **GPA Set Maintenance** screen **Rank** tab.

Configure Honor GPA Weighting Factor – Click to display the **Honor GPA Weighting Factor** screen where you can configure the weighting factor for each grade level (see [“Honor GPA Grade Level Weighting Factor”](#)).

Precision (required) – Enter a number between 1 and 5 in the field (or click  to increase/decrease the value by increments of 1) indicating the number of decimal places to be used for GPA calculation.

Missing Marks Handling (required) – In the drop-down list, select how missing marks are handled in GPA calculation for this GPA set:

- **Ignore Mark** – Excludes missing marks from GPA calculation for the affected student.
- **Ignore Student** – Excludes any student with a missing mark from GPA and rank calculations.
- **Use 0** – Includes the missing mark with a point value of 0. Only marks associated with one of the following 3 circumstances are included:
 - a. Automatic marks **Calculation Date** has passed (see [“Automatic Mark Calculation Dates”](#))
 - b. Course term has passed
 - c. Reporting term has passed

Use Difficulty Points – Select this checkbox to use this method of adjusting grade points (see [“Difficulty Point Scale Maintenance”](#) and [“Course Difficulty Maintenance”](#)).

Include Other Schools – Select this checkbox to include courses taken at different schools within the same district in the GPA calculations reported on student transcripts.

Use Add-on Points – Select this checkbox to use this method of adjusting grade points (see [“Add-On Level Codes Maintenance”](#)).

Use Prorated Credit – Select this checkbox to apply prorated credits based on the mark credit ratio or percentage configured for the associated marking pattern rule.

***Note:** If you use a percentage, the numeric mark value is multiplied by the credit percentage for a resulting point value. If you use a ratio, the mark is divided by the ratio. For instance, if a trimester school had a ratio of 1:3, it would use one third of the credit value, multiplied by the numeric value of the mark, for one third of the mark to be included in the calculation. Total prorated credits are used as the divisor in the calculation.*

***Note:** Prorated credit should be used only when granting credit prior to a final mark, and is equivalent to the **Divided by Terms** qualifier in StudentInformation. If you want to duplicate previous STDP and NUMP calculations, use the STDA or STDN formulas and select the **Use Prorated Credit** checkbox. If you want to duplicate previous STDF and NUMF calculations, use the STDA or STDN formulas and do not select this checkbox.*

Use Manual Course History Mark Credit Detail – Select this radio button if you want the attempted credit value on the **Manually Entered Course** screen **Students** tab to be used for manually entered courses in GPA calculation.

***Note:** This option is available only when the **Use Prorated Credit** checkbox is not selected.*

Use Manual Course History Course Credit – Select this radio button if you want the attempted credit value on the **Manually Entered Course** screen **Course Details** tab to be used for manually entered courses in GPA calculation.

***Note:** This option is available only when the **Use Prorated Credit** checkbox is not selected.*

Honor GPA Grade Level Weighting Factor

StudentInformation > Management > School Administration > Course History Administration > GPA Sets > Weighting Factor

Honor GPA Grade Level Weighting Factor

You can add and delete honor GPA grade level weighting factors.

Grade Level: Weight Factor:

	Grade Level ▲	Weighting Factor
	09	6.00
	10	12.00
	11	18.00
	12	24.00

Grade Level – Select a grade level from the drop-down list with which to associate a weighting factor.

Weight Factor – After selecting a grade level, enter a number in the field between 0.00 and 50.00 (or click  to increase/decrease the value by increments of 1) indicating the weighting factor for the selected grade. Then, click **Add**.

Note: *Weighting factors are intended for use only with the **HNRS - Honors GPA** formula and should represent the expected number of credits a student in each grade level should earn.*

 – Click to delete the weighting factor for this grade level.

Return to GPA Set Maintenance – Click to display the **GPA Set Maintenance** screen **Calculations** tab.

JKSN - Jackson Method Formula

The **JKSN - Jackson Method** formula is a custom GPA formula created for the Jackson City School District and is the only formula that uses mark substitution and mark bumps in GPA calculation.

The screenshot shows the 'GPA Set Maintenance' interface with the 'Calculations' tab selected. The breadcrumb trail at the top reads: 'StudentInformation > Management > School Administration > Course History Administration > GPA Sets'. Below the title, a red instruction states: 'From this screen, you can display, add, change and delete data pertaining to GPA sets.' The interface includes three tabs: 'General', 'Calculations', and 'Rank'. Navigation buttons '< Back' and 'Next >' are present. The 'Formula' dropdown is set to 'JKSN - Jackson Method'. The 'Precision' field is set to '3'. The 'Missing Marks Handling' dropdown is set to 'Ignore Mark'. There are five checkboxes: 'Use Difficulty Points', 'Include Other Schools', 'Use Add-on Points', 'Use Prorated Credit', and 'Ignore Dropped Course Sections', all of which are unchecked. Two radio buttons are present: 'Use Manual Course History Mark Credit Detail' (which is selected) and 'Use Manual Course History Course Credit'.

< Back – Click to display the **GPA Set Maintenance** screen **General** tab.

Next > – Click to display the **GPA Set Maintenance** screen **Rank** tab.

Precision (required) – Enter a number between 1 and 5 in the field (or click  to increase/decrease the value by increments of 1) indicating the number of decimal places to be used for GPA calculation.

Missing Marks Handling (required) – In the drop-down list, select how missing marks are handled in GPA calculation for this GPA set:

- **Ignore Mark** – Excludes missing marks from GPA calculation for the affected student.
- **Ignore Student** – Excludes any student with a missing mark from GPA and rank calculations.
- **Use 0** – Includes the missing mark with a point value of 0. Only marks associated with one of the following 3 circumstances are included:
 - a. Automatic marks **Calculation Date** has passed (see [“Automatic Mark Calculation Dates”](#))
 - b. Course term has passed
 - c. Reporting term has passed

Use Difficulty Points – Select this checkbox to use this method of adjusting grade points (see [“Difficulty Point Scale Maintenance”](#) and [“Course Difficulty Maintenance”](#)).

Include Other Schools – Select this checkbox to include courses taken at different schools within the same district in the GPA calculations reported on student transcripts.

Use Add-on Points – Select this checkbox to use this method of adjusting grade points (see [“Add-On Level Codes Maintenance”](#)).

Use Prorated Credit – Select this checkbox to apply prorated credits based on the mark credit ratio or percentage configured for the associated marking pattern rule.

***Note:** If you use a percentage, the numeric mark value is multiplied by the credit percentage for a resulting point value. If you use a ratio, the mark is divided by the ratio. For instance, if a trimester school had a ratio of 1:3, it would use one third of the credit value, multiplied by the numeric value of the mark, for one third of the mark to be included in the calculation. Total prorated credits are used as the divisor in the calculation.*

***Note:** Prorated credit should be used only when granting credit prior to a final mark, and is equivalent to the **Divided by Terms** qualifier in StudentInformation. If you want to duplicate previous STDP and NUMP calculations, use the STDA or STDN formulas and select the **Use Prorated Credit** checkbox. If you want to duplicate previous STDF and NUMF calculations, use the STDA or STDN formulas and do not select this checkbox.*

Use Manual Course History Mark Credit Detail – Select this radio button if you want the attempted credit value on the **Manually Entered Course** screen **Students** tab to be used for manually entered courses in GPA calculation.

***Note:** This option is available only when the **Use Prorated Credit** checkbox is not selected.*

Use Manual Course History Course Credit – Select this radio button if you want the attempted credit value on the **Manually Entered Course** screen **Course Details** tab to be used for manually entered courses in GPA calculation.

***Note:** This option is available only when the **Use Prorated Credit** checkbox is not selected.*

MTV - Mount Vernon Method Formula

The **MTV - Mount Vernon Method** formula is a custom GPA formula created for the Mount Vernon City School District.

MTV GPA Calculation

$$\frac{\text{sum of}[(\text{points awarded for each course} + 0.5) \times (\text{GPA credits} - \text{minimum credits})]}{(\text{total GPA credits})} + \left(\begin{array}{l} \text{any applicable} \\ \text{add-on points} \end{array} \right)$$

Note: If the minimum credit amount has not been configured, the formula resorts to GPA credits.

Note: This formula has the potential to calculate a negative result. In these circumstance, the GPA is set to 0.

The screenshot shows the 'GPA Set Maintenance' interface with the 'Calculations' tab selected. The 'Formula' dropdown is set to 'MTV - Mt Vernon Method'. The 'Precision' is set to 3. The 'Missing Marks Handling' dropdown is empty. There are four unchecked checkboxes: 'Use Difficulty Points', 'Include Other Schools', 'Use Add-on Points', and 'Use Prorated Credit'. The 'Use Manual Course History Mark Credit Detail' radio button is selected. The 'Use Manual Course History Course Credit' radio button is unselected. The 'Ignore Dropped Course Sections' checkbox is unchecked. At the bottom, there is an information icon and the text 'This is accessible only after saving your GPA Set.' followed by a link 'Configure GPA Minimum Credits'.

< Back – Click to display the **GPA Set Maintenance** screen **General** tab.

Next > – Click to display the **GPA Set Maintenance** screen **Rank** tab.

Configure GPA Minimum Credits – Click to display the **GPA Minimum Credits** screen where you can configure the minimum credits for each grade level (see [“GPA Minimum Credits”](#)).

Precision (required) – Enter a number between 1 and 5 in the field (or click  to increase/decrease the value by increments of 1) indicating the number of decimal places to be used for GPA calculation.

Missing Marks Handling (required) – In the drop-down list, select how missing marks are handled in GPA calculation for this GPA set:

- **Ignore Mark** – Excludes missing marks from GPA calculation for the affected student.
- **Ignore Student** – Excludes any student with a missing mark from GPA and rank calculations.

- **Use 0** – Includes the missing mark with a point value of 0. Only marks associated with one of the following 3 circumstances are included:
 - a. Automatic marks **Calculation Date** has passed (see [“Automatic Mark Calculation Dates”](#))
 - b. Course term has passed
 - c. Reporting term has passed

Use Difficulty Points – Select this checkbox to use this method of adjusting grade points (see [“Difficulty Point Scale Maintenance”](#) and [“Course Difficulty Maintenance”](#)).

Include Other Schools – Select this checkbox to include courses taken at different schools within the same district in the GPA calculations reported on student transcripts.

Use Add-on Points – Select this checkbox to use this method of adjusting grade points (see [“Add-On Level Codes Maintenance”](#)).

Use Prorated Credit – Select this checkbox to apply prorated credits based on the mark credit ratio or percentage configured for the associated marking pattern rule.

***Note:** If you use a percentage, the numeric mark value is multiplied by the credit percentage for a resulting point value. If you use a ratio, the mark is divided by the ratio. For instance, if a trimester school had a ratio of 1:3, it would use one third of the credit value, multiplied by the numeric value of the mark, for one third of the mark to be included in the calculation. Total prorated credits are used as the divisor in the calculation.*

***Note:** Prorated credit should be used only when granting credit prior to a final mark, and is equivalent to the **Divided by Terms** qualifier in StudentInformation. If you want to duplicate previous STDP and NUMP calculations, use the STDA or STDN formulas and select the **Use Prorated Credit** checkbox. If you want to duplicate previous STDF and NUMF calculations, use the STDA or STDN formulas and do not select this checkbox.*

Use Manual Course History Mark Credit Detail – Select this radio button if you want the attempted credit value on the **Manually Entered Course** screen **Students** tab to be used for manually entered courses in GPA calculation.

***Note:** This option is available only when the **Use Prorated Credit** checkbox is not selected.*

GPA Minimum Credits

StudentInformation > Management > School Administration > Course History Administration > GPA Sets > GPA Minimum Credits

GPA Minimum Credits

From this screen, you can add and delete GPA minimum credits.

Grade Level: Minimum Credit:

	Grade Level ▲	MinimumCredits
<input type="button" value="Delete"/>	05	4.00

Grade Level – Select a grade level from the drop-down list with which to associate a minimum credit amount.

Weight Factor – Enter a number in the field between 0.00 and 50.00 (or click  to increase/decrease the value by increments of 1) indicating the minimum number of required credits for the selected grade. Then, click **Add**.

***Note:** Minimum credits are intended for use only with the **MTV - Mount Vernon Method** formula and should represent the expected number of credits a student in each grade level should earn.*

 – Click to delete the minimum credit amount for this grade level.

Return to GPA Set Maintenance – Click to display the **GPA Set Maintenance** screen **Calculations** tab.

QP - Quality Points Formula

The **QP - Quality Points** formula is a custom GPA formula.

< Back – Click to display the **GPA Set Maintenance** screen **General** tab.

Next > – Click to display the **GPA Set Maintenance** screen **Rank** tab.

Precision (required) – Enter a number between 1 and 5 in the field (or click  to increase/decrease the value by increments of 1) indicating the number of decimal places to be used for GPA calculation.

Missing Marks Handling (required) – In the drop-down list, select how missing marks are handled in GPA calculation for this GPA set:

- **Ignore Mark** – Excludes missing marks from GPA calculation for the affected student.
- **Ignore Student** – Excludes any student with a missing mark from GPA and rank calculations.
- **Use 0** – Includes the missing mark with a point value of 0. Only marks associated with one of the following 3 circumstances are included:
 - a. Automatic marks **Calculation Date** has passed (see [“Automatic Mark Calculation Dates”](#))
 - b. Course term has passed
 - c. Reporting term has passed

Use Difficulty Points – Select this checkbox to use this method of adjusting grade points (see [“Difficulty Point Scale Maintenance”](#) and [“Course Difficulty Maintenance”](#)).

Include Other Schools – Select this checkbox to include courses taken at different schools within the same district in the GPA calculations reported on student transcripts.

Use Add-on Points – Select this checkbox to use this method of adjusting grade points (see [“Add-On Level Codes Maintenance”](#)).

Use Prorated Credit – Select this checkbox to apply prorated credits based on the mark credit ratio or percentage configured for the associated marking pattern rule.

***Note:** If you use a percentage, the numeric mark value is multiplied by the credit percentage for a resulting point value. If you use a ratio, the mark is divided by the ratio. For instance, if a trimester school had a ratio of 1:3, it would use one third of the credit value, multiplied by the numeric value of the mark, for one third of the mark to be included in the calculation. Total prorated credits are used as the divisor in the calculation.*

***Note:** Prorated credit should be used only when granting credit prior to a final mark, and is equivalent to the **Divided by Terms** qualifier in StudentInformation. If you want to duplicate previous STDP and NUMP calculations, use the STDA or STDN formulas and select the **Use Prorated Credit** checkbox. If you want to duplicate previous STDF and NUMF calculations, use the STDA or STDN formulas and do not select this checkbox.*

Use Manual Course History Mark Credit Detail – Select this radio button if you want the attempted credit value on the **Manually Entered Course** screen **Students** tab to be used for manually entered courses in GPA calculation.

***Note:** This option is available only when the **Use Prorated Credit** checkbox is not selected.*

WAPK - Wapak Method Formula

The **WAPK - Wapak Method** formula is a custom GPA formula created for the Wapakoneta City School District. The formula performs the standard STDA GPA calculation, and then uses the result in a custom formula to calculate the final GPA.

WAPK Method Calculation

$$[\text{standard GPA} \times (0.5/4)] + [\text{honors courses} \times (0.25/15)] + [\text{max ACT composite score} \times (0.15/36)] + [\text{GPA credits} \times (0.1/28)]$$

The screenshot shows the 'GPA Set Maintenance' interface with the 'Calculations' tab selected. The 'Formula' dropdown is set to 'WAPK - Wapak Method'. The 'Precision' is set to 3. The 'Missing Marks Handling' dropdown is set to 'Ignore Mark'. There are several checkboxes: 'Use Difficulty Points', 'Include Other Schools', 'Use Add-on Points', 'Use Prorated Credit', 'Use Manual Course History Mark Credit Detail' (which is selected), 'Use Manual Course History Course Credit', and 'Ignore Dropped Course Sections'.

< Back – Click to display the **GPA Set Maintenance** screen **General** tab.

Next > – Click to display the **GPA Set Maintenance** screen **Rank** tab.

Precision (required) – Enter a number between 1 and 5 in the field (or click to increase/decrease the value by increments of 1) indicating the number of decimal places to be used for GPA calculation.

Missing Marks Handling (required) – In the drop-down list, select how missing marks are handled in GPA calculation for this GPA set:

- **Ignore Mark** – Excludes missing marks from GPA calculation for the affected student.
- **Ignore Student** – Excludes any student with a missing mark from GPA and rank calculations.
- **Use 0** – Includes the missing mark with a point value of 0. Only marks associated with one of the following 3 circumstances are included:
 - a. Automatic marks **Calculation Date** has passed (see [“Automatic Mark Calculation Dates”](#))
 - b. Course term has passed
 - c. Reporting term has passed

Use Difficulty Points – Select this checkbox to use this method of adjusting grade points (see [“Difficulty Point Scale Maintenance”](#) and [“Course Difficulty Maintenance”](#)).

Include Other Schools – Select this checkbox to include courses taken at different schools within the same district in the GPA calculations reported on student transcripts.

Use Add-on Points – Select this checkbox to use this method of adjusting grade points (see “[Add-On Level Codes Maintenance](#)”).

Use Prorated Credit – Select this checkbox to apply prorated credits based on the mark credit ratio or percentage configured for the associated marking pattern rule.

***Note:** If you use a percentage, the numeric mark value is multiplied by the credit percentage for a resulting point value. If you use a ratio, the mark is divided by the ratio. For instance, if a trimester school had a ratio of 1:3, it would use one third of the credit value, multiplied by the numeric value of the mark, for one third of the mark to be included in the calculation. Total prorated credits are used as the divisor in the calculation.*

***Note:** Prorated credit should be used only when granting credit prior to a final mark, and is equivalent to the **Divided by Terms** qualifier in StudentInformation. If you want to duplicate previous STDP and NUMP calculations, use the STDA or STDN formulas and select the **Use Prorated Credit** checkbox. If you want to duplicate previous STDF and NUMF calculations, use the STDA or STDN formulas and do not select this checkbox.*

Use Manual Course History Mark Credit Detail – Select this radio button if you want the attempted credit value on the **Manually Entered Course** screen **Students** tab to be used for manually entered courses in GPA calculation.

***Note:** This option is available only when the **Use Prorated Credit** checkbox is not selected.*

GPA Set Maintenance: Rank Tab

Navigation: StudentInformation > Management > School Administration > Course History Administration > GPA Sets > Rank tab

The screenshot shows the 'GPA Set Maintenance' interface with the 'Rank' tab selected. The breadcrumb trail at the top reads: StudentInformation > Management > School Administration > Course History Administration > GPA Sets. Below the title, a red instruction states: 'From this screen, you can display, add, change and delete data pertaining to GPA sets.' The interface features three tabs: 'General', 'Calculations', and 'Rank'. A '< Back' button is located at the top left of the form area. The form contains the following fields: 'Source:*' with a dropdown menu set to 'GPA' and an unchecked checkbox for 'Include inactive students'; 'Ties:*' with a dropdown menu set to 'Count all students as the same' and a checked checkbox for 'Include students with no marks'; 'Rank Multiplier' with a numeric input field set to '0' and up/down arrows; and 'Maximum Credits' with a numeric input field set to '1' and up/down arrows. At the bottom right, there are three buttons: 'Save' (highlighted in blue), 'Save and New', and 'Cancel'.

< Back – Click to display the **GPA Set Maintenance** screen **Calculations** tab.

Source (required) – In the drop-down list, select one of the following options that will be used as a source for rank calculation:

- **GPA** (default) – Ranks students by GPA.
- **Credits** – Ranks students by the total number of credits earned.
- **Points** – Ranks students by the total number of mark points earned (prior being averaged into a GPA).
- **Lake Method** – Ranks students by multiplying each student's GPA by a specified value (**Rank Multiplier**), and then adding the result to the number of credits earned. However, the number of credits used in the calculation may be limited to a specified value (**Maximum Credits**).

The screenshot shows the 'Rank' configuration screen with the following settings:

- Source: Lake Method
- Include inactive students:
- Ties: Count all students as the same
- Include students with no marks:
- Rank Multiplier: 0
- Maximum Credits: 1

Buttons at the bottom: Save, Save and New, Cancel.

Note: The rank multiplier and maximum credit values are copied with the GPA set into the next school year during the school year initialization process.

- **Mansfield Method** – Ranks students by multiplying individual mark point values by a course rank weight. (For more information on course rank weights, see the *ProgressBook StudentInformation Scheduling Guide*).
- **Quality Points** – Ranks students by adding together the point values for all marks earned in the reporting terms selected on the **GPA Set Maintenance** screen **General** tab, and then multiplying this result by a course rank weight (if specified).
- **WAPAK Method** – Ranks students by first performing the standard STDA GPA calculation and then using the result in a custom formula to calculate the final ranking (see [“WAPK Method Calculation”](#)).

Ties (required) – In the drop-down list, select one of the following options that will be used to rank students when ties occur:

- **Count All Students as the Same** – Allows ties and ranks students with the same GPA as the same rank.
- **Count Each Student Separately** – Does not allow ties and ranks each student separately.

Include inactive students – Select this checkbox if inactive students should be included in GPA and rank calculations.

Include students with no marks – Select this checkbox if students without marks should be included in GPA and rank calculations.

Standard Comment Maintenance

Navigation: StudentInformation > Management > School Administration > Marks Administration Menu > Standard Comment Maintenance

StudentInformation lets you add standard and free-form comments to student mark records for individual reporting terms for historical purposes, as well as to printed report cards. Standard comments can be added on the **Standard Comment Maintenance** screen. (For more information on adding free-form comments, see the *ProgressBook StudentInformation Teacher Menu Guide*).

StudentInformation > Management > School Administration > Marks Administration Menu > Standard Comment Maintenance

Standard Comment Maintenance

From this screen, you can display, add, change and delete data pertaining to standard comments.

[Add Comment](#)

		Code ▲	Type	Text	Active
		001	General Mark	TEST TAKING SKILLS ARE STRONG	
		002	General Mark	HOMEWORK REGULARLY COMPLETED	
		003	General Mark	HOMEWORK NOT COMPLETED	
		004	General Mark	RESEARCH PAPER NOT COMPLETED	
		005	General Mark	BOOK REVIEW NOT COMPLETED	
		006	General Mark	PROJECT(S) NOT COMPLETED	
		007	General Mark	READING ASSIGNMENTS NOT DONE	

Note: To sort by any column, click the column heading.

Add Comment – Click to add a new standard comment.

 – Click to edit this standard comment.

 – Click to inactivate this standard comment.

 – This standard comment is active.

 – This standard comment is inactive.

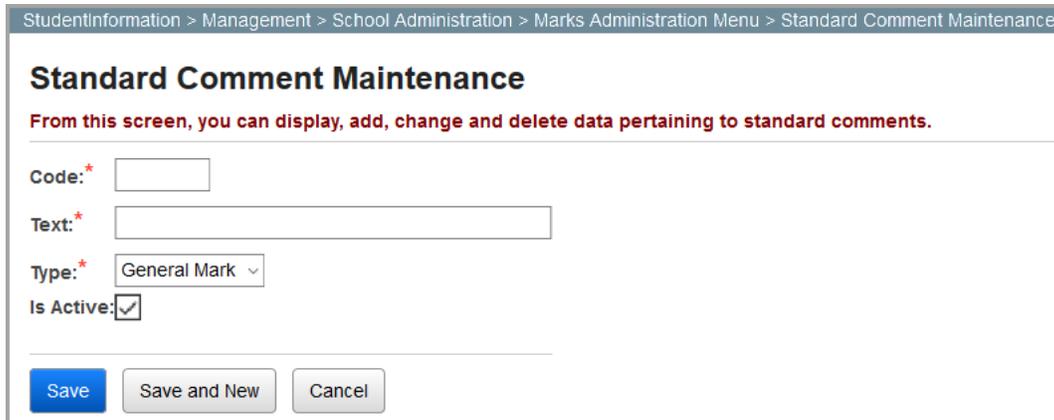
For more information on standard comments, refer to the appropriate topic:

- [“Adding Standard Comments”](#)
- [“Editing Standard Comments”](#)
- [“Inactivating Standard Comments”](#)

Adding Standard Comments

1. On the **Standard Comment Maintenance** screen, click **Add Comment**.

The add/edit version of the screen displays.



2. In the **Code** field, enter a code of up to 4 alphanumeric characters.
3. In the **Text** field, enter a comment up to 80 alphanumeric characters.
4. In the **Type** drop-down list, select the applicable comment type (**General Mark**, **Effort**, or **Work Habit**).

***Note:** If a standard comment is modified, the change is reflected for all students who have received the comment. This allows for typos in standard comments to be corrected on report cards without editing comments for each individual student.*

5. (Optional) Deselect the **Is Active** checkbox if you want this standard comment to be inactive.
6. Click **Save**. Or, to add another standard comment, click **Save and New**.

Editing Standard Comments

1. On the **Standard Comment Maintenance** screen, in the row of the standard comment you wish to edit, click .

The add/edit version of the screen displays.

2. Make any desired changes, and then click **Save**.

Inactivating Standard Comments

1. On the **Standard Comments Maintenance** screen, in the row of the standard comment you wish to inactivate, click .
2. When a confirmation displays asking if you want to inactivate the standard comment, click **OK**.

The standard comment is inactivated and no longer displays in the grid if the **Show Active Only** checkbox is selected.

Note: If the **Show Active Only** checkbox is deselected, the inactivated standard comment displays in the grid with  in the **Active** column.

Grade Level Credit Multiplier Maintenance

Navigation: StudentInformation > Management > School Administration > Marks Administration Menu > Grade Level Credit Multiplier

The **Grade Level Credit Multiplier Maintenance** screen lets you apply credits for a student in a ratio based on the student's grade level.

StudentInformation > Management > School Administration > Marks Administration Menu > Grade Level Credit Multiplier

Grade Level Credit Multiplier Maintenance

From this screen, you can display, add, change and delete credit multipliers based on the grade level.

[Add Multiplier](#)

		Code	Name ▲	Description	Grade Level	Multiplier
		10th	10th Grade Credit Multiplier		10	0.023000
		9th	9th Grade Credit Multiplier		09	0.035000



Caution: Adding a credit multiplier to a grade level increases all GPA credits and all course credits for all students in that grade level.

Add Multiplier – Click to add a new grade level credit multiplier.

 – Click to edit this grade level credit multiplier.

 – Click to delete this grade level credit multiplier.

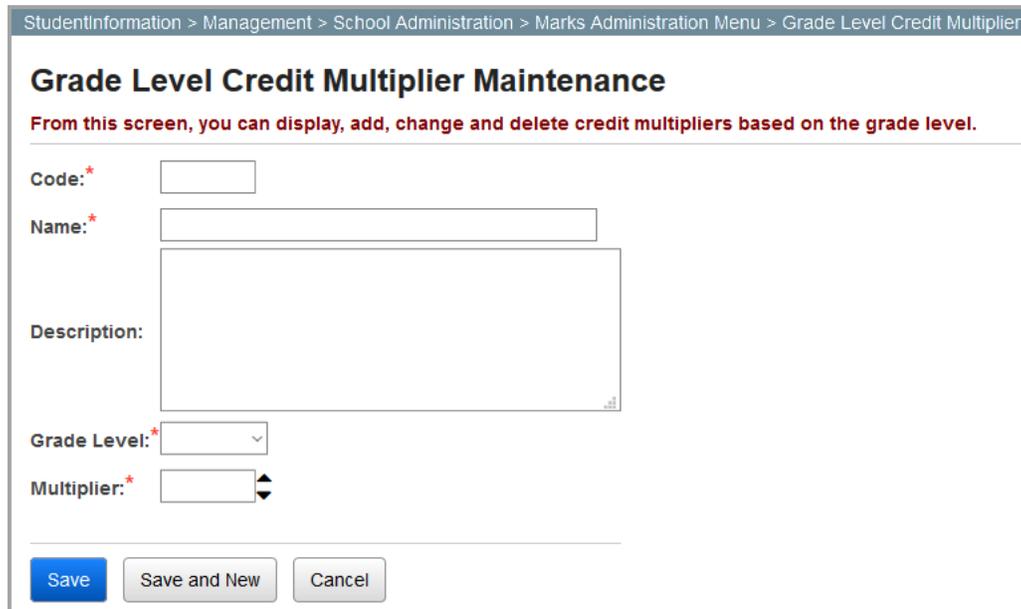
For more information on grade level credit multipliers, refer to the appropriate topic:

- [“Adding Grade Level Credit Multipliers”](#)
- [“Editing Grade Level Credit Multipliers”](#)
- [“Deleting Grade Level Credit Multipliers”](#)

Adding Grade Level Credit Multipliers

1. On the **Grade Level Credit Multiplier Maintenance** screen, click **Add Multiplier**.

The add/edit version of the screen displays.



2. In the **Code** field, enter a code of up to 4 alphanumeric characters.
3. In the **Name** field, enter a name of up to 30 alphanumeric characters.
4. (Optional) In the **Description** field, enter a description of up to 200 alphanumeric characters.
5. Select the desired grade level from the **Grade Level** drop-down list.
6. In the **Multiplier** field, enter a number between 0.00 and 10.00 (or click  to increase/decrease the value by increments of 1) indicating the number that will be used as a multiplier in GPA and credit calculations.
7. Click **Save**. Or, to add another grade level credit multiplier, click **Save and New**.

Editing Grade Level Credit Multipliers

1. On the **Grade Level Credit Multiplier Maintenance** screen, in the row of the grade level credit multiplier you wish to edit, click .

The add/edit version of the screen displays.

2. Make any desired changes, and then click **Save**.

Deleting Grade Level Credit Multipliers

1. On the **Grade Level Credit Multiplier Maintenance** screen, in the row of the grade level credit multiplier you wish to delete, click .

Marks System Maintenance

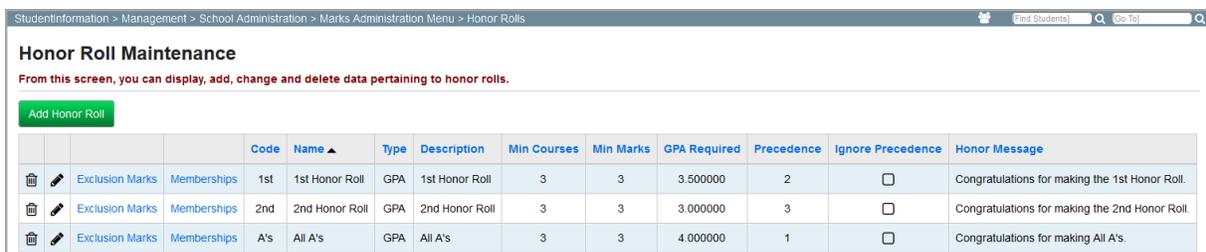
- When a confirmation displays asking if you want to inactivate the grade level credit multiplier, click **OK**.

A success message displays and the grade level credit multiplier no longer displays in the grid.

Honor Roll Maintenance

Navigation: StudentInformation > Management > School Administration > Marks Administration Menu > Honor Rolls

The **Honor Roll Maintenance** screen defines point-based, GPA-based, and/or mark-based honor rolls. A school building may define multiple honor rolls and each may have different criteria. Honor rolls work in conjunction with GPA sets and are recalculated each time a GPA set is recalculated (see [“GPA Set Maintenance”](#)).



The screenshot shows the 'Honor Roll Maintenance' screen with a breadcrumb trail: StudentInformation > Management > School Administration > Marks Administration Menu > Honor Rolls. Below the title is a green 'Add Honor Roll' button. A table lists three honor rolls with columns for Code, Name, Type, Description, Min Courses, Min Marks, GPA Required, Precedence, Ignore Precedence, and Honor Message.

			Code	Name ▲	Type	Description	Min Courses	Min Marks	GPA Required	Precedence	Ignore Precedence	Honor Message	
		Exclusion Marks	Memberships	1st	1st Honor Roll	GPA	1st Honor Roll	3	3	3.500000	2	<input type="checkbox"/>	Congratulations for making the 1st Honor Roll.
		Exclusion Marks	Memberships	2nd	2nd Honor Roll	GPA	2nd Honor Roll	3	3	3.000000	3	<input type="checkbox"/>	Congratulations for making the 2nd Honor Roll.
		Exclusion Marks	Memberships	A's	All A's	GPA	All A's	3	3	4.000000	1	<input type="checkbox"/>	Congratulations for making All A's.

Note: To sort by any column, click the column heading.

Add Honor Roll – Click to add a new honor roll.

– Click to edit this honor roll.

– Click to delete honor roll.

For more information on honor rolls, refer to the appropriate topic:

- [“Adding Honor Rolls”](#)
- [“Editing Honor Rolls”](#)
- [“Deleting Honor Rolls”](#)

Adding Honor Rolls

1. On the **Honor Roll Maintenance** screen, click **Add Honor Roll**.

The add/edit version of the screen displays.

The screenshot shows the 'Honor Roll Maintenance' screen with the following fields and controls:

- Code:** Text input field.
- Name:** Text input field.
- Type:** Drop-down menu with 'GPA' selected.
- Description:** Large text area.
- Min Number of Courses:** Spin box with value 0.
- Min Number of Marks:** Spin box with value 0.
- Minimum GPA:** Spin box.
- GPA Set:** Drop-down menu.
- Precedence:** Spin box.
- Ignore Precedence:** Check box.
- Max Number of Missing Marks:** Spin box with value 100.
- Min Number of Credits:** Spin box with value 0.
- Include Primary Building Students Only:** Check box.
- Honor Message:** Large text area.

At the bottom, there are three buttons: **Save** (blue), **Save and New** (grey), and **Cancel** (grey).

2. In the **Code** field, enter a code of up to 4 alphanumeric characters.
3. In the **Name** field, enter a name of up to 30 alphanumeric characters.
4. In the **Type** drop-down list, select the type of honor roll (**Point Based**, **GPA Based**, or **Mark Based**).
5. (Optional) In the **Description** field, enter a description of up to 200 alphanumeric characters.
6. In the **Min Number of Courses** field, enter a number between 0 and 20 (or click  to increase/decrease the value by increments of .01) indicating the minimum number of courses that a student must take during the reporting term to qualify for this honor roll.

7. In the **Min Number of Marks** field, enter a number between 0 and 50 (or click  to increase/decrease the value by increments of 1) indicating the minimum number of marks that a student must earn for the reporting term to qualify for this honor roll.
8. (Optional) In the **Minimum GPA** field, enter a number between 0.00 and 100.00 (or click  to increase/decrease the value by increments of 1) indicating the minimum GPA required for a student to qualify for this honor roll.
9. Select a GPA set from the **GPA Set** drop-down list to use for calculating GPA.
10. In the **Precedence** field, enter a number (or click  to increase/decrease the value by increments of 1) indicating the precedence of this honor roll in comparison to other honor rolls. If a student qualifies for more than one honor roll, the honor roll with the lowest precedence is selected for the student.
11. (Optional) Select the **Ignore Precedence** checkbox if the precedence rule for this honor roll should be ignored.
12. In the **Max Number of Missing Marks** field, enter a number between 1 and 100 (or click  to increase/decrease the value by increments of 1) indicating the maximum number of missing marks permitted by marking pattern rules in a reporting term for a student to qualify for this honor roll.
13. In the **Min Number of Credits** field, enter a number between 0 and 100 (or click  to increase/decrease the value by increments of .1) indicating the minimum number of points a student must attempt for the reporting term to qualify for this honor roll.
14. (Optional) Select the **Include Primary Building Students Only** checkbox to include only students in this honor roll with a **Primary Building** value entered on their **Edit Student Profile** screen **Additional** tab.
15. (Optional) In the **Honor Message** field, enter a message of up to 200 alphanumeric characters to display on printed report cards.
16. Click **Save**. Or, to add a new honor roll, click **Save and New**.

Editing Honor Rolls

1. On the **Honor Rolls Maintenance** screen, in the row of the honor roll you wish to edit, click .
The add/edit version of the screen displays.
2. Make any desired changes, and then click **Save**.

Deleting Honor Rolls

1. On the **Honor Roll Maintenance** screen, in the row of the honor roll you wish to delete, click .
2. When a confirmation displays asking if you want to delete the honor roll, click **OK**.
A success message displays and the honor roll no longer displays in the grid.

Honor Roll Mark Inclusion/Exclusion Rules

Navigation: StudentInformation > Management > School Administration > Marks Administration Menu > Honor Rolls > Honor Roll Inclusion/Exclusion Rules

The **Honor Roll Mark Inclusion/Exclusion Rules** screen defines specific marks that may include or exclude a student from an honor roll. For example, a student may qualify for an honor roll based on their GPA but earned a “C” mark listed as an exclusion mark for that honor roll. Therefore, the student would not qualify for that honor roll.

You can access the **Honor Roll Mark Inclusion/Exclusion Rules** screen on the **Honor Roll Maintenance** screen. In the row of the desired honor roll, click **Exclusion Marks**.

StudentInformation > Management > School Administration > Marks Administration Menu > Honor Rolls

Honor Roll Maintenance
From this screen, you can display, add, change and delete data pertaining to honor rolls.

Add Honor Roll

			Code	Name ▲	Type	Description	Min Courses	Min Marks	GPA Required	Precedence	Ignore Precedence	Honor Message	
		Exclusion Marks	Memberships	1st	1st Honor Roll	GPA	1st Honor Roll	3	3	3.500000	2	<input type="checkbox"/>	Congratulations for making the 1st Honor Roll.
		Exclusion Marks	Memberships	2nd	2nd Honor Roll	GPA	2nd Honor Roll	3	3	3.000000	3	<input type="checkbox"/>	Congratulations for making the 2nd Honor Roll.
		Exclusion Marks	Memberships	A's	All A's	GPA	All A's	3	3	4.000000	1	<input type="checkbox"/>	Congratulations for making All A's.

The **Honor Roll Mark Inclusion/Exclusion Rules - [Honor Roll Name]** screen displays.

StudentInformation > Management > School Administration > Marks Administration Menu > Honor Rolls > Honor Roll Inclusion/Exclusion Rules

Honor Roll Mark Inclusion/Exclusion Rules - 1st Honor Roll
You can display, add, change, and delete data pertaining to honor roll exclusion marks.

Alpha Honor Roll Rules Numeric Honor Roll Rules

Mark: Mark Group: Number Allowed: Include Exclude

	Mark ▲	Combined Mark Group	Number Allowed	Rule Type
	D		0	Exclude
	D-		0	Exclude
	D+		0	Exclude
	F		0	Exclude
	I		0	Exclude

Note: To sort by any column, click the column heading.

Mark – Select a mark from the drop-down list.

Note: If you select a mark, do not select a combined mark group.

Combined) Mark Group – Select a combined mark group from the drop-down list.

Note: If you select a combined mark group, do not select a mark.

Number Allowed (required) – Enter a number between 0 and 10 in the field (or click  to increase/decrease the value by increments of 1) indicating the number of selected marks (or combined mark groups) that are permitted for this rule.

Include/Exclude (required) – Select the **Include** or **Exclude** radio buttons to indicate whether this mark or combined mark group should have a certain number of instances permitted or not permitted, respectively.

Add Mark – Click to add the new honor roll mark inclusion/exclusion with the values you entered or selected.

 – Click to delete this honor roll mark inclusion/exclusion rule.

Honor Roll Memberships

Navigation: StudentInformation > Management > School Administration > Marks Administration Menu > Honor Rolls > Honor Roll Memberships

The **Honor Roll Memberships** screen lets you include or exclude students from an honor roll who belong to a particular membership. (For more information on memberships, see the *ProgressBook StudentInformation Student and Registration Guide*).

You can access the **Honor Roll Memberships** screen on the **Honor Roll Maintenance** screen. In the row of the desired honor roll, click **Memberships**.

StudentInformation > Management > School Administration > Marks Administration Menu > Honor Rolls

(Find Students) [Search] (Go To) [Search]

Honor Roll Maintenance

From this screen, you can display, add, change and delete data pertaining to honor rolls.

[Add Honor Roll](#)

				Code	Name ▲	Type	Description	Min Courses	Min Marks	GPA Required	Precedence	Ignore Precedence	Honor Message
		Exclusion Marks	Memberships	1st	1st Honor Roll	GPA	1st Honor Roll	3	3	3.500000	2	<input type="checkbox"/>	Congratulations for making the 1st Honor Roll.
		Exclusion Marks	Memberships	2nd	2nd Honor Roll	GPA	2nd Honor Roll	3	3	3.000000	3	<input type="checkbox"/>	Congratulations for making the 2nd Honor Roll.
		Exclusion Marks	Memberships	A's	All A's	GPA	All A's	3	3	4.000000	1	<input type="checkbox"/>	Congratulations for making All A's.

The **Honor Roll Membership - [honor roll name]** screen displays.

StudentInformation > Management > School Administration > Marks Administration Menu > Honor Rolls > Honor Roll Memberships

Honor Roll Memberships - 1st Honor Roll

From this screen, you can display, add, change and delete data pertaining to honor roll memberships.

Membership Group: * Membership:

Include Exclude

	Membership ▲	Membership Group	Rule Type
	Dance Club		Include
	Other		Exclude

Note: To sort by any column, click the column heading.

Membership Group (required) – In the drop-down list, select the membership group to which the applicable membership belongs.

Membership (required) – In the drop-down list, select the membership that you wish to include/exclude for the selected honor roll.

Include/Exclude (required) – Select the **Include** or **Exclude** radio buttons to indicate whether this membership should include or exclude students from the selected honor roll, respectively.

Add Membership – Click to add the honor roll membership for the selected honor roll.

 – Click to delete this honor roll membership.

Mark Bump Codes Maintenance

Navigation: StudentInformation > Management > School Administration > Marks Administration Menu > Mark Bump Codes Maintenance

The **Mark Bump Codes Maintenance** screen lets you configure mark bumps used as another method (besides add-on GPAs) of increasing a student's GPA. Unlike add-on GPAs, which add a value directly to the student's GPA, mark bumps allow a specific mark in 1 course (such as an A in an AP class) to increase a lower mark in another course for the purpose of GPA calculation. Student report cards and course history will continue to display the original mark value.

StudentInformation > Management > School Administration > Marks Administration Menu > Mark Bump Codes Maintenance

Mark Bump Codes Maintenance

From this screen, you can display, add, change and delete data pertaining to mark bump codes.

[Add Code](#)

			Code ▲	Name	Description	Cancels Add-On	Cancels Difficulty	Active
			123	Test		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	●

Show Active Only

Note: To sort by a column, click any blue column heading.

Add Code – Click to add a new mark bump.

– Click to view/modify the mark bump mapping for this mark bump code (see [“Viewing Mark Bump Mappings”](#)).

– Click to edit this mark bump.

– Click to inactivate this mark bump.

● – This mark bump is active.

○ – This mark bump is inactive.

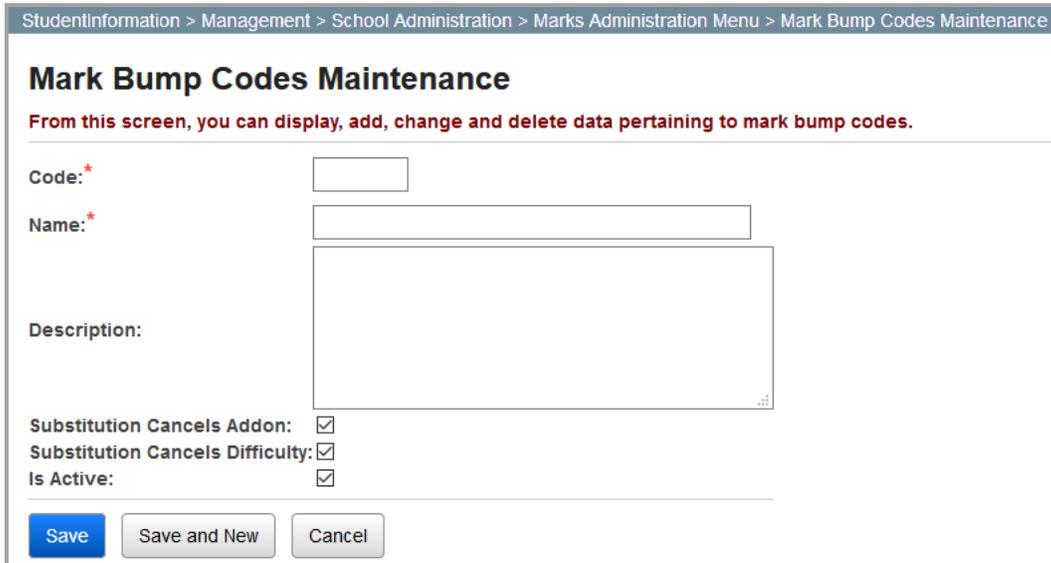
For more information on mark bumps, refer to the appropriate topic:

- [“Adding Mark Bumps”](#)
- [“Editing Mark Bumps”](#)
- [“Inactivating Mark Bumps”](#)

Adding Mark Bumps

1. On the **Mark Bump Codes Maintenance** screen, click **Add Code**.

The add/edit version of the screen displays.



2. In the **Code** field, enter a code of up to 4 alphanumeric characters.
3. In the **Name** field, enter a name of up to 30 alphanumeric characters.
4. (Optional) In the **Description** field, enter a description of up to 200 alphanumeric characters.
5. (Optional) Deselect the **Substitution Cancels Addon** checkbox if you do not want this mark bump to override add-on GPA.
6. (Optional) Deselect the **Substitution Cancels Difficulty** checkbox if you do not want this mark bump to override course difficulty.
7. Click **Save**. Or, to add a new mark bump, click **Save and New**.

Editing Mark Bumps

1. On the **Mark Bump Codes Maintenance** screen, in the row of the mark bump you wish to edit, click .

The add/edit version of the screen displays.

2. Make any desired changes, and then click **Save**.

Inactivating Mark Bumps

1. On the **Mark Bump Code Maintenance** screen, in the row of the mark bump you wish to inactivate, click .
2. When a confirmation displays asking if you want to inactivate the mark bump, click **OK**.

The mark bump is inactivated and no longer displays in the grid if the **Show Active Only** checkbox is selected.

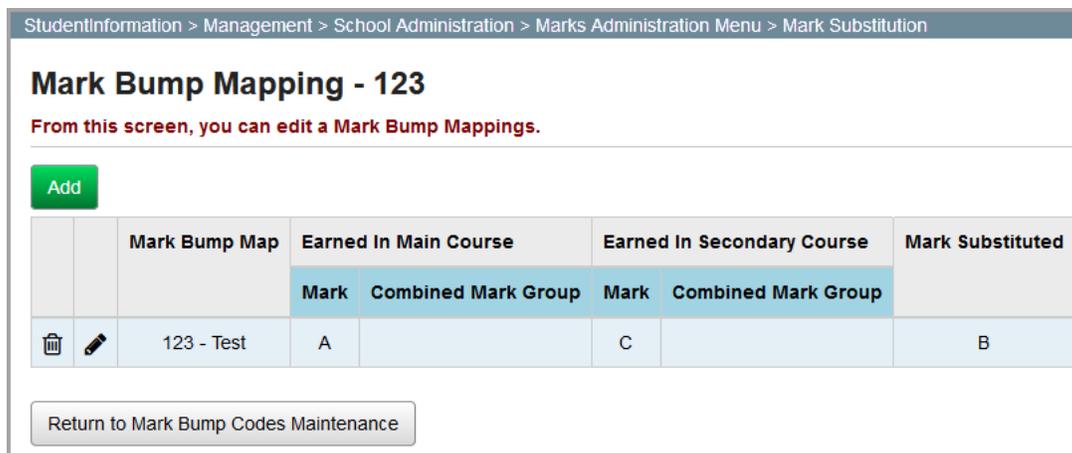
Note: If the **Show Active Only** checkbox is deselected, the inactivated mark bump displays in the grid with  in the **Active** column.

Viewing Mark Bump Mappings

Navigation: StudentInformation > Management > School Administration > Marks Administration Menu > Mark Substitution

On the **Mark Bump Code Maintenance** screen, in the row of the mark bump for which you want to view a mark bump mapping, click .

The **Mark Bump Mapping - [Mark Bump Name]** screen displays.



	Mark Bump Map	Earned In Main Course		Earned In Secondary Course		Mark Substituted
		Mark	Combined Mark Group	Mark	Combined Mark Group	
 	123 - Test	A		C		B

Add – Click to add a new mark bump mapping.

 – Click to edit this mark bump mapping.

 – Click to delete this mark bump mapping.

Return to Mark Bump Codes Maintenance – Click to display the **Mark Bump Codes Maintenance** screen.

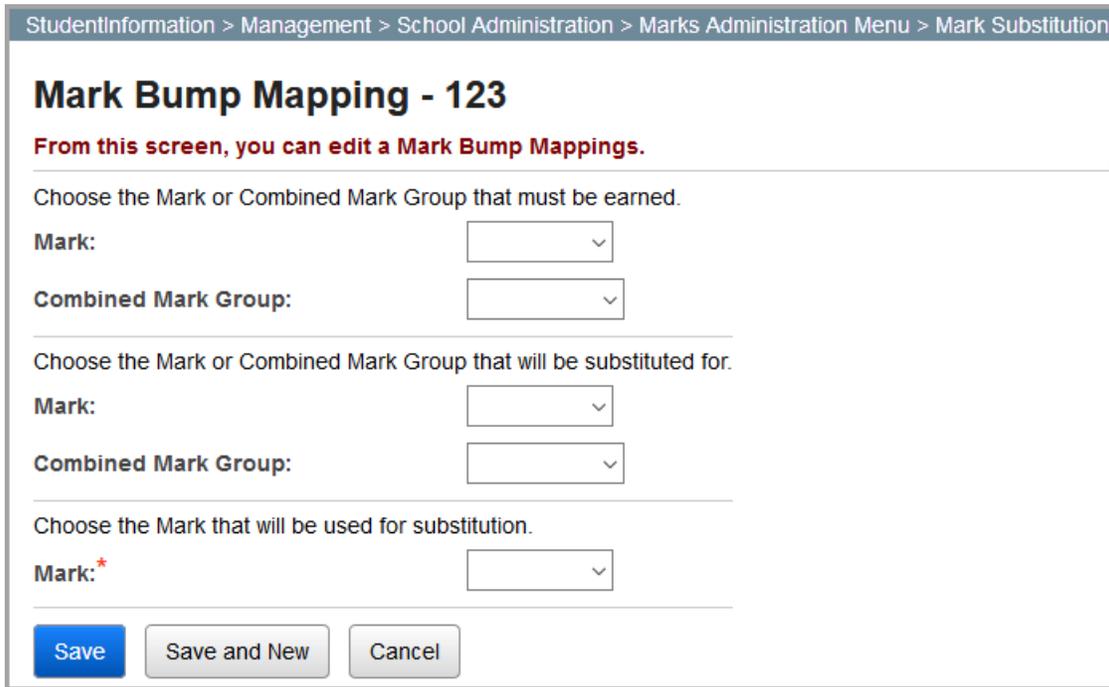
For more information on mark bump mappings, refer to the appropriate topic:

- [“Adding Mark Bump Mappings”](#)
- [“Editing Mark Bump Mappings”](#)
- [“Deleting Mark Bump Mappings”](#)

Adding Mark Bump Mappings

1. On the **Mark Bump Mapping - [Mark Bump Name]** screen, click **Add**.

The add/edit version of the screen displays.



StudentInformation > Management > School Administration > Marks Administration Menu > Mark Substitution

Mark Bump Mapping - 123

From this screen, you can edit a Mark Bump Mappings.

Choose the Mark or Combined Mark Group that must be earned.

Mark:

Combined Mark Group:

Choose the Mark or Combined Mark Group that will be substituted for.

Mark:

Combined Mark Group:

Choose the Mark that will be used for substitution.

Mark:*

2. In the **Choose the Mark or Combined Mark Group that must be earned** area, select either a mark (**Mark** drop-down list) or a combined mark group (**Combined Mark Group** drop-down list) that must be earned in the course to which the mark bump is assigned.
3. In the **Choose the Mark or Combined Mark Group that will be substituted for** area, select either a mark (**Mark** drop-down list) or a combined mark group (**Combined Mark Group** drop-down list) that will be replaced by the mark bump.
4. In the **Choose the Mark that will be used for substitution** area, select a mark from the **Mark** drop-down list that will replace the mark or mark bump selected in [step 3](#).
5. Click **Save**. Or, to add another mark bump mapping, click **Save and New**.

Editing Mark Bump Mappings

1. On the **Mark Bump Mappings - [Mark Bump Name]** screen, in the row of the mark bump mapping you wish to edit, click .

The add/edit version of the screen displays.

2. Make any desired changes, and then click **Save**.

Deleting Mark Bump Mappings

1. On the **Mark Bump Mapping - [Mark Bump Name]** screen, in the row of the mark bump mapping you wish to delete, click .
2. When a confirmation displays asking if you want to delete the mark bump mapping, click **OK**.

A success message displays and the mark bump mapping no longer displays in the grid.

Automatic Mark Maintenance

Navigation: StudentInformation > Management > School Administration > Marks Administration Menu > Automatic Mark Maintenance

The **Automatic Mark Maintenance** screen defines automated mark average calculations based on marking patterns. Automatic marks are calculated on the last day of the reporting term and incorporate changes to the underlying marks automatically. However, you can override automatic marks, if needed. Any manually entered marks override automatic marks in the course sections for which they are entered.

Note: Automatic marks do not calculate for students who do not have grades entered for all reporting terms.

StudentInformation > Management > School Administration > Marks Administration Menu > Automatic Mark Maintenance

Automatic Mark Maintenance

From this screen, you can display, add, change and delete data pertaining to automatic marks.

[Add Automatic Mark](#)

		Code	Name ▲	Description	Marking Pattern Rule
		INC	Incomplete Marks		FIN

Note: To sort by any column, click the column heading.

Add Automatic Mark – Click to add a new automatic mark.

 – Click to edit this automatic mark.

 – Click to delete this automatic mark.

For more information on automatic marks, refer to the appropriate topic:

- [“Adding Automatic Marks”](#)
- [“Editing Automatic Marks”](#)
- [“Deleting Automatic Marks”](#)

Adding Automatic Marks

1. On the **Automatic Mark Maintenance** screen, click **Add Automatic Mark**.

The add/edit version of the screen displays.

2. In the **Code** field, enter a code of up to 4 alphanumeric characters.
3. In the **Name** field, enter a name of up to 30 alphanumeric characters.
4. (Optional) In the **Description** field, enter a description of up to 200 alphanumeric characters.
5. Select a marking pattern rule from the **Marking Pattern Rule** drop-down list that this automatic mark should use to calculate marks.
6. In the **Missing Marks Handling** drop-down list, select how missing marks are handled in GPA calculation for this GPA set:
 - **Ignore Mark** – Excludes missing marks from GPA calculation for the affected student.
 - **Ignore Student** – Excludes any student with a missing mark from GPA and rank calculations.
 - **Use 0** – Includes the missing mark with a point value of 0. Only marks associated with one of the following 3 circumstances are included:
 - i. Automatic marks **Calculation Date** has passed (see [“Automatic Mark Calculation Dates”](#))
 - ii. Course term has passed
 - iii. Reporting term has passed
7. Complete one of the following actions:
 - To save the automatic mark and return to the **Automatic Mark Maintenance** screen, click **Save**.
 - To add another automatic mark, click **Save and New**.
 - To add members to the automatic mark, refer to [“Adding Members to an Automatic Mark.”](#)

Adding Members to an Automatic Mark

Automatic mark members represent marking pattern marks used in the calculation of the associated automatic mark. Any number of automatic mark members can be defined for an automatic mark to be included in the calculation for the automatic mark.

1. On the add/edit version of the **Automatic Mark Maintenance** screen, click **Save and Enter Details**.
2. Click **Add Member**.

The screenshot shows the 'Automatic Mark Maintenance' screen with the following fields and controls:

- Code: INC
- Name: Incomplete Marks
- Description: (empty text area)
- Marking Pattern Rule: ALYR: FIN
- Missing Marks Handling: Use 0
- Add Member** button (circled in red)
- Table with columns: Marking Pattern Rule, Weight
- Table content: There are no records to display
- Save and Cancel buttons at the bottom.

The add member version of the screen displays.

The screenshot shows the 'Automatic Mark Maintenance' screen with the following fields and controls:

- Marking Pattern Rule: (empty dropdown)
- Weight: (empty text input)
- Save, Save And New, and Cancel buttons at the bottom.

3. In **Marking Pattern Rule** drop-down list, select the marking pattern rule that this automatic mark member should use to calculate marks.
4. In the **Weight** field, enter a number indicating the weight at which to apply this automatic mark member when calculating the automatic mark.
5. Click **Save**. Or, to add a new automatic mark member, click **Save and New**.

The automatic mark member now displays on the add/edit version of the screen.

StudentInformation > Management > School Administration > Marks Administration Menu > Automatic Mark Maintenance

Automatic Mark Maintenance

From this screen, you can display, add, change and delete data pertaining to automatic marks.

Code:*

Name:*

Description:

Marking Pattern Rule:*

Missing Marks Handling:*

	Marking Pattern Rule	Weight
	1SEM: GP1	20.000000
	1SEM: INT1	40.000000
	1SEM: INT2	40.000000

Editing Automatic Marks

- On the **Automatic Mark Maintenance** screen, in the row of the automatic mark you wish to edit, click  .
The add/edit version of the screen displays.
- Make any desired changes, and then click **Save**.

Deleting Automatic Marks

- On the **Automatic Mark Maintenance** screen, in the row of the automatic mark you wish to delete, click  .
- When a message displays asking if you are sure you want to delete the automatic mark, click **OK**.
A success message displays and the automatic mark no longer displays in the grid.

Note: Deleting an automatic mark also deletes all associated automatic mark members.

Automatic Mark Calculation Dates

Navigation: StudentInformation > Management > School Administration > Marks Administration Menu > Automatic Mark Calculation Dates

The **Automatic Mark Calculation Dates** screen lets you configure automatic marks to be calculated earlier than the last day of the reporting term. The following examples explain situations in which setting up automatic mark calculation dates may be useful:

- A school building wants the 1st semester average for all students to be calculated earlier than the last day of the reporting term (i.e., the last day of the semester).
- An elementary school building wants to hand out student report cards on the last day of school (i.e., the last day of the reporting term), meaning the report cards must be finalized and printed beforehand.
- A high school building wants to calculate the final grades for all graduating seniors before their last day of school (i.e., the last day of the reporting term).

StudentInformation > Management > School Administration > Marks Administration Menu > Automatic Mark Calculation Dates

Automatic Mark Calculation Dates

You can view, add, change, and delete automatic mark calculation dates.

[Hide Reporting Terms]

Code	Name	Start	Stop	Mark Cutoff
GP1	1st 9 week	09/08/2020	11/06/2020	
GP2	2nd 9 week	11/09/2020	01/22/2021	
GP3	3rd 9 week	01/25/2021	03/26/2021	
GP4	4th 9 week	04/06/2021	06/09/2021	

To add a calculation date: Select a reporting term, a grade level, and a calculation date, then click Add.
To delete a calculation date: Click next to the date you would like to remove.
To edit a calculation date: Select the reporting term and grade level to edit below. Choose a new date and click Add.

Reporting Term: * Grade Level: * Calculation Date: *

	Reporting Term	Grade Level	Calculation Date
	GP2 - 2nd 9 week	11 - 11	01/19/2021

[Hide Reporting Terms] – Click to hide the reporting terms that display in the grid.

Reporting Term (required) – In the drop-down list, select a reporting term for which to add a automatic mark calculation date.

Grade Level (required) – In the drop-down list, select a grade level for which to add an automatic mark calculation date.

Calculation Date (required) – Enter or select a date in the field indicating when automated marks should be calculated.

Add – Click to add a new automatic mark calculation date with the values you entered or selected. (The automatic mark calculation date displays in the grid.)

– Click to delete this automatic mark calculation date.

Student Marks Records

Student Marks

Navigation: StudentInformation > SIS > Student > Marks > Student Marks

The **Student Marks** screen displays all marks for the selected student for each course that the student has taken throughout the school year.

StudentInformation > SIS > Student > Marks > Student Marks

Student Marks

From this screen, you can view a student's marks for each completed or present course.

Show Completed Courses Only Dropped Withdrawn

Marking Pattern: 1st Semester Only

Course Section	INT1 INT	GP1 GP	INT2 INT	GP2 GP	EX1 EX	AVG1 AVG	FIN FIN
950 - Health Education (Section 6) • Brenda Norman	A+	A+		A-	D-	B+	B+

Marking Pattern: 2nd Semester Only

Course Section	INT3 INT	GP3 GP	INT4 INT	GP4 GP	EX2 EX	AVG2 AVG	FIN FIN
743 - Ceramics II (Section 7) • Eugenia Richardson							

Marking Pattern: All Year

Course Section	INT1 INT	GP1 GP	INT2 INT	GP2 GP	EX1 EX	AVG1 AVG	INT3 INT	GP3 GP	INT4 INT	GP4 GP	EX2 EX	AVG2 AVG	FIN FIN
101 - English 9 (Section 5) • Danny Stein	B	B-	F	F	A-	C							
102 - English 10 (Section 8) • Cheri Hardy	B	B-	F	D	C-	C							
202 - Algebra I (Section 2) • Andrea Ferguson	A+	B	C+	C	A-	B-							
303 - World Studies (Section 4) • Tisha Duffy	A	A-	B	D	A+	B-							
403 - Anatomy & Physiology (Section 1) • Stefan Mayer	A+	A	B-	C+	D+	B-							

Show Completed Courses Only – Select this checkbox to view only completed courses. All courses display by default.

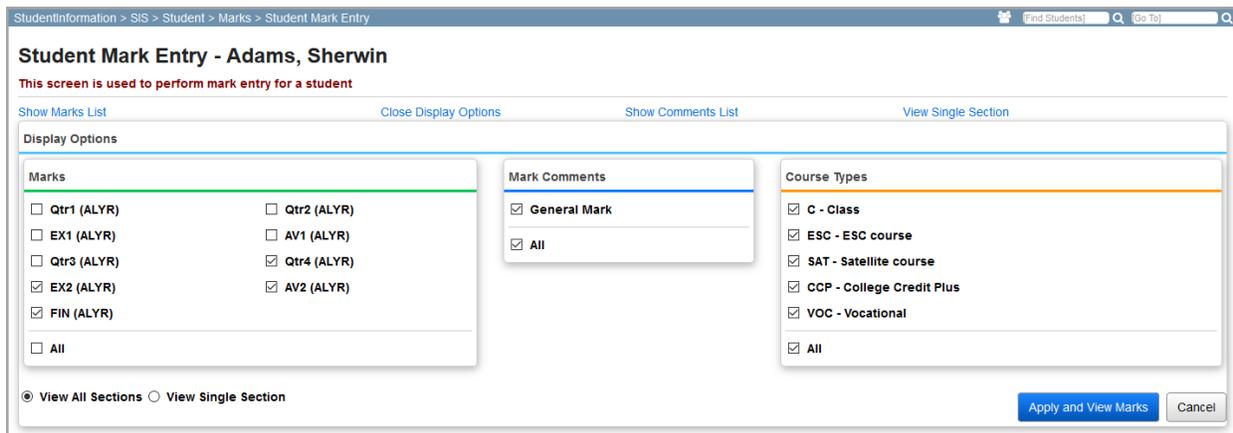
Note: Dropped courses are highlighted in yellow and withdrawn courses are highlighted in red.

Marking Pattern: [Marking Pattern Name] – Displays the marking pattern for the courses that display in each grid. Each grid displays courses with a different marking pattern.

Course Section – Displays the course name, course section number, and all teachers for each course.

Note: Click a course section to view the **Course Section Mark Summary** screen where you can enter grades for the selected student for the selected course section assignment.

The columns to the right of the **Course Section** column display each of a student’s marks for each course section. Hover your cursor over each column heading to view the full name assigned to the marking pattern and marking pattern rule for each required mark. Click on any mark that displays in the grid to view the **Course Section Mark Entry** screen where you can modify the mark.



Note: For more information on the **Student Mark Entry** screen, see the ProgressBook StudentInformation Teacher Menu Guide.

Teacher Comment

Navigation: StudentInformation > SIS > Student > Marks > Teacher Comment

The **Teacher Comment** screen lets teachers view all comments for the selected student and add/delete comments as desired.

Note: *If a comment is modified, the change is reflected for all students whom have received the comment. This allows for typos in comments to be corrected on report cards without editing comments for each individual student.*

	Course Name	Course Section	Marking Pattern Rule	Comment Type	Comment	Sort Order	On Interim	On Report Card	Cancelled	Cancel Date	Teacher
	World Studies	4	INT1	General Mark	WORKING WELL	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Canceled	Tisha Duffy
	World Studies	4	INT2	General Mark	WORKING WELL	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Canceled	Tisha Duffy
	World Studies	4	INT3	General Mark	WORKING WELL	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Canceled	Tisha Duffy
	World Studies	4	INT4	General Mark	WORKING WELL	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Not Canceled	Tisha Duffy

Show Active Only

Note: *To sort by a column, click any blue column heading.*

Teacher – In the drop-down list, select a teacher’s name by which to filter the comments that display in the grid. (This drop-down list displays only teachers who teach the selected student in the current school year and to which the current user has access.)

Course Section – In the drop-down list, select a course section by which to filter the comments that display in the grid. (This drop-down list displays only course sections in which the selected student has enrolled for the current school year.)

Filter – Click to filter the comments that display in the grid by the teacher and/or course section you selected in the appropriate drop-down lists.

– This comment has been canceled and does not display on the selected student’s mark record or report cards.

Add Standard Comment – Click to add a new standard teacher comment.

Add Freeform Comment – Click to add a new free-form teacher comment.

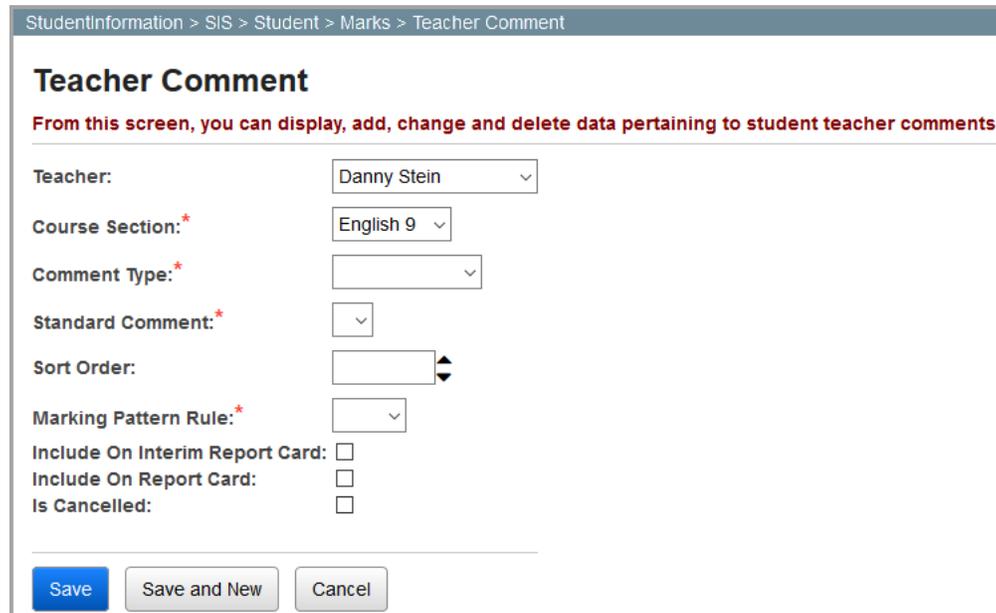
For more information on teacher comments, refer to the appropriate topic:

- [“Adding Standard Teacher Comments”](#)
- [“Adding Free-Form Teacher Comments”](#)
- [“Editing Teacher Comments”](#)
- [“Canceling Teacher Comments”](#)

Adding Standard Teacher Comments

1. On the **Teacher Comment** screen, click **Add Standard Comment**.

The add/edit version of the screen displays.



2. In the **Teacher** drop-down list, select your name. (This value may auto-populate with your associated staff member name.)
3. In the **Course Section** drop-down, select a course section list for which to add this standard comment.
4. In the **Comment Type** drop-down list, select a type of standard comment (**General Mark**, **Effort**, or **Work Habit**).
5. In the **Standard Comment** drop-down list, select a standard comment. (This drop-down list autopopulates with comment options after you select a comment type).
6. (Optional) In the **Sort Order** field, enter a number (or click  to increase/decrease the value by increments of 1) indicating how this standard comment will display on the selected student's report cards. For example, if you create 3 standard comments and wish for this standard comment to display first, enter a sort order of **1**.
7. In the **Marking Pattern Rule** drop-down list, select a marking pattern rule with which to associate this standard comment.
8. (Optional) Select the **Include On Interim Report Card** checkbox if you want this standard comment to display on the selected student's interim report card.
9. (Optional) Select the **Include on Report Card** checkbox if you want this standard comment to display on the selected student's report card.
10. (Optional) Select the **Is Cancelled** checkbox if you want to cancel this standard comment so that it does not display on the selected student's marks record or report cards.
11. Click **Save**. Or, to add another standard comment, click **Save and New**.

Adding Free-Form Teacher Comments

1. On the **Teacher Comment** screen, click **Add Freeform Comment**.

The add/edit version of the screen displays.

2. In the **Teacher** drop-down list, select your name. (This value may auto-populate with your associated staff member name.)
3. In the **Course Section** drop-down list, select a course section for which to add this free-form comment.
4. In the **Comment Type** drop-down list, select a type of free-form comment (**General Mark**, **Effort**, or **Work Habit**).
5. In the **Comment** field, enter a comment of up to 200 alphanumeric characters.
6. (Optional) In the **Sort Order** field, enter a number (or click  to increase/decrease the value by increments of 1) indicating how this free-form comment will display on the selected student's report cards. For example, if you create 3 free-form comments and wish for this free-form comment to display first, enter a sort order of **1**.
7. In the **Marking Pattern Rule** drop-down list, select a marking pattern rule with which to associate this free-form comment.
8. (Optional) Select the **Include On Interim Report Card** checkbox if you want this free-form comment to display on the selected student's interim report card.
9. (Optional) Select the **Include on Report Card** checkbox if you want this free-form comment to display on the selected student's report card.
10. (Optional) Select the **Is Cancelled** checkbox if you want to cancel this free-form comment so that it does not display on the selected student's marks record or report cards.
11. Click **Save**. Or, to add another free-form comment, click **Save and New**.

Editing Teacher Comments

1. On the **Teacher Comments** screen, in the row of the teacher comment you wish to edit, click  .
The add/edit version of the screen displays.
2. Make any desired changes, and then click **Save**.

Canceling Teacher Comments

1. On the **Teacher Comments** screen, in the row of the teacher comment you wish to cancel, click  .
2. When a confirmation displays asking if you want to cancel the teacher comment, click **OK**.
A success message displays and the canceled teacher comment no longer displays in the grid if the **Show Active Only** checkbox is selected.

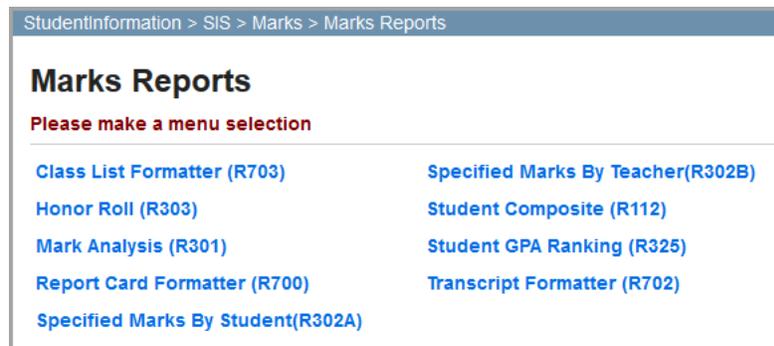
Note: If the **Show Active Only** checkbox is deselected, the inactivated teacher comment displays in the grid with  in the **Active** column and the date of the cancellation in the **Cancel Date** column.

Marks Reporting

Marks Reports

StudentInformation > SIS > Mark > Marks Reports

The **Marks Reports** screen displays all available marks reports you can run for the selected school year.



For more information on marks reports, refer to the appropriate topic:

- [“Marks Analysis \(R301\)”](#)
- [“Honor Roll \(R303\)”](#)
- [“Student with Specified Marks by Student \(R302A\)”](#)
- [“Student Composite \(R112\)”](#)
- [“Class List Formatter \(R703\)”](#)
- [“Report Card Formatter \(R700\)”](#)
- [“Permanent Record Labels”](#)

Marks Analysis (R301)

Navigation: StudentInformation > SIS > Marks > Marks Reports > Marks Analysis (R301)

The **Marks Analysis (R301)** report compiles a list of all marks assigned for each teacher/course section.

StudentInformation > SIS > Marks > Marks Reports > Mark Analysis (R301)

Mark Analysis (R301)

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary Load Settings

Marks or Mark Groups: Marks Mark Groups

Reporting Term

	INT1 - 1st 9 week interim
	GP1 - GP1
	GP2 - GP2
	INT2 - 2nd 9 week interim

Mark Type

	Average
	Exam
	Final
	Grading Period

Teacher

	Tonja Arroyo
	Krystal Ayala
	Nathan Bartlett
	Derrick Bass

Department

	000 - NO DEPARTMENT
	AGR - Vocational Agriculture
	CAR - Career Based Learning
	CCP - College Credit Plus

Course

	009 - Mountie Pride 9
	010 - Mountie Pride 10
	011 - Mountie Pride 11
	012 - Mountie Pride 12

Marks

* - *

A - A

A+ - A+

A- - A-

Student Grade Level

09 - 09

10 - 10

11 - 11

12 - 12

Display Mark Counts:

Display Mark Percentages:

Print Totals Only:

Suppress Mark Point Values In Heading:

Display Numeric Mark Ranges In Heading:

i 'Course': the report will be grouped and sorted by Course Code, and the sections within each course will be sorted by the Section Number.

Group By: Course Teacher: the report will be grouped and sorted by Teacher, and the courses for each teacher will be sorted by the Course Code then Section Number.

Sorting Options

Course Code (DESC)

Course Code (ASC)

Course Name (ASC)

Course Name (DESC)

Teacher Code (ASC)

Delivery Method: Pickup Set As Default

Email Address:

Report Format: Adobe PDF

Description:

Submit

Marks or Mark Group (required) – Select the **Marks** radio button or the **Mark Group** radio button to indicate whether marks or combined mark groups, respectively, will be used in the creation of this report.

In the following dual listboxes, select the criteria you want to include in this report. If you do not select any criteria in a particular dual listbox, the report displays all criteria for that category by default.

- **Reporting Term(s)**
- **Mark Type(s)**

Note: If you select multiple reporting terms and/or mark types, data is grouped first by reporting term and mark type combination (i.e., a complete set of marks information for each reporting term and mark type combination).

- **Teacher(s)**
- **Department(s)**
- **Course(s)**
- **Marks**
- **Student Grade Level(s)**

Display Mark Counts – Select this checkbox if you want this report to display the following (this checkbox is selected by default):

- The total mark count for each mark in each course section
- The subtotal of the mark count below each mark column for each course or teacher group
- The subtotal of the mark count for each reporting term and mark type combination for which there is more than 1 mark type
- A subtotal for the mark count for each reporting term

Display Mark Percentages – Select this checkbox if you want this report to display the following:

- The mark percentage for each mark in each course section
- The subtotal of the mark percentage below each mark column for each course or teacher group
- A subtotal of the mark percentage for each reporting term and mark type combination for which there is more than 1 mark type
- A subtotal of the mark percentage for each reporting term

Note: *If you select both the **Display Mark Counts** checkbox and the **Display Mark Percentages** checkbox, the mark percentages displays below the mark counts for each mark column. The right side of the report displays the total mark count and average point value for each row and the subtotal of the mark count and average point value for each row for each course or teacher group.*

Print Totals Only – Select this checkbox if you want to print only total mark values on this report.

Suppress Mark Point Values In Heading – Select this checkbox if you do not want mark point values to display in the heading of this report.

Display Numeric Mark Ranges In Heading – Select this checkbox if you want numeric mark ranges (instead of alpha marks) to display for each marks column in this report.

Note: *Each marks column now displays an average point threshold value. This is useful in circumstances where a school building configures multiple alpha marks with the same point value (e.g., both “A” and “A+” as a point value of 4.00). Configuring average point threshold values for each mark (e.g., entering a higher average point threshold value for “A+” than for “A”) ensures that each mark column displays in the correct order (i.e., in descending order from left to right) in the report.*

Group By – Select one of the following options from the drop-down list:

- **Course** – Data is grouped/sorted by course code, and each course section is sorted by section number. A separate grouping displays for each course and includes the following:
 - Each course code and course name
 - A detailed section with a separate row for each teacher/course section combination

- The mark subtotals across all course sections for each course
- **Teacher** – Data is grouped/sorted by teacher, and the courses for each teacher are sorted by course section and section number. A separate grouping displays for each teacher and includes the following:
 - Each course code and course name
 - A detailed section with a separate row for each teacher/course section combination
 - The marks subtotals across all course sections for each course

Sorting Options – Select one or more sort options for your report.

Delivery Method (required) – In the drop-down list, select how you want to receive the report:

- **Pickup** – Retrieve the report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to the report when the report is ready to view.
- **Email Delivery** – Receive an email with the report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

Reporting Term: GP1		Mark Type: Grading Period																Avg Pt Value		Mark Count			
Course	Course Name	Sec	Teacher	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	I	P	WD	WF	Avg Pt Value	Mark Count	
10012	English 12	1	Kim	1																	3.95	1	
Course Total:				1																	3.95	1	
101	English 9	1	Stein	4	6	2	3	3	3	1				1	1						3.04	24	
		4	Stein	5	9	2	1					1	1	2		2	1				2.97	24	
		5	Stein	5	3	4	2		3	1	1			2		2					2.95	23	
		7	Stein	1	7	2		1		6	2	1	1		1	2					2.64	24	
Course Total:				15	25	8	5	4	6	10	4	2	2	4	2	7	1				2.90	95	
102	English 10	2	Hardy	3	2		2	3	2	1	1	1	1	2	1	2					2.42	21	
		3	Hardy		3	2	3	6	3	2		1	2	1	1						2.74	24	
		8	Hardy	1	1	3	1	3	4	2	1			1	2	2					2.45	21	
Course Total:				4	6	5	6	12	9	5	2	2	3	4	4	4						2.55	66
103	English 11	1	Huff		5	2	3	1	1	1	3		1					1			2.90	18	
		3	Huff	1	4	3		5	1		2		1								3.18	17	
Course Total:				1	9	5	3	6	2	1	5		2						1			3.04	35
104	English 12	4	Huff	2	5	2	5	5	2	1		1	2		1						3.05	26	
Course Total:				2	5	2	5	5	2	1		1	2		1							3.05	26
110	Novel Study	81	Stein	12	1																4.00	13	
Course Total:				12	1																	4.00	13
117	Creative Writing	8	Huff		3	3	3														3.65	9	
Course Total:					3	3	3															3.65	9
118	Creative Writing II	8	Huff		2																3.95	2	
Course Total:					2																	3.95	2
121	Intro to Drama	2	Huff		2	5		1													3.84	8	
Course Total:					2	5		1														3.84	8
122	Drama II	2	Huff		5	3															3.98	8	
Course Total:					5	3																3.98	8

Honor Roll (R303)

Navigation: StudentInformation > SIS > Marks > Marks Reports > Honor Roll (R303)

The **Honor Roll (R303)** report compiles a list of students who have met the selected criteria for the selected honor roll.

StudentInformation > SIS > Marks > Marks Reports > Honor Roll (R303)

Honor Roll (R303)

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary Load Settings

Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership: -- Select an Ad-Hoc Membership --
 Public And Private

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Grade

09 - 09	↕	
10 - 10	↔	
11 - 11	↔	
12 - 12	↕	

GPA Set

1st 9 Weeks Period	↕	
1st sem GPA w/ previous sem	↔	
1st Semester GPA	↔	
2nd 9 Weeks Period	↕	

Honor Roll

Distinguished Scholar Roll	↕	
High Honor Roll	↔	
Merit Roll	↕	

Home School

123456 - Test High School (Sch)	↕	
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Student Status

A - ACTIVE RES	↕	
AR - A RES/ELSE	↔	
D - DELETED	↔	
I - INACTIVE	↕	

Ethnicity

A - Asian	↕	
B - Black	↔	
H - Hispanic	↔	
I - American Indian	↕	

Membership Group

CCJ - Career Center Juniors	↕	
11 - Intervention	↔	
12 - Post-secondary Enrollment Options Program	↔	
15 - 15	↕	

Membership

15 - Extended Learning Time (Each Week)	↕	
15 - Guided Reading (Small Group Instruction)	↔	
15 - Increase Reading Time	↔	
15 - Interactive Writing	↕	

Special Education Services

215001 - Adapted Physical Education Services	↕	
215002 - Aide Services	↔	
215003 - Attendant Services	↔	
215004 - Audiological Services	↕	

Team

Homeroom Date:

Page Break on First Sort Item:

Newspaper format:

Include Student Middle Name (Report Only):

Reporting Term for Comments: ⓘ Teacher Comments are shown on the report for the selected reporting term. If no Reporting Term is selected, then no comments will be shown.

ⓘ 'GPA Set': the report will be grouped and sorted by GPA Set Name then Honor Roll Name, and the students within each honor roll will be sorted based on the selected Sorting Options below.

Group By: ⓘ 'Student': the report will be grouped by student, and the sorting based on the selected Sorting Options below. (Note: Newspaper Format is not available if Student is selected.)

Sorting Options

Grade (ASC)
 Grade (DESC)
 Gender (ASC)
 Gender (DESC)

Output: **Report** **Labels** **Both Report and Labels**

Label Type:

Address: **Use Student Address** **Use Parent Address**

Use custom address text

Include Copied On Correspondence: **Yes** **No**

Delivery Method:

Email Address:

Report Format:

Description:

Note: If marks have been modified since this report was last run, you must refresh the applicable GPA set(s) before running the report again (see [“GPA Set Maintenance”](#)).

Ad-Hoc Membership – Select an ad hoc membership from the drop-down list if you wish to include only students associated with the membership in this report. Select the **Public And Private** checkbox if you wish to view memberships created by other users in the drop-down list.

GPA Set (required) – Select at least one GPA set to include in the report.

In the following dual listboxes, select the criteria you want to include in this report. If you do not select any criteria in a given dual listbox, the report displays all criteria for that category by default.

- **Honor Roll(s)**
- **Home School(s)** (This dual listbox populates based on the value(s) entered in the **Home School** field on the **Student Profile** screen **General** tab)
- **Student Status(es)**
- **Ethnicit(ies)**
- **Membership Group(s)**

- **Membership(s)**
- **Special Education Services** (This dual listbox refers to the special education records entered for a student on the **Special Education** screen **Services** tab.)

Note: The **Special Education Services** dual listbox displays only if FY13 or later is in context. In prior years, special education services were entered on the **Edit Student Memberships** screen and can be selected for this report in the **Membership** dual listbox.

- **Team(s)**

Homeroom Date (required) – Enter or select a date in the field indicating the date this report should use to retrieve students' homeroom information.

Sorting Options – Choose one or more sort options for your report.

Page Break on First Sort Item – Select this checkbox if you want to include a page break in this report for the first value selected in the **Sorting Options** dual listbox. For example, if **Gender (ASC)** was selected first, data for each gender would display on a separate page.

Newspaper format – Select this checkbox if you do not want the header/footer information to display when this report is printed (except for the GPA set and names of honor rolls). Only the student's name and grade level displays for each student.

Include Student Middle Name (Report Only) – Select this checkbox if you wish to include students' middle names in this report.

Reporting Term for Comments – Select a reporting term from the drop-down list. If a reporting term is selected, then the course code, course name, and course section for each teacher comment the student has received in the selected reporting term displays (if the selected reporting term is associated with the GPA for which the student qualified for an honor roll).

Group By – Select one of the following options from the drop-down list:

- **GPA Set** – Data is grouped/sorted by GPA set name and honor roll name, and the students listed for each honor roll are sorted based on the selected sorting options.
- **Student** – Data is grouped/sorted by student name and the selected sorting options. Each group of student data includes a group header displaying all student demographic information and a detail section with a separate row for each GPA in which the student qualifies for an honor roll.

Note: If you select **Student**, the **Newspaper format** checkbox is not selectable.

Output – Select **Report**, **Labels** or **Both Report and Labels**.

If you select labels, use the following Adobe page settings when printing the labels to ensure that the labels print correctly on the page.

- For Adobe 9:
 - Page Scaling = None
 - Auto Rotate and Center = Unchecked
- For Adobe 10:
 - Size Options = Actual Size

- Orientation = Portrait

Note: If you are using Firefox, you must change a setting before printing labels. In Firefox, go to **Options**. On the **Applications** window, below **Content Type**, locate **Portable Document Format (PDF)**. In the **Action** column of that row, change the selection from **Preview in Firefox** to an Adobe option (such as **Use Adobe Acrobat**).

Note: Since this report is used for teachers, to print labels for mailing purposes, the teacher's address information must be available in StudentInformation.

Label Type – If you selected the **Labels** or **Both Report and Labels** radio button, select a label type from the drop-down list.

Address – Select either the **Use Student Address** or **Use Parent Address** radio buttons to indicate which address should be used if labels are created (i.e., if you select **Labels** or **Both Report and Labels** in the **Output** area).

Include Copied on Correspondence – Select the **Yes** radio button if you want to include contacts marked as **Copied on Correspondence** when creating address labels.

Delivery Method (required) – Select how you want to receive this report:

- **Pickup** – Retrieve this report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to this report when the report is ready to view.
- **Email Delivery** – Receive an email with this report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

Report: R303		Test High School								
Printed Fri, Mar 01, 2019, 3:07 PM		2018-2019								
		Honor Roll								
ID	Student Name	GR	Stat	GN	Eth	Prog	Hmrm	Home School Name	HS Code	GPA
GPA Set: 2nd 9 Weeks Period		Honor Roll: Distinguished Scholar Roll								
213055951	West, Josie	12	A	F	W					3.950
557578464	Collier, Sammie	12	A	M	W					3.979
996453587	Cortez, Bridget	12	A	F	W					3.842
600148170	Salas, Christal	11	A	F	W					3.983
479320357	Ellison, Simone	10	A	F	W					3.770
361108148	Prince, Rosalie	11	N	F	W					3.950
511372897	Chung, Yadira	11	A	F	W					3.971
417437541	Raymond, Nadine	12	A	F	W					3.831
983966919	Newton, Ladonna	09	N	F	W					3.979

With Reporting Term Comments

Report: R302
 Printed: Mon, Jul 10, 2006, 2:55 PM

DASL HIGH SCHOOL
 2008-2009
 Honor Roll

ID	Student Name	GR	ST	GN	Eth	Prog	Hmrm	Home School Name	HS Code	GPA
GPA Set: 1th Qtr GPA										
Honor Roll: A/B HONOR ROLL										
2603	Student48901, AUSTIN	09	A	M	W	T	229			3.639
4081	Student48288, TARIHA	09	A	F	W	T	227			3.478
	Comments:	Course	Course Name				Sec	Comment		
		0615	CP BIOLOGY				7	BI FAILURE TO HAVE IN CLASS		
		0910	COMPUTER OFFICE PROGRAM 2				12	CONSCIENTIOUS AND DILIGENT STUDENT		
3760	Student48186, COLE	09	A	M	W	T	229			3.417
	Comments:	Course	Course Name				Sec	Comment		
		0615	CP BIOLOGY				7	CONSCIENTIOUS AND DILIGENT STUDENT		
3743	Student48508, ASHLIE	09	A	F	W	T	227			3.384
	Comments:	Course	Course Name				Sec	Comment		
		0609	COMPUTER OFFICE PROGRAM 1				12	SHOWS DESIRABLE ATTITUDE		

Newspaper Format

GPA Set: 2nd 9 Weeks Period	Honor Roll: Distinguished Scholar Roll
Sparks, Elijah	10
Richard, Travis	12
Mc Cormick, Frankie	09
Garrison, Chadd	12

Student with Specified Marks by Student (R302A)

Navigation: StudentInformation > SIS > Marks > Marks Reports > Specified Marks by Student(R302A)

The **Student with Specified Marks by Student(R302A)** report compiles a list of students with the selected marks and the courses in which they received those marks. This report group/sorts data by student and includes all student demographic information and a detail section with a separate row for each student mark.

StudentInformation > SIS > Marks > Marks Reports > Specified Marks By Student(R302A) [Find Students] [Go To]

Students with Specified Marks By Student(R302A)

From this screen, you can select parameters to generate a report.

Selection Criteria | Selection Summary | Load Settings

Only Completed Marks

Marks to show: Completed Marks And Missing Marks
 Only Missing Marks

Marks or Mark Groups: Marks Mark Groups

Reporting Term

GP1 - GP1	
INT1 - 1st 9 week interim	
GP2 - GP2	
INT2 - 2nd 9 week interim	

Mark Type

Average	
Exam	
Final	
Grading Period	

Marks

* - *	
A - A	
A+ - A+	
A- - A-	

Course Term

1st Semester Only	
All Year	
2nd Semester Only	

Membership Group

CCJ - Career Center Juniors	
11 - Intervention	
12 - Post-secondary Enrollment Options Program	
15 - 15	

Membership

15 - Extended Learning Time (Each Week) ⇄ ⇄

15 - Guided Reading (Small Group Instruction) ⇄ ⇄

15 - Increase Reading Time ⇄ ⇄

15 - Interactive Writing ⇄ ⇄

Special Education Services

215001 - Adapted Physical Education Services ⇄ ⇄

215002 - Aide Services ⇄ ⇄

215003 - Attendant Services ⇄ ⇄

215004 - Audiological Services ⇄ ⇄

Team

⇄ ⇄

Student Status

A - ACTIVE RES ⇄ ⇄

AR - A RES/ELSE ⇄ ⇄

D - DELETED ⇄ ⇄

I - INACTIVE ⇄ ⇄

Teacher

Tonja Arroyo ⇄ ⇄

Krystal Ayala ⇄ ⇄

Nathan Bartlett ⇄ ⇄

Derrick Bass ⇄ ⇄

Home School

123456 - Test High School (Sch) ⇄ ⇄

Only include courses marked 'Include in GPA':

Include Dropped Courses:

Homeroom Date:

Improve Performance by Separating Report Processing by Grade:
 ⓘ Choose this option for shorter execution time and lower memory usage when running the report for multiple grade levels. A separate interim report will be generated for each selected grade, and then the interim reports for all selected grades will be combined into one final report. When choosing this option, 'Grade' will be the primary student sort order for the final report, in order of the grades selected in the 'Grade' dual select below.
 Note: This option only be implemented if 'Adobe PDF' is chosen for the 'Report Format' option below.

Grade*

09 - 09 ⇄ ⇄

10 - 10 ⇄ ⇄

11 - 11 ⇄ ⇄

12 - 12 ⇄ ⇄

ⓘ The 'Grade' dual select is only Required if the 'Improve Performance by Separating Report Processing by Grade' option is chosen above.

Student Sorting Options

Grade (ASC) ⇄ ⇄

Grade (DESC) ⇄ ⇄

Gender (ASC) ⇄ ⇄

Gender (DESC) ⇄ ⇄

ⓘ If the 'Improve Performance by Separating Report Processing by Grade' option is chosen above, then the sort order of grades is determined by the order of the grades in the 'Grade' dual select above. In that case the 'Grade' option does not have to be selected in the 'Student Sorting Options' dual select, since the grade will automatically be the first sort criteria.

Marks Sorting Options

Course Code (ASC) ⇄ ⇄

Course Code (DESC) ⇄ ⇄

Teacher Name (ASC) ⇄ ⇄

Teacher Name (DESC) ⇄ ⇄

Output: Report Labels Both Report and Labels

Label Type:

Address: Use Student Address Use Parent Address

Use custom address text

Include Copied On Correspondence: Yes No

Delivery Method:

Email Address:

Report Format:

Description:

Marks to show – Select one of the following radio buttons:

- **Only Completed Marks** – Displays only the completed marks for the marks selected.
- **Completed Marks and Missing Marks** – Displays the completed marks and missing marks for the marks selected.
- **Only Missing Marks** – Displays only missing marks for the marks selected.

Marks or Mark Group (required) – Select the **Marks** radio button or the **Mark Group** radio button to indicate whether marks or combined mark groups, respectively, will be used in the creation of this report.

In the following dual listboxes, select the criteria you want to include. If you do not select any criteria in a given dual listbox, the report displays all criteria for that category by default.

- **Reporting Term(s)**
- **Mark Type(s)**
- **Marks**
- **Course Term(s)**
- **Membership Group(s)**
- **Membership(s)**
- **Team(s)**
- **Student Status(es)**
- **Teacher(s)**
- **Home School(s)** (This dual listbox populates based on the value(s) entered in the **Home School** field on the **Student Profile** screen **General** tab)

Only include courses marked 'Include in GPA' – Select this checkbox if you want this report to include only courses with the **Include in GPA** checkbox selected on the **Courses** screen **Marks** tab.

Include Dropped Courses – Select this checkbox if you want this report to include dropped courses.

Homeroom Date (required) – Enter or select a date in the field to indicate the date that this report should use to retrieve students' homeroom information.

Improve Performance by Separating Report Processing by Grade – Select this checkbox for a shorter execution time and lower memory usage when running this report for multiple grade levels. A separate interim report is generated for each selected grade level, and then the interim reports for all selected grade levels are combined into 1 final report. If you select this checkbox, the **Grade** dual listbox displays.

Grade – In the dual listbox, select each of the grade levels you wish to include in this report. If no grade levels are selected, all grade levels are included in the report. (This dual listbox displays only if you select the **Improve Performance by Separating Report Processing by Grade** checkbox.)

Student Sorting Options – Choose one or more student sorting options for your report.

Marks Sorting Options – Choose one or more marks sorting options for your report.

Output – Select **Report**, **Labels**, or **Both Report and Labels**.

If you select labels, use the following Adobe page settings when printing the labels to ensure that the labels print correctly on the page:

Marks Reporting

- For Adobe 9:
 - Page Scaling = None
 - Auto Rotate and Center = Unchecked
- For Adobe 10:
 - Size Options = Actual Size
 - Orientation = Portrait

Note: If you are using Firefox, you must change a setting before printing labels. In Firefox, go to **Options**. On the **Applications** window, below **Content Type**, locate **Portable Document Format (PDF)**. In the **Action** column of that row, change the selection from **Preview in Firefox** to an Adobe option (such as **Use Adobe Acrobat**).

Note: Since this report is used for teachers, to print labels for mailing purposes, the teacher's address information must be available in StudentInformation.

Label Type – If you selected the **Labels** or **Both Report and Labels** radio button, select a label type from the drop-down list.

Address – Select either the **Use Student Address** or **Use Parent Address** radio buttons to indicate whether the student's address or the parent's address, respectively, should be used if labels are created (i.e., if you select **Labels** or **Both Report and Labels** in the **Output** area).

Include Copied on Correspondence – Select the **Yes** radio button if you want to include contacts marked as **Copied on Correspondence** when creating address labels.

Delivery Method (required) – Select how you want to receive this report:

- **Pickup** – Retrieve this report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to this report when the report is ready to view.
- **Email Delivery** – Receive an email with this report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

Report: R302

Printed Thu, Mar 14, 2019, 11:45 AM

Test High School
2017-2018

Students With Specified Marks

ID	Student Name	ST	GR	GN	Prog	Home School	Disab	Hmrm	Telephone	Team	
958538009	Andersen, Elizabeth	N	10	F			**		193-555-2080		
	<u>Course</u>	<u>Sec</u>	<u>Course Name</u>	<u>Course Term</u>	<u>Teacher Name</u>				<u>Reporting Term</u>	<u>Mark Type</u>	<u>Mark</u>
	102	6	English 10	All Year	Hardy, Cheri				FIN	FIN	A+
	117	8	Creative Writing	1st Semester Only	Huff, Bonnie				FIN	FIN	A
	205	4	Geometry	All Year	Tapia, Blair				FIN	FIN	A
	304	5	American History	All Year	Castro, Jeremie				FIN	FIN	A
	402	7	Biology I	All Year	Mayer, Stefan				FIN	FIN	A+
	502	1	Spanish II	All Year	Fritz, Rocco				FIN	FIN	A
	702	3	Choir	All Year	Dorsey, Johnnie				FIN	FIN	A+
	744	82	Painting	2nd Semester Only	Richardson, Eugenia				FIN	FIN	A
	746	22	Graphic Design	2nd Semester Only	Richardson, Eugenia				FIN	FIN	A
298539284	Anderson, Rick	A	10	M			**		733-555-9571		
	<u>Course</u>	<u>Sec</u>	<u>Course Name</u>	<u>Course Term</u>	<u>Teacher Name</u>				<u>Reporting Term</u>	<u>Mark Type</u>	<u>Mark</u>
	102	8	English 10	All Year	Hardy, Cheri				FIN	FIN	C-
	202	6	Algebra I	All Year	Dean, Jonah				FIN	FIN	C+
	304	5	American History	All Year	Castro, Jeremie				FIN	FIN	C+
	402	1	Biology I	All Year	Mayer, Stefan				FIN	FIN	B
	706	2	Industrial Tech I	All Year	Hull, Miriam				FIN	FIN	F
	742	31	Ceramics I	1st Semester Only	Richardson, Eugenia				FIN	FIN	F
	950	7	Health Education	1st Semester Only	Norman, Brenda				FIN	FIN	A+

Report: R302

Printed Thu, Mar 14, 2019, 1:39 PM

Test High School
2017-2018

Students With Specified Marks

ID	Student Name	ST	GR	GN	Prog	Home School	Disab	Hmrm	Telephone	Team
Marks Summary By Term										
GP1										
A+ (4.000000)	A (3.950000)	A- (3.750000)	B+ (3.250000)	B (3.000000)						
28	53	7	5	4						
C+ (2.250000)	C (2.000000)	C- (1.750000)	D+ (1.250000)	D (1.000000)						
2	2	2	1	1						
F (0.000000)										
2										

Student with Specified Marks By Teacher (R302B)

Navigation: StudentInformation > SIS > Marks > Marks Reports > Students with Specified Marks By Teacher(R302B)

The **Student with Specified Marks By Teacher(R302B)** report compiles a list of students with the selected marks and the courses in which they received those marks. This report group/sorts data by teacher, by course, and by student and includes all student demographic information and a detail section with a separate row for each student mark.

StudentInformation > SIS > Marks > Marks Reports > Specified Marks By Teacher(R302B) [Find Students]

Students with Specified Marks By Teacher(R302B)

From this screen, you can select parameters to generate a report.

Selection Criteria | Selection Summary | Load Settings

Only Completed Marks

Marks to show: Completed Marks And Missing Marks

Only Missing Marks

Marks or Mark Groups: Marks Mark Groups

Reporting Term

GP1 - GP1
 INT1 - 1st 9 week interim
 GP2 - GP2
 INT2 - 2nd 9 week interim

Mark Type

Average
 Exam
 Final
 Grading Period

Marks

* - *
 A - A
 A+ - A+
 A- - A-

Course Term	
1st Semester Only All Year 2nd Semester Only	
Membership Group	
CCJ - Career Center Juniors 11 - Intervention 12 - Post-secondary Enrollment Options Program 15 - 15	
Membership	
15 - Extended Learning Time (Each Week) 15 - Guided Reading (Small Group Instruction) 15 - Increase Reading Time 15 - Interactive Writing	
Special Education Services	
215001 - Adapted Physical Education Services 215002 - Aide Services 215003 - Attendant Services 215004 - Audiological Services	
Team	
Student Status	
A - ACTIVE RES AR - A RES/ELSE D - DELETED I - INACTIVE	
Teacher	
Krystal Ayala Nathan Bartlett Jodi Bates Pedro Becker	
Home School	
123456 - Test High School (Sch)	
Only include courses marked 'Include in GPA': <input checked="" type="checkbox"/>	
Include Dropped Courses: <input type="checkbox"/>	
Homeroom Date: * <input type="text" value="3/14/2019"/> 	
Grade	
09 - 09 10 - 10 11 - 11 12 - 12	
Teacher Sorting Options	
Course Code (ASC) Course Code (DESC) Student Name (ASC) Student Name (DESC)	
Marks Sorting Options	
Reporting Term (ASC) Reporting Term (DESC) Mark (ASC) Mark (DESC)	

The screenshot shows a web form for configuring a marks report. It includes several sections: 'Output' with radio buttons for 'Report', 'Labels', and 'Both Report and Labels'; 'Label Type' with a dropdown menu showing 'Avery Label 5160 - 1" X 2 5/8" 3-columns'; 'Address' with radio buttons for 'Use Student Address' and 'Use Parent Address', and a checkbox for 'Use custom address text' with an adjacent text input field; 'Include Copied On Correspondence' with radio buttons for 'Yes' and 'No'; 'Delivery Method' with a dropdown menu showing 'Pickup' and a 'Set As Default' button; 'Email Address' with a text input field; 'Report Format' with a dropdown menu showing 'Adobe PDF'; and 'Description' with a text input field. A blue 'Submit' button is located at the bottom left of the form.

Marks to show – Select one of the following radio buttons:

- **Only Completed Marks** – Displays only the completed marks for the marks selected.
- **Completed Marks and Missing Marks** – Displays the completed marks and missing marks for the marks selected.
- **Only Missing Marks** – Displays only missing marks for the marks selected.

Marks or Mark Group (required) – Select the **Marks** radio button or the **Marks Group** button to indicate whether marks or combined mark groups, respectively, will be used in the creation of this report.

In the following dual listboxes, select the criteria you want to include. If you do not select any criteria in a given dual listbox, the report displays all criteria for that category by default.

- **Reporting Term(s)**
- **Mark Type(s)**
- **Marks**
- **Course Term(s)**
- **Membership Group(s)**
- **Membership(s)**
- **Team(s)**
- **Student Status(es)**
- **Teacher(s)**
- **Home School(s)** (This dual listbox populates based on the value(s) entered in the **Home School** field on the **Student Profile** screen **General** tab)

Only include courses marked 'Include in GPA' – Select this checkbox if you want this report to include only courses with the **Include in GPA** checkbox selected on the **Courses** screen **Marks** tab.

Include Dropped Courses – Select this checkbox if you want this report to include dropped courses.

Homeroom Date (required) – Enter or select a date in the field to indicate the date that this report should use to retrieve students' homeroom information.

Improve Performance by Separating Report Processing by Grade – Select this checkbox for a shorter execution time and lower memory usage when running this report for multiple grade levels. A separate interim report is generated for each selected grade level, and then the interim reports for all selected grade levels are combined into 1 final report. If you select this checkbox, the **Grade** dual listbox displays.

Grade – In the dual listbox, select each of the grade levels you wish to include in this report. If no grade levels are selected, all grade levels are included in the report. (This dual listbox displays only if you select the **Improve Performance by Separating Report Processing by Grade** checkbox.)

Student Sorting Options – Choose one or more student sorting options for your report.

Marks Sorting Options – Choose one or more marks sorting options for your report.

Output – Select **Report**, **Labels** or **Both Report and Labels**.

If you select labels, use the following Adobe page settings when printing the labels to ensure that the labels print correctly on the page.

- For Adobe 9:
 - Page Scaling = None
 - Auto Rotate and Center = Unchecked
- For Adobe 10:
 - Size Options = Actual Size
 - Orientation = Portrait

***Note:** If you are using Firefox, you must change a setting before printing labels. In Firefox, go to **Options**. On the **Applications** window, below **Content Type**, locate **Portable Document Format (PDF)**. In the **Action** column of that row, change the selection from **Preview in Firefox** to an Adobe option (such as **Use Adobe Acrobat**).*

***Note:** Since this report is used for teachers, to print labels for mailing purposes, the teacher's address information must be available in StudentInformation.*

Label Type – If you selected the **Labels** or **Both Report and Labels** radio button, select a label type from the drop-down list.

Address – Select either the **Use Student Address** or **Use Parent Address** radio to indicate whether the student's address or the parent's address, respectively, should be used if labels are created (i.e., if you select **Labels** or **Both Report and Labels** in the **Output** area).

Include Copied on Correspondence – Select the **Yes** radio button if you want to include contacts marked as **Copied on Correspondence** when creating address labels.

Delivery Method (required) – Select how you want to receive this report:

- **Pickup** – Retrieve this report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to this report when the report is ready to view.
- **Email Delivery** – Receive an email with this report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Marks Reporting

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

Report: R302B Test High School
 Printed Thu, Mar 14, 2019, 2:15 PM 2017-2018
Students With Specified Marks

Teacher Name
Cameron, Felisha

Course	Sec	Course Name	Course Term							
180SE	3	English Language Arts I	All Year							
ID	Student Name	ST	GR	GN	Prog	Home School	Disab	Hmrm	Telephone	Team
775106363	Frank, Edgardo	N	09	M	09		09		412-555-9143	
Reporting Term	Mark Type	Mark								
GP4	GP	B								
GP2	GP	B-								
GP1	GP	B								
GP3	GP	B-								
1st 9 week interim	INT	A+								
FIN	FIN	B								
AVG2	AVG	B								
4th 9 week interim	INT	B-								
2nd 9 week interim	INT	B-								
3rd 9 week interim	INT	B-								
AVG1	AVG	B								

Report: R302B Test High School
 Printed Thu, Mar 14, 2019, 2:15 PM 2017-2018
Students With Specified Marks

Marks Summary By Term

GP1				
A+ (4.000000)	A (3.950000)	A- (3.750000)	B+ (3.250000)	B (3.000000)
359	392	170	130	158
B- (2.750000)	C+ (2.250000)	C (2.000000)	C- (1.750000)	D+ (1.250000)
92	45	70	47	28
D (1.000000)	D- (0.750000)	I (0.000000)	F (0.000000)	
33	22	6	67	

Student Composite (R112)

Navigation: StudentInformation > SIS > Marks > Marks Reports > Student Composite (R112)

The **Student Composite (R112)** report generates a condensed version of the **Report Card Formatter (R700)** report without teacher comments (see [“Report Card Formatter \(R700\)”](#)).

StudentInformation > SIS > Marks > Marks Reports > Student Composite (R112)

Student Composite (R112)

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary Load Settings

Homeroom Date: *3/14/2019 

Include Term	Reporting Term	Reporting Term	GPA Set
<input type="checkbox"/>	GP1 - GP1	GP1	<input type="text"/>
<input type="checkbox"/>	INT1 - 1st 9 week interim	1st 9 week interim	<input type="text"/>
<input type="checkbox"/>	GP2 - GP2	GP2	<input type="text"/>
<input type="checkbox"/>	INT2 - 2nd 9 week interim	2nd 9 week interim	<input type="text"/>
<input type="checkbox"/>	EX1 - EX1	EX1	<input type="text"/>
<input type="checkbox"/>	AVG1 - AVG1	AVG1	<input type="text"/>
<input type="checkbox"/>	GP3 - GP3	GP3	<input type="text"/>
<input type="checkbox"/>	INT3 - 3rd 9 week interim	3rd 9 week interim	<input type="text"/>
<input type="checkbox"/>	GP4 - GP4	GP4	<input type="text"/>
<input type="checkbox"/>	INT4 - 4th 9 week interim	4th 9 week interim	<input type="text"/>
<input type="checkbox"/>	EX2 - EX2	EX2	<input type="text"/>
<input type="checkbox"/>	AVG2 - AVG2	AVG2	<input type="text"/>
<input type="checkbox"/>	FIN - FIN	FIN	<input type="text"/>

Refresh GPA Set Results: Yes No

Print GPA's: Yes No

Mark Type

Average	
Exam	
Final	
Grading Period	

Grade

09 - 09	
10 - 10	
11 - 11	
12 - 12	

Student Status

A - ACTIVE RES	
AR - A RES/ELSE	
D - DELETED	
I - INACTIVE	

Membership

15 - Extended Learning Time (Each Week)	
15 - Guided Reading (Small Group Instruction)	
15 - Increase Reading Time	
15 - Interactive Writing	

Special Education Services

215001 - Adapted Physical Education Services	
215002 - Aide Services	
215003 - Attendant Services	
215004 - Audiological Services	

Membership Group

CCJ - Career Center Juniors	
11 - Intervention	
12 - Post-secondary Enrollment Options Program	
15 - 15	

Homeroom

09HR - Harmon (Full Year Term)	
106HR - Cameron (Full Year Term)	
10HR - Harmon (Full Year Term)	
11HR - Harmon (Full Year Term)	

Program

** - NOT APPLICABLE	
01 - Multiple Disabilities	
02 - Deaf-Blindness	
03 - Deafness (Hearing Impairments)	

Home School

123456 - Test High School (Sch)	

Print Days Absent: Yes No

Absence Types For Full Days Absent

A - EX. ABS. ATH - ATHLETIC C - C DAY E - EXPUL.	[Empty Listbox]
---	-----------------

Print Times Late: Yes No

Absence Types For Lates/Tardies

A - EX. ABS. ATH - ATHLETIC C - C DAY E - EXPUL.	[Empty Listbox]
---	-----------------

Omit Unlisted Phone Numbers:

Sorting Options

Grade (ASC) Student Number (ASC) Student Number (DESC) Student Name (DESC)	Grade (DESC) Student Name (ASC)
---	------------------------------------

Delivery Method: Pickup Set As Default

Email Address:

Report Format: Adobe PDF

Description:

Submit

Homeroom Date (required) – Enter or select a date in the field to indicate the date that this report should use to retrieve students’ homeroom information.

Include Term – Select the checkbox for each reporting term you wish to include in this report.

GPA Set – In the row of each reporting term you selected, select the GPA set you wish to use from the drop-down list.

Refresh GPA Set Results – Select the **Yes** radio button to refresh GPA set results. Otherwise, select the **No** radio button.

Print GPA’s (required) – Select the **Yes** radio button if you want to print the GPA(s) for each student on this report. Otherwise, select the **No** radio button.

In the following dual listboxes, select the criteria you want to include. If you do not select any criteria in a given dual listbox, the report displays all criteria for that category by default.

- **Mark Type(s)**
- **Grade(s)**
- **Student Status(es)**
- **Membership(s)**
- **Membership Group(s)**
- **Homeroom(s)**
- **Program(s)**

Marks Reporting

- **Home School(s)** (This dual listbox populates based on the value(s) entered in the **Home School** field on the **Student Profile** screen **General** tab)
- **Absence Types for Full Days Absent**
- **Absence Types for Lates/Tardies**

Print Days Absent – Select the **Yes** radio button if you wish to print the number of days each student was absent on this report. Otherwise, select the **No** radio button.

Print Times Late – Select the **Yes** radio button if you wish to print the number of days each student was late on this report. Otherwise, select the **No** radio button.

Omit Unlisted Phone Numbers – Select this checkbox if you do not want unlisted phone numbers to display on this report.

Sorting Options – Choose one or more sorting options for your report.

Delivery Method (required) – Select how you want to receive this report:

- **Pickup** – Retrieve this report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to this report when the report is ready to view.
- **Email Delivery** – Receive an email with this report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

Test High School												
SCHOOL YEAR: 2017-2018		STUDENT COMPOSITE										
STUDENT INFO		TEACHER NAME	COURSE TERM	MEETING TIME	COURSE	SEC	COURSE NAME	MARK TYPE	GP1	GP2		
102512314 Ayers, Carmela 6180 Old Lafayette Road Test, OH 12345-9552 PIG: Jeff Mr. Ayers PHONE: (597) 555-2727 STAT: A GR: 12 GEND: F HR: HS: BD: Jun 7 1999 12:00AM PGM: Multiple Disabilities		Eugenia Richardson	1st Semester On	5 (169)	715	5	Basic Art	GP	C+	A-		
		Johnnie Dorsey	All Year	3 (32)	702	3	Choir	GP	A+	B		
		Felisha Cameron	All Year	4 (108)	163SE	4	English Language Arts IV	GP	B+	B+		
		Felisha Cameron	All Year	6 (108)	180SE	6	Life Skills	GP	A-			
		Felisha Cameron	All Year	7 (108)	180SE	7	Life Skills	GP	A+			
		Felisha Cameron	All Year	8 (108)	180SE	6	Life Skills	GP		A		
		Felisha Cameron	All Year	7 (108)	180SE	7	Life Skills	GP		A		
		Felisha Cameron	All Year	1 (108)	168SE	1	Math IV	GP	C-	B		
		Felisha Cameron	All Year	8 (108)	173SE	8	Science 12	GP	A+	A+		
		Felisha Cameron	All Year	2 (108)	178SE	2	Social Studies 12	GP	A	A+		
								Student GPA:	3.443	3.603		
								Days Absent:	1.00	1.50		
								Times Late:	0	0		
612849287 Barr, Gregg 7474 Old Clarendon Street Test, OH 12345-9783 PIG: Senate/Sandra Barr PHONE: (989) 555-2042 STAT: I GR: 12 GEND: M HR: HS: BD: May 23 1999 12:00AM PGM:		Jeremy Fuller	1st Semester On	3 (58)	305	3	American Government	GP	F	F		
		Eugenia Richardson	1st Semester On	4 (169)	715	4	Basic Art	GP	I	F		
		Brenda Norman	1st Semester On	8 (GYM)	955	81	Competitive Team Sports	GP	A+			
		Jonah Dean	All Year	5 (64)	221	5	Consumer Math	GP	F	F		
		Bonnie Huff	All Year	6 (67)	104	6	English 12	GP	F	F		
										Student GPA:	0.364	0.000
										Days Absent:	19.50	35.00
								Times Late:	1	0		

Class List Formatter (R703)

Navigation: StudentInformation > SIS > Marks > Marks Reports > Class List Formatter (R703)

The **Class List Formatter (R703)** report generates class lists in a variety of formats.

StudentInformation > SIS > Marks > Marks Reports > Class List Formatter (R703)

Class List Formatter (R703)

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary Load Settings

Schedule:* Default Schedule ▾

Schedule Result:* Default Schedule Result ▾

Report Layout: Class List Format 1 ▾

Course Term

1st Sem Only
All Year
2nd Sem Only

Reporting Term

Quarter 1
1st 9 week interim
Quarter 2
2nd 9 week interim

Mark Type

Avg
Exam
Final
Grading Period

Staff

Paul Banner
Kristine Campbell
Kimberly Donald
To Be Announced

Course

001 - CAREER CENTER
002 - COLLEGE NOW
003 - CC HALF DAY
004 - MOVING

Course Section

001 - CAREER CENTER (Section: 17)
001 - CAREER CENTER (Section: 18)
002 - COLLEGE NOW (Section: 17)
003 - CC HALF DAY (Section: 14)

Period

1
2
3
4

Course Types

C - Class
L - Lunch
Z - Study hall
ESC - ESC course

Student Status

A - ACTIVE RES
AE - ACTIVE ELSEWHERE
BL - BL
D - DELETED

Special Education Services

215001 - Adapted Physical Education Services
 215002 - Aide Services
 215003 - Attendant Services
 215004 - Audiological Services

Program

** - NOT APPLICABLE
 01 - Multiple Disabilities (other than Deaf - Blind)
 02 - Deaf-Blindness
 03 - Deafness (Hearing Impairments)

Homeroom

0-100 - Mrs. Baker
 0-101 - Mrs. Cameron
 0-102 - Mrs. Denninger
 0-103 - Mrs. Elfman

Home School

Homeroom Date:

Suppress Withdrawals: Yes No
 Suppress Drops: Yes No
 Suppress Program: Yes No
 Print Student with future assignment for Course from a Current Course Term: Yes No

Common Text For Class List:

Student Sorting Options

Student Number (DESC) Student Name (ASC)
 Student Name (DESC) Student Number (ASC)
 Grade (ASC)
 Grade (DESC)

Sorting Options

Staff Code (DESC) Staff Code (ASC)
 Teacher Name (ASC)
 Teacher Name (DESC)
 Course Code (ASC)

Output: Report Labels Both Report and Labels
 Label Type:
 Address: Use Student Address Use Parent Address
 Use custom address text
 Include Copied On Correspondence: Yes No

Delivery Method:
 Email Address:
 Description:

Schedule – In the drop-down list, select the schedule that you wish to use in this report.

Note: The **Schedule** option defaults to **Default Schedule** and is no longer selectable once the schedule is finalized.

Schedule Result (required) – In the drop-down list, select the schedule result that you wish to use in this report.

*Note: The **Schedule Result** option defaults to **Default Schedule Result** and is no longer selectable once the schedule is finalized.*

Report Layout (required) – Select one of the following report layouts from the drop-down list:

*Note: All formats include **Teacher, Course Name, Course, Section, Course Term, and Meeting Time Description** information.*

- **Class List Format 1** – Mark and Comment Verification List
 - Orientation: landscape
 - Includes: **Student Number, Student Name, Homeroom, Program, Home School, Marks, and Comments**
- **Class List Format 2** – Class List (excluding artificial courses)
 - Orientation: portrait
 - Includes: **Student Number, Student Name, Grade, Disability Condition, Gender, Homeroom, Program, and Home School**
- **Class List Format 3** – Attendance Collection List
 - Orientation: landscape
 - Includes: **Student Number, Student Name, Homeroom, Program, and Home School**
- **Class List Format 4** – Mark and Comment Collection List (for manual mark entry)
 - Orientation: landscape
 - Includes: **Student Number, Student Name, Homeroom, Program, Home School, Disability Condition, Marks, and Comments**
- **Class List Format 6** – Class List (including artificial courses)
 - Orientation: portrait
 - Includes: **Student Number, Student Name, Grade, Gender, Homeroom, Student Status, Program, Home School, Counselor, and Locker**
- **Class List Format 8** – Class List
 - Orientation: portrait
 - Includes: **Student Number, Student Name, Grade, Gender, Homeroom, Program, and Home School**
- **Class List Format 10** – Class List
 - Orientation: landscape
 - Includes: **Student Number, Student Name, Address, Phone Number, Primary Contact, Birth Date, Gender, Disability Condition, Homeroom, Counselor, and Locker**
- **Class List Format 11** – Class List (with a separate section containing attendance data for the students in each class)
 - Orientation: portrait
 - Includes: **Student Number, Student Name, Excused Absences, Unexcused Absences, Total Days Present**

- **Class List Format 12** – Class List (with student totals rather than individual student information)
 - Orientation: portrait
 - Includes: **Total Males, Total Females, Total Students**
- **Class List Format 13** – Class List (based on **Class List Format 10**; includes **Home School** information instead of **Locker** or **Counselor** information)
 - Orientation: landscape
 - Student Number, **Student Name, Address, Phone Number, Primary Contact, Birth Date, Gender, Disability Condition, Homeroom, Home School**

Course Term – In the dual listbox, select each of the course terms you wish to include in this report. If no course terms are selected, all course terms are included in the report by default.

Reporting Term – In the drop-down list, select the reporting term that you wish to use in this report. Once you select a reporting term, the screen refreshes and only valid **Course** and **Course Section** information displays in each of the dual listboxes.

In the following dual listboxes, select the criteria you want to include. If you do not select any criteria in a given dual listbox, the report displays all criteria for that category by default.

- **Mark Type(s)**
- **Staff Member(s)**
- **Course(s)**
- **Course Section(s)**
- **Period(s)**
- **Course Types**
- **Student Status(es)**
- **Special Education Services** (This dual listbox refers to the special education records entered for a student on the **Special Education** screen **Services** tab.)

***Note:** The **Special Education Services** dual listbox displays only if FY13 or later is in context. In prior years, special education services were entered on the **Edit Student Memberships** screen and can be selected for this report in the **Membership** dual listbox.*

- **Program(s)**
- **Homeroom(s)**
- **Home School(s)** (This dual listbox populates based on the value(s) entered in the **Home School** field on the **Student Profile** screen **General** tab)

Homeroom Date (required) – Enter or select a date in the field to indicate the date that this report should use to retrieve students' homeroom information.

Suppress Withdrawals – Select the **Yes** radio button if you do not want student withdrawals to display in this report. Otherwise, select the **No** radio button.

***Note:** Course section assignments that are dropped on a future date will still display on the report, even if you select the **Yes** radio button for **Suppress Withdrawals**.*

Suppress Drops – Select the **Yes** radio button to exclude students who have dropped a class (even if the drop date has not passed) from this report. Otherwise, select the **No** radio button.

Suppress Disability Condition – Select the **Yes** radio button if you do not want students' disability condition to display in this report. Otherwise, select the **No** radio button.

Suppress Program – Select the **Yes** radio button if you do not want students' program affiliation to display in this report. Otherwise, select the **No** radio button.

***Note:** The **Suppress Program** option displays only for report layouts in which **Program** is included (i.e., format 1, 2, 3, 4, 6, or 8).*

Print Student with Future Assignment for Course from a Current Course Term – Select the **Yes** radio button if you want the report to include students with future course assignments in the current course term. Otherwise, select the **No** radio button.

***Note:** Students with course assignments in future course terms always display in the report as long as the applicable course term is selected in the **Course Terms** dual listbox.*

Common Text for Class List – In the field, enter a message of up to 200 alphanumeric characters to include for all students in the list.

Student Sorting Options – Choose one or more student sorting options for this report.

Sorting Options – Choose one or more sorting options for this report.

Output – Select **Report**, **Labels** or **Both Report and Labels**.

If you select labels, use the following Adobe page settings when printing the labels to ensure that the labels print correctly on the page.

- For Adobe 9:
 - Page Scaling = None
 - Auto Rotate and Center = Unchecked
- For Adobe 10:
 - Size Options = Actual Size
 - Orientation = Portrait

***Note:** If you are using Firefox, you must change a setting before printing labels. In Firefox, go to **Options**. On the **Applications** window, below **Content Type**, locate **Portable Document Format (PDF)**. In the **Action** column of that row, change the selection from **Preview** in Firefox to an Adobe option (such as **Use Adobe Acrobat**).*

***Note:** Since this report is used for teachers, to print labels for mailing purposes, the teacher's address information must be available in StudentInformation.*

Label Type – If you selected the **Labels** or **Both Report and Labels** radio button, select a label type from the drop-down list.

Address – Select either the **Use Student Address** or **Use Parent Address** radio to indicate whether the student's address or the parent's address, respectively, should be used if labels are created (i.e., if you select **Labels** or **Both Report and Labels** in the **Output** area).

Marks Reporting

Include Copied on Correspondence – Select the **Yes** radio button if you want to include contacts marked as **Copied on Correspondence** when creating address labels.

Delivery Method (required) – Select how you want to receive this report:

- **Pickup** – Retrieve this report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to this report when the report is ready to view.
- **Email Delivery** – Receive an email with this report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

Class List Format 1 – Mark and Comment Verification List

TEACHER		COURSE NAME		COURSE	SECTIO N	COURSE TERM		MEETING TIME DESCRIPTION				
Duffy, Tisha		American Government		305	2	1st Semester Only		2 (OFF)				
STUDENT NUMBER	STUDENT NAME	HOMEROOM	PROGRAM	HOME SCHOOL	GP1 GP	INT1 INT	GP2 GP	INT2 INT	EX1 EX	AVG AVG	FIN FIN	COMMENTS
8547736	Campos, Robert (BJ)				B+	A+	A-	B+	A-	A-	A-	ENJOY HAVING IN CLASS
852661503	Cannon, Sandi				A-	A+	C	D+	B-	B	B	WORKING WELL
531436864	Dickson, Keenan				B+	C	B	B+	B	B+	B+	PRIDE TAKEN IN WORK

Class List Format 2 – Class List (excluding artificial courses)

TEACHER		COURSE NAME		COURSE	SECTIO N	COURSE TERM		MEETING TIME DESCRIPTION	
Cameron, Felisha		Study Hall (Online Lab)		901ON	1	1st Semester Only		1 (106)	
STUDENT NUMBER	STUDENT NAME	GRADE	DISABILITY CONDITION	GENDER	HOMEROO M	PROGRAM	HOME SCHOOL		
584124807	Buchanan, Winston	09		M					
179994144	Osborn, Takisha	09		F					
859636076	Rivas, Elizabeth	10		F					
								TOTAL MALES:	1
								TOTAL FEMALES:	2
								TOTAL STUDENTS:	3

Class List Format 3 – Attendance Collection List

TEACHER		COURSE NAME		COURSE	SECTIO N	COURSE TERM		MEETING TIME DESCRIPTION						
Cameron, Felisha		Study Hall (Online Lab)		901ON	1	1st Semester Only		1 (106)						
STUDENT NUMBER	STUDENT NAME	HR	PROGRAM	HOME SCHOOL	WEEK 1					WEEK 2				
584124807	Buchanan, Winston				MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
179994144	Osborn, Takisha													
859636076	Rivas, Elizabeth													

Class List Format 4 – Mark and Comment Collection List (for manual mark entry)

REPORT: R703 FORMAT-04		Test High School			Run Date: 12:23 PM 3/15/2019	
2018-2019		MARK AND COMMENT COLLECTION LIST				
TEACHER	COURSE NAME	COURSE	SECTION	COURSE TERM	MEETING TIME DESCRIPTION	
Duffy, Tisha	American Government	305	2	1st Semester Only	2 (OFF)	
STUDENT NUMBER	STUDENT NAME	HR	PROGRAM	HOME SCHOOL	DISABILITY CONDITION	COMMENTS
8547736	Campos, Robert (BJ)					ENJOY HAVING IN CLASS
852661503	Cannon, Sandi					WORKING WELL
531436864	Dickson, Keenan					PRIDE TAKEN IN WORK

Class List Format 6 – Class List (including artificial courses)

REPORT: R703 FORMAT-06		Test High School			Run Date: 12:28 PM 3/15/2019				
2018-2019		CLASS LIST							
TEACHER	COURSE NAME	COURSE	SECTION	COURSE TERM	MEETING TIME DESCRIPTION				
Cameron, Felisha	Study Hall (Online Lab)	901ON	1	1st Semester Only	1 (106)				
STUDENT NUMBER	STUDENT NAME	GRADE	GENDER	HR	STATUS	PROGRAM	HOME SCHOOL	COUNSELOR	LOCKER
584124807	Buchanan, Winston	09	M		A			Rogelio Harmon	0521
179994144	Osborn, Takisha	09	F		A			Rogelio Harmon	0587
859636076	Rivas, Elizabeth	10	F		A			Rogelio Harmon	0667
								TOTAL MALES:	1
								TOTAL FEMALES:	2
								TOTAL STUDENTS:	3

Class List Format 8 – Class List

REPORT: R703 FORMAT-08		Test High School			Run Date: 12:38 PM 3/15/2019		
2018-2019		CLASS LIST					
TEACHER	COURSE NAME	COURSE	SECTION	COURSE TERM	MEETING TIME DESCRIPTION		
Cameron, Felisha	Study Hall (Online Lab)	901ON	1	1st Semester Only	1 (106)		
STUDENT NUMBER	STUDENT NAME	GRADE	GENDER	HOMEROOM	PROGRAM	HOME SCHOOL	
584124807	Buchanan, Winston	09	M				
179994144	Osborn, Takisha	09	F				
859636076	Rivas, Elizabeth	10	F				
						TOTAL MALES:	1
						TOTAL FEMALES:	2
						TOTAL STUDENTS:	3

Class List Format 10 – Class List

REPORT: R703 FORMAT-10		Test High School			Run Date: 12:42 PM 3/15/2019					
2018-2019		CLASS LIST								
TEACHER	COURSE NAME	COURSE	SECTION	COURSE TERM	MEETING TIME DESCRIPTION					
Cameron, Felisha	Study Hall (Online Lab)	901ON	1	1st Semester Only	1 (106)					
STUDENT NUMBER	STUDENT NAME	ADDRESS	PHONE NUMBER	PRIMARY CONTACT	BIRTH DATE	GENDER	DISABILITY CONDITION	HOMEROOM	COUNSELOR	LOCKER
584124807	Buchanan, Winston	4941 East Cowley Way , Test, OH 12345-9570	126 555-8741	Jeremy/Tabatha Buchanan	10/06/2003	M			Rogelio Harmon	0521
179994144	Osborn, Takisha	4381 4th Southpointe Drive , Test, OH 12345-9771	231 555-9261	R.Aaron/Tonya Osborn	05/12/2003	F			Rogelio Harmon	0587
859636076	Rivas, Elizabeth	8118 White Cowley Boulevard , Test, OH 12345-9705	472 555-7402	Tabitha Rivas	02/28/2002	F			Rogelio Harmon	0667

Class List Format 11 – Class List (with attendance data for each class)

REPORT: R703 FORMAT-11		Test High School		Run Date: 1:19 PM 3/15/2019	
2018-2019		CLASS LIST			
TEACHER	COURSE NAME	COURSE	SECTION	COURSE TERM	MEETING TIME DESCRIPTION
Richardson, Eugenia	Advanced Art II	752	81	1st Semester Only	8 (109)
STUDENT NUMBER	STUDENT NAME	EXCUSED ABSENCES	UNEXCUSED ABSENCES	TOTAL DAYS PRESENT	
186502698	Bennett, Tisha				
93448153	Ibarra, Shameka				
213055951	West, Josie				

Class List Format 12 – Class List (with student totals instead of individual student information)

REPORT: R703 FORMAT-12		Test High School		Run Date: 1:36 PM 3/15/2019	
2018-2019		CLASS LIST			
TEACHER	COURSE NAME	COURSE	SECTION	COURSE TERM	MEETING TIME DESCRIPTION
Duffy, Tisha	American Government	305	2	1st Semester Only	2 (OFF)
					TOTAL MALES: 12
					TOTAL FEMALES: 9
					TOTAL STUDENTS: 21

Class List Format 13 – Class List (with home school information instead of locker or counselor information)

REPORT: R703 FORMAT-13		Test High School		Run Date: 1:39 PM 3/15/2019					
2018-2019		CLASS LIST							
TEACHER	COURSE NAME	COURSE	SECTION	COURSE TERM	MEETING TIME DESCRIPTION				
Cameron, Felisha	Study Hall (Online Lab)	9010N	1	1st Semester Only	1 (106)				
STUDENT NUMBER	STUDENT NAME	ADDRESS	PHONE NUMBER	PRIMARY CONTACT	BIRTH DATE	GEN	DISABILITY CONDITION	HOMEROOM	HOME SCHOOL
584124807	Buchanan, Winston		126 555-6741	Jeremy/Tabatha Buchanan	10/06/2003	M			
179994144	Osborn, Takisha		231 555-9281	R.Aaron/Tonya Osborn	05/12/2003	F			
859636076	Rivas, Elizabeth		472 555-7402	Tabitha Rivas	02/28/2002	F			

Report Card Formatter (R700)

Navigation: StudentInformation > SIS > Marks > Marks Reports > Report Card Formatter (R700)

The **Report Card Formatter (R700)** report creates report cards, interim reports, and permanent record labels.

Formatter Version – Select one of the following radio buttons:

- **Custom** – Create report cards using the **Custom Report Card Formatter (R700)** report (see “[Custom Report Card Formatter](#)”).
- **Permanent Record Labels** – Create permanent record labels using fixed formats (see “[Permanent Record Labels](#)”).
- **Non-Custom** – Create report cards using non-custom formats.

Note: The **Non-Custom** option for formatting report cards is still usable but is no longer supported by the state. All existing non-custom report cards and transcripts have been replicated as custom formats. To remove the **Non-Custom** option from your screen, contact your ITC.

Custom Report Card Formatter

To access custom report card formats, on the **Report Card Formatter (R700)** screen, select the **Custom** radio button.

StudentInformation > SIS > Marks > Marks Reports > Report Card Formatter (R700) [Find Students] [Go To]

Report Card Formatter (R700)

From this screen, you can select parameters to generate a report.

Selection Criteria | Selection Summary | Load Settings

(Warning: the Non-Custom formats can be used, but state support will no longer be provided.)

Formatter Version: Custom Permanent Record Labels Non-Custom

Report Layout: AllYear2

Watermark Image: None Watermark Alignment: Top Left

Footer Location: Directly Beneath the Detail Section At The Bottom of the Last Report Page

Report Orientation: Portrait Landscape

Paper Kind: Letter

Paper Width: 8.5 Paper Height: 11

Left Margin: 0.5 Top Margin: 0.5

Right Margin: 0.5 Bottom Margin: 0.5 Gutter: 0.0

School Years For Credits

2018-2019
2017-2018
2016-2017
2015-2016

Interim Report Card: Yes No

Reporting Term For Which To Show Comments Latest Physical Term Is Used For The Current Reporting Term

GP1
1st 9 week interim
GP2
2nd 9 week interim

Mark Type For Which To Show Comments

Average
Exam
Final
Grading Period

Reporting Term For Which To Show Marks

GP1
1st 9 week interim
GP2
2nd 9 week interim

Mark Type For Which To Show Marks

Average
Exam
Final
Grading Period

Course Types

C - Class
L - Lunch
Z - Study hall
ESC - ESC course

Mark Credit Type: All

Show Required Marks Only: Yes No

Print Report Card If Student Has No Marks Or Comments: Yes No

Print Regular Course From Prior Course Term That Has No Marks Or Comments: Yes No

Print Regular Course From Current Course Term That Has No Marks Or Comments: Yes No

Print Regular Course From Future Course Term That Has No Marks Or Comments: Yes No

Print Course History That Has No Marks: Yes No

Include Dropped Courses In Past Or Current Course Terms In Current Year: Yes No

Include Dropped Courses In Future Course Terms In Current Year: Yes No

Include Dropped Courses in Prior Years (for Credits totals): Yes No

Show Separate Marks Subreports For Each Marking Pattern: Yes No

Show Separate Rows in Credits Subreport for Credits from Different Schools in the Same Year: Yes No

Require 'Update History' Flag to be True for Course to be on Report Card: Yes No

Require 'Is High School Credit' Flag to be True for Course to be on Report Card: Yes No

Align Equivalent Marks Columns in Marks Subreports for All Marking Patterns
 Stretch Marks Columns to Fill Width of Marks Shape Within the Marks Subreport for Each Marking Pattern

GPA Sets

1st 9 Weeks Period
 1st sem GPA w/ previous sem
 1st Semester GPA
 2nd 9 Weeks Period

Honor Roll GPA Sets

1st 9 Weeks Period
 1st sem GPA w/ previous sem
 1st Semester GPA
 2nd 9 Weeks Period

Refresh GPA Set and Honor Roll Results: Yes No

Reporting Term For Which To Show Attendance

GP1
 GP2
 GP3
 GP4

Absence Type

A - Excused Absence
 D E - Early Departure-Excused
 D U - Early Departure-Unexcused
 OSS - Out of School Suspension

Show Days Present and Days Absent Totals based on Total Days or Occurrences: Total Days Occurrences

Absence Cutoff Date:

Use Period Attendance: Yes No

Period

1
 2
 3
 MP

Student Status

A - ACTIVE RES
 AR - A RES/ELSE
 D - DELETED
 I - INACTIVE

Administrative Homeroom

09HR - Harmon (Full Year Term)
 106HR - Cameron (Full Year Term)
 10HR - Harmon (Full Year Term)
 11HR - Harmon (Full Year Term)

Program

** - NOT APPLICABLE
 01 - Multiple Disabilities
 02 - Deaf-Blindness
 03 - Deafness (Hearing Impairments)

Home School

123456 - Test High School (Sch)

Counselor
 Harmon, Rogelio

Membership
 15 - Extended Learning Time (Each Week)
 15 - Guided Reading (Small Group Instruction)
 15 - Increase Reading Time
 15 - Interactive Writing

Special Education Services
 215001 - Adapted Physical Education Services
 215002 - Aide Services
 215003 - Attendant Services
 215004 - Audiological Services

Membership Group
 CCJ - Career Center Juniors
 11 - Intervention
 12 - Post-secondary Enrollment Options Program
 15 - 15

Ad-Hoc Membership: -- Select an Ad-Hoc Membership --
 Public And Private

Student ID(s):

Homeroom Date: 3/18/2019

Common Text For Report Cards:

Grading Scale:

Print Blank Report Card For Student With Unpaid Fees: Yes No

Print for Students Requesting Hard Copies:

Omit Unlisted Phone Numbers:

Student Graduation Eligibility Rule: Primary Secondary
Select to view the student(s) primary and secondary Graduation Eligibility rule(s) in the report.

Choose Graduation Eligibility Rule:
Choose a Graduation Eligibility rule from the list to include in the report.

Mark Type:
Choose the mark type to use in current year's total credits calculation. The mark type is only required if Primary, Secondary, or a specific Rule are chosen.

Recalculate Graduation Eligibility:
Check recalculate to refresh the student's Graduation Eligibility data (slower) or Uncheck recalculate to view the student's cached Graduation Eligibility data (faster).

Improve Performance by Separating Report Processing by Grade:
Choose this option for shorter execution time and lower memory usage when running the report for multiple grade levels. A separate interim report will be generated for each selected grade, and then the interim reports for all selected grades will be combined into one final report. When choosing this option, 'Grade' will be the first sort order for the final report, in order of the grades selected in the 'Grade' dual select below.

Grade*
 09 - 09
 10 - 10
 11 - 11
 12 - 12

The 'Grade' dual select is only Required if the 'Improve Performance by Separating Report Processing by Grade' option is chosen above.

Sorting Options
 Grade (ASC) Student Number (ASC) Student Name (ASC)
 Student Number (DESC) Student Name (DESC)

If the 'Improve Performance by Separating Report Processing by Grade' option is chosen above, then the sort order of grades is determined by the order of the grades in the 'Grade' dual select above. In that case the 'Grade' option does not have to be selected in the Sorting Options dual select, since the grade will automatically be the first sort criteria.

Output: Report Labels Both Report and Labels

Label Type: Avery Label 5160 - 1" X 2 5/8" 3-columns

Address: Use Student Address Use Parent Address
 Use custom address text

Include Copied On Correspondence: Yes No

Delivery Method: Pickup Set As Default

Email Address:

Description:

Submit

Report Layout (required) – Select a report layout from the drop-down list (see “[Custom Report Card Layouts](#)”).

Note: For examples of each report card layout, see “[Appendix A. Report Card Formatter \(R700\) Custom Format Examples.](#)”

Custom Report Card Layouts

Format	Orientation	Alpha or numeric marks	Prints comments	Prints GPA	Prints honor roll message	Prints graduation eligibility	Prints attendance	Prints common text	Prints grading scale	Prints credits	Prints fees	For use with window envelopes
All Year2	Landscape	Alpha	No	Yes	Yes	Yes	Yes	No	No	Yes	No	No
	– Prints on legal-sized paper – Hard-coded rhino image – Prints separate totals for present and absent days – Prints Tardy Times Total and Total Credits Earned Prorated – Hard-coded Grade Report title at the top of the report card											
Fixed H1	Portrait	Alpha	Yes	No	No	No	Yes	Yes; To the Parents and building’s phone # is hard coded in the field	Yes	Yes	No	No
	– Prints attendance entered on the Teacher Menu-Report Card Attendance screen – Hard-coded Report of Student’s Progress title at the top of the report card											
Fixed L1	Landscape	Alpha	No	No	No	No	Yes	Yes	No; grading scale is hard coded	No	No	No
	– Prints on legal-sized paper – Usable as a foldable mailer – Hard-coded Grade Report title at the top of the report card											
Fixed L2	Landscape	Alpha	Yes	No	No	No	No	Yes	No	No	No	No
	– Hard-coded Interim Progress Report at the top of the report card – Prints meeting time in comments section											
Fixed N1	Landscape	Alpha, numeric & alpha equivalent	No	Yes	No	No	Yes	Yes	Yes	Yes	Yes	No
	– Prints on legal-sized paper – Hard-coded Grade Report title at the top of the report card											

Marks Reporting

Format	Orientation	Alpha or numeric marks	Prints comments	Prints GPA	Prints honor roll message	Prints graduation eligibility	Prints attendance	Prints common text	Prints grading scale	Prints credits	Prints fees	For use with window envelopes
Fixed N2	Portrait	Alpha	No	Yes	Yes	No	Yes	Yes	No	Yes	No	Yes
	– Prints principal's name & school phone number – Prints attempted & earned credit amounts											
Fixed N3	Landscape	Alpha	Yes	Yes	Yes	No	Yes	Yes	No	Yes	No	No
Fixed N4	Portrait	Alpha	No	Yes	Yes	No	Yes	Yes	No	No	No	Yes
Fixed SP1	Portrait	Alpha	No	Yes	No	No	Yes	Yes; Message is hard coded in the field	Yes	Yes	Yes	Yes; student's ID number displays in window
	– Hard-coded Report Card title at the top of the report card											
Fixed SW1	Portrait	Alpha	No	Yes	No	No	Yes	Yes	No	Yes	No	Yes
	– Prints principal's name & school phone number											
Fixed SW2	Landscape	Numeric & alpha equivalent	Yes	No	No	No	Yes	Yes	Yes	No	No	No
Fixed SW3	Portrait	Numeric & alpha equivalent	No	No	No	No	Yes	Yes	No	No	No	No
	– Hard-coded Report Cards title at the top of the report card											
Format01	Landscape	Alpha	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No
Format02	Landscape	Numeric	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No
Format03	Portrait	Numeric & alpha equivalent	No	Yes	Yes	No	Yes	Yes	No	Yes	No	No
Format04	Landscape	Numeric & alpha equivalent	Yes	Yes	Yes	No	Yes	Yes	No	Yes	Nos	No
Format11	Portrait	Alpha	Yes	No	No	No	Yes	Yes	No	No	Yes	No
	– Interim report card with hard-coded introduction letter											
Format12	Portrait	Numeric & alpha equivalent	Yes	No	No	No	Yes	Yes	No	No	No	No
	Interim report card with hard-coded letter verbiage.											

Format	Orientation	Alpha or numeric marks	Prints comments	Prints GPA	Prints honor roll message	Prints graduation eligibility	Prints attendance	Prints common text	Prints grading scale	Prints credits	Prints fees	For use with window envelopes
Format15	Portrait	Alpha	Yes	No	No	No	No	Yes	No	No	Yes	No
Format15	– Interim report card with hard-coded introduction letter											
Format16	Portrait	Numeric & alpha equivalent	Yes	No	No	No	No	Yes	No	No	Yes	No
Format16	– Interim report card with hard-coded introduction letter											
Format 20	Portrait	Alpha	Yes	Yes	Yes	No	Yes	Yes	No	Yes	Yes	Yes
Format 21	Portrait	Alpha	No	Yes	No	No	Yes	Yes	No	Yes	Yes	Yes
Format 21	– Prints Promoted, Retained, & Transferred checkboxes that can be manually selected											
Format 30	Landscape	Numeric & alpha equivalent	No	Yes	Yes	No	Yes	No	No	Yes	Yes	No
Format 31	Landscape	Alpha	No	Yes	Yes	No	Yes	No	No	Yes	Yes	No
Format40	Portrait	Alpha	No	Yes	Yes	No	Yes	Yes	No	Yes	Yes	Yes
Format 41	Portrait	Alpha	No	Yes	Yes	No	Yes	Yes	No	Yes	Yes	Yes
Format50	Portrait	Alpha	No	Yes	No	No	Yes	Yes	No	Yes	Yes	Yes
Format50	– Prints Promoted, Retained, & Transferred checkboxes that can be manually selected											

Watermark Image – In the drop-down list, select an image to be printed on all report card pages. The options in this drop-down list are configured by your ITC.

Watermark Alignment – In the drop-down list, select the position for the watermark image (**Top Left, Bottom Left, Top Right, Bottom Right, or Center**).

Footer Location (required) – Select the **Directly Beneath the Detail Section** radio button or the **At the Bottom of the Last Page** radio button to indicate whether footer information should display below the detail section or at the bottom of the last page of the report card, respectively.

Report Orientation (required) – Select the applicable radio button indicating whether you want the report cards to print in **Portrait** or **Landscape** orientation.

Paper Kind (required) – In the drop-down list, select the type of paper you will use to print the report cards (**Letter, Legal, or Custom**).

Paper Width (Custom Paper Kind only) – In the field, enter the width (in inches) of the paper you will use to print report cards. If you selected a **Paper Kind** of **Letter** or **Legal**, this field populates with the value **8.5**.

Paper Height (Custom Paper Kind only) – In the field, enter the height (in inches) of the paper you will use to print report cards. If you selected a **Paper Kind** of **Letter** or **Legal**, this field populates with the value **11**.

Left Margin – In the field, enter a value (in inches) for the left-side print margin for this report card.

Right Margin – In the field, enter a value (in inches) for the right-side print margin for this report card.

Top Margin – In the field, enter a value (in inches) for the top print margin for this report card.

Bottom Margin – In the field, enter a value (in inches) for the bottom print margin for this report card.

Gutter – In the field, enter a value (in inches) for the width of space between columns for this report card.

School Years For Credits – In the dual listbox, select each of the school years you wish to use to calculate credits for this report card. If no school years are selected, credits are calculated using all school years by default.

Interim Report Card – Select the **Yes** radio button if this report card is an interim report card. Otherwise, select the **No** radio button.

Reporting Term For Which To Show Comments – In the dual listbox, select each of the reporting terms for which to display comments on this report card. If no reporting terms are selected, comments for all reporting terms displays by default.

Mark Type For Which To Show Comments – In the dual listbox, select each of the mark types for which to display comments on this report card. If no mark types are selected, comments for all mark types displays by default.

Reporting Term For Which To Show Marks – In the dual listbox, select each of the reporting terms for which to display marks on this report card. If no reporting terms are selected, marks for all reporting terms displays by default.

Mark Type For Which To Show Marks – In the dual listbox, select each of the mark types for which to display marks on this report card. If no mark types are selected, marks for all mark types displays by default.

Course Types – In the dual listbox, select each of the course types you wish to include in this report. If no course types are selected, all course types displays by default.

Mark Credit Type – In the drop-down list, select desired mark credit types for this report card.

Show Required Marks Only – Select the **Yes** radio button if you want only courses that are listed on the **Student Marks** screen to display on the report card. Select the **No** radio button if you want both manual course history and courses listed on the **Student Marks** screen to display on the report card.

Print Report Card If Student Has No Marks Or Comments – Select the **Yes** radio button if you want to print a blank report card for students who do not have any marks or comments. Otherwise, select the **No** radio button.

Print Regular Course From Prior Course Term That Has No Marks Or Comments – Select the **Yes** radio button if you want regular courses (from a prior course term) with no marks or comments to display on this report card. Otherwise, select the **No** radio button.

Print Regular Course From Current Course Term That Has No Marks or Comments – Select the **Yes** radio button if you want regular courses (for the current course term) with no marks or comments to display on this report card. Otherwise, select the **No** radio button.

Print Regular Course From Future Course Term That Has No Marks or Comments – Select the **Yes** radio button if you want regular courses (for a future course term) with no marks or comments to display on this report card. Otherwise, select the **No** radio button.

Print Course History That Has No Marks – This option is non-functional. Though you can enter course history without a mark, it will not print on the report card because no reporting term is associated when no mark is entered.

Include Dropped Courses in Past Or Current Course Terms In Current Year – Select the **Yes** radio button you want dropped courses from a past course term or the current course term to display on this report card. Otherwise, select the **No** radio button.

Include Dropped Courses in Future Course Terms In Current Year – Select the **Yes** radio button you want dropped courses from a future course term to display on this report card. Otherwise, select the **No** radio button.

Include Dropped Courses in Prior Years (for Credit totals) – Select the **Yes** radio button if you want dropped courses from prior school years to be included in the credit amounts that display on some report card formats. Otherwise, select the **No** radio button.

Show Separate Marks Subreports For Each Marking Pattern – Select the **Yes** radio button if you want the report card to include a separate marks subreport for each of the marking patterns selected. Otherwise, select the **No** radio button.

Show Separate Rows in Credits Subreport for Credits from Different Schools in the Same Year – Select the **Yes** radio button if you want this report card to create separate rows for two different school buildings in which a student has course history during the same school year. Otherwise, select the **No** radio button.

Require “Update History” Flag to be True for Course to be on Report Cards – Select the **Yes** radio button if you want to include only courses with the **Is In Update History** checkbox selected on the **Courses** screen **General** tab on this report card. Otherwise, select the **No** radio button.

Required “Is High School Credit” Flag to be True for Course to be on Report Cards – Select the **Yes** radio button if you want to include only courses with the **Is High School Credit** checkbox selected on the **Courses** screen **General** tab on this report card. Otherwise, select the **No** radio button.

Marks Alignment in Marks Subreports – Select one of the following radio buttons to indicate how you want marks to display in marks subreports on this report card:

- **Align Equivalent Marks Columns in Marks Subreports for All Marking Patterns**
- **Stretch Marks Columns to Fill Width of Marks Shape Within the Marks Subreport for Each Marking Pattern**

GPA Sets (required) – In the dual listbox, select each of the GPA sets you wish to include in this report card. If no GPA sets are selected, GPA information does not print on this report card.

Honor Roll GPA Sets – In the dual listbox, select each of the honor roll GPA sets you wish to include in this report card. If no honor roll GPA sets are selected, all honor roll GPA sets is included in this report card by default.

Refresh GPA Set and Honor Roll Results – Select the **Yes** radio button if you want to refresh GPA sets and honor roll results. Otherwise, select the **No** radio button.

Reporting Term For Which To Show Attendance – In the dual listbox, select each of the reporting terms for which to display attendance on this report card. If no reporting terms are selected, attendance for all reporting terms is included in this report card by default.

Absence Type – In the dual listbox, select each of the absence types you wish to include on this report card. If no absence types are selected, all absence types are included on this report card by default.

Show Days Present and Days Absent Totals based on Total Days or Occurrences (required)
– Select one of the following radio buttons to indicate how attendance will be calculated on this report card:

- **Total Days** – The **Days Present** value is calculated as the sum of each **Actual Days** value for each calendar day. If the **Actual Days** value on a particular calendar day exceeds the **Max Absence Level** value for the student's calendar, then the **Max Absence Level** value is used for that day in the summation instead of the **Days Present** value. The **Days Absent** value is calculated as the sum of the **Absence Level** values for each daily absence record multiplied by the **Actual Days** (or **Max Absence Level**) value for the calendar day on which the absence occurred.
- **Occurrences** – The **Days Present** value is calculated as the sum of each **Days Counted** value for each calendar day. The **Days Counted** value for a calendar day is determined by the **Calendar Day Type** value. For example, for a **Calendar Day Type** of **School Day** or **Calamity Make-up Day**, the **Days Counted** value is 1. For a **Calendar Day Type** of **School Half-Day**, the **Days Counted** value is 0.5. The **Days Absent** value is calculated as the sum of the **Absence Level** values for each daily absence record multiplied by the **Days Counted** value for the calendar day on which the absence occurred.

Absence Cutoff Date – Enter or select the date after which absences are not counted toward the attendance information that displays on this report card.

Use Period Attendance – Select the **Yes** radio button to use period attendance values for attendance calculation on this report card. Otherwise, select the **No** radio button.

In the following dual listboxes, select the criteria you want to include. If you do not select any criteria in a given dual listbox, the report displays all criteria for that category by default.

- **Period(s)**
- **Student Status(es)**
- **Administrative Homeroom(s)**
- **Programs**
- **Home School(s)** (This dual listbox populates based on the value(s) entered in the **Home School** field on the **Student Profile** screen **General** tab)
- **Counselor(s)**
- **Membership(s)**
- **Special Education Services**
- **Membership Group(s)**

- **Special Education Services** (This dual listbox refers to the special education records entered for a student on the **Special Education** screen **Services** tab.)

***Note:** The **Special Education Services** dual listbox displays only if FY13 or later is in context. In prior years, special education services were entered on the **Edit Student Memberships** screen and can be selected for this report in the **Membership** dual listbox.*

Ad-Hoc Membership – Select an ad hoc membership from the drop-down list if you wish to include only students associated with the membership in this report. Select the **Public And Private** checkbox if you wish to view memberships created by other users in the drop-down list.

Student ID(s) – If you want to create this report card only for individual students, enter the identification number for each student (separated by commas) in the field.

Homeroom Date (required) – Enter or select a date in the field indicating the date this report card should use to retrieve students' homeroom information.

Common Text For Report Cards – In the field, enter a message that displays on all report cards.

Grading Scale – In the field, enter a message indicating the grading scale that displays on all transcripts.

Print Blank Report Card for Student with Unpaid Fees – Select the **Yes** radio button if you want to print blank report cards (with no course information or marks) for students with outstanding fees. A message displays on the report card indicating the dollar amount that the student owes. Otherwise, select the **No** radio button.

***Note:** If you do not want report cards PDFs to display in ParentAccess for students with unpaid fees, on the **District Options** screen, make sure the **Disable Report Cards on ParentAccess Portal for Students with Unpaid Fees** checkbox is selected (see [“Publishing Report Cards to ParentAccess”](#)).*

Print for Students Requesting Hard Copies – Select this checkbox to print a paper copy of this report card for students whose profile indicates this preference.

Omit Unlisted Phone Numbers – Select this checkbox if you want to omit unlisted phone numbers on this report card.

Student Graduation Eligibility Rule – Select the appropriate checkbox(es) indicating if you want this report card to display a student's **Primary** and/or **Secondary** Graduation/Eligibility rule status.

Choose Graduation Eligibility Rule – If you selected one or both checkboxes for **Student Graduation Eligibility Rule**, select a Graduation/Eligibility Rule from the drop-down list.

Mark Type – If you selected a Graduation/Eligibility Rule from the **Choose Graduation Eligibility Rule** drop-down list, select a mark type to use in current year's total.

Recalculate Graduation Eligibility – Select this checkbox if you want to recalculate students' status for the selected Graduation/Eligibility Rule(s). Otherwise, this report card will use cached values (if available).

Improve Performance by Separating Report Processing by Grade – Select this checkbox for a shorter execution time and lower memory usage when running this report for multiple grade levels. A separate interim report is generated for each selected grade level, and then the interim reports for all selected grade levels are combined into 1 final report. If you select this checkbox, the **Grade** dual listbox displays.

Grade – In the dual listbox, select each of the grade levels you wish to include in this report. If no grade levels are selected, all grade levels are included in the report. (This dual listbox displays only if you select the **Improve Performance by Separating Report Processing by Grade** checkbox.)

Sorting Options – Select one or more sorting options for this report card.

***Note:** If you selected the **Improve Performance by Separating Report Processing by Grade** checkbox, the sort order of grade levels is determined by the order of the grade levels in the **Grade** dual listbox. In this circumstance, the **Grade** sort option does not need to be selected.*

***Note:** If you select **Zip Code** as the primary sorting option, and you selected the **Yes** radio button for **Include Copied on Correspondence**, then a student may have multiple report copies with different zip codes (if the student's zip code differs from one or more of their contacts' zip codes). In this circumstance, the report card groups all of the student's report card copies together in the final set of report cards. If you select the **Use Student Address** radio button, the zip code used for each student is the student's mailing zip code. If you select the **Use Parent Address** radio button, the zip code used for each student is the primary contact's zip code.*

Print Report In Permanent Record Label Format – Select the **Yes** radio button to print only courses marked as **Include on Permanent Record** on the **Course** screen **Marks** tab. Otherwise, select the **No** radio button.

Output – Select **Report, Labels** or **Both Report and Labels**.

If you select labels, use the following Adobe page settings when printing the labels to ensure that the labels print correctly on the page.

- For Adobe 9:
 - Page Scaling = None
 - Auto Rotate and Center = Unchecked
- For Adobe 10:
 - Size Options = Actual Size
 - Orientation = Portrait

***Note:** If you are using Firefox, you must change a setting before printing labels. In Firefox, go to **Options**. On the **Applications** window, below **Content Type**, locate **Portable Document Format (PDF)**. In the **Action** column of that row, change the selection from **Preview in Firefox** to an Adobe option (such as **Use Adobe Acrobat**).*

***Note:** Since this report is used for teachers, to print labels for mailing purposes, the teacher's address information must be available in StudentInformation.*

Label Type – If you selected the **Labels** or **Both Report and Labels** radio button, select a label type from the drop-down list.

Address – Select either the **Use Student Address** or **Use Parent Address** radio to indicate whether the student's address or the parent's address, respectively, should be used if labels are created (i.e., if you select **Labels** or **Both Report and Labels** in the **Output** area).

Include Copied on Correspondence – Select the **Yes** radio button if you want to include contacts marked as **Copied on Correspondence** when creating address labels.

Delivery Method (required) – Select how you want to receive this report:

- **Pickup** – Retrieve this report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to this report when the report is ready to view.
- **Email Delivery** – Receive an email with this report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

Permanent Record Labels

Navigation: StudentInformation > SIS > Marks > Marks Reports > Report Card Formatter (R700)

To access permanent record labels, on the **Report Card Formatter (R700)** screen, click the **Permanent Record Labels** radio button.

StudentInformation > SIS > Marks > Marks Reports > Report Card Formatter (R700) [Find Students] [Go To]

Report Card Formatter (R700)

From this screen, you can select parameters to generate a report.

Selection Criteria | Selection Summary | Load Settings

Formatter Version: Custom Permanent Record Labels Non-Custom

Report Layout: Report Card Format 22

Reporting Term

1st 9 week interim GP1
 2nd 9 week interim GP2
 EX1 GP3
 AVG1 GP4

Mark Type

Average
 Exam
 Final
 Grading Period

Period

1
 2
 3
 4

Membership

15 - Extended Learning Time (Each Wee
 15 - Guided Reading (Small Group Instru
 15 - Increase Reading Time
 15 - Interactive Writing

Special Education Services

215001 - Adapted Physical Education Se
 215002 - Aide Services
 215003 - Attendant Services
 215004 - Audiological Services

Membership Group

CCJ - Career Center Juniors
 11 - Intervention
 12 - Post-secondary Enrollment Options
 15 - 15

Ad-Hoc Membership: -- Select an Ad-Hoc Membership --

Public And Private

Student Status

A - ACTIVE RES
 AR - A RES/ELSE
 D - DELETED
 I - INACTIVE

Home School

123456 - Test High School (Sch)

GPA Sets

1st 9 Weeks Period
 1st sem GPA w/ previous sem
 1st Semester GPA
 2nd 9 Weeks Period

Honor Roll GPA Sets

1st 9 Weeks Period
 1st sem GPA w/ previous sem
 1st Semester GPA
 2nd 9 Weeks Period

Refresh GPA Set and Honor Roll Results: Yes No

Student ID(s):

Homeroom Date: 3/15/2019

Absence Date:

Common Text For Report Cards:

Print Blank Report Card For Student With Unpaid Fees: Yes No

Suppress Withdrawals: Yes No

Student Graduation Eligibility Rule: Primary Secondary

Choose Graduation Eligibility Rule:

Mark Type:

Recalculate Graduation Eligibility:

Omit Unlisted Phone Numbers:

Print Report In Permanent Record Label Format: Yes No

Permanent Record Label Font Size:

Permanent Record Label Height:

Top Margin:

Bottom Margin:

Left Margin:

Right Margin:

Gutter:

School Year(s) for Credits

2018-2019

2017-2018

2016-2017

2015-2016

Require 'Update History' Flag to be True for Course to be on Report Card: Yes No

Require 'Is High School Credit' Flag to be True for Course to be on Report Card: Yes No

Improve Performance by Separating Report Processing by Grade:

Grade

10 - 10

11 - 11

12 - 12

GR - GR

09 - 09

Sorting Options

Grade (ASC)

Student Number (ASC)

Student Number (DESC)

Student Name (DESC)

Grade (DESC)

Student Name (ASC)

Output: Report Labels Both Report and Labels

Label Type:

Address: Use Student Address Use Parent Address

Use custom address text

Include Copied On Correspondence: Yes No

Print Teacher Code / Last Name on Label: Show Teacher Code Show Teacher Last Name

Delivery Method:

Email Address:

Description:

Report Layout (required) – Select one of the following permanent record label formats from the drop-down list:

***Note:** Make sure you print a sample page of your selected label format before running this report for multiple students or before using actual labels.*

***Note:** All permanent label formats display external absences for a student in the attendance subreport section. If a student has both daily and external attendance for a selected school year, then a row for each of these attendance types displays in the attendance subreport. A **School Code** column displays on all permanent record label formats except **Format 54** (due to space limitations). The attendance subreport is sorted in ascending order by school code.*

***Note:** For help with printing permanent record labels, see [“Label Printing Suggestions.”](#)*

- **Format 22** – 2"x4" or 3-1/3"x4"
- **Format 23** – 3-1/3"x4"
- **Format 24** – 3-1/3"x4"
- **Format 32** – 2"x4" or 3-1/3"x4"; includes previous year credits earned and print a cumulative credit
- **Format 33** – 3-1/3"x4"; includes previous year credits earned and print a cumulative credit
- **Format 34** – 3-1/3"x4"; includes previous year credits earned and print a cumulative credit
- **Format 42** – 2"x4" or 3-1/3"x4"; prints marks on right side and will not print student GPA or student ranking
- **Format 43** – 3-1/3"x4"; prints marks below student header and will print student GPA but no student ranking
- **Format 44** – 3-1/3"x4"; prints marks below student header and will not print student GPA or student ranking
- **Format 54** – same as Format 34, with slight layout alterations
- **Format 62** – same as Format 42 with the addition of the **Home School Name** field (if the **Home School IRN** value is entered on the **Student Profile** screen **General** tab)
- **Format 63** – same as Format 43 with the addition of the **Home School Name** field (if the **Home School IRN** value is entered on the **Student Profile** screen **General** tab)
- **Format 64** – same as Format 44 with the addition of the **Home School Name** field (if the **Home School IRN** value is entered on the **Student Profile** screen **General** tab)
- **Format 82** – 2"x4" or 3-1/3"x4"; will include previous year credits earned and print a cumulative credit; uses numeric marks
- **Format 83** – 3-1/3"x4"; prints marks below student header and will print student GPA but no student ranking; uses numeric marks
- **Format 84** – 3-1/3"x4"; uses numeric marks

In the following dual listboxes, select the criteria you want to include. If you do not select any criteria in a given dual listbox, the report displays all criteria for that category by default.

- **Reporting Term(s)**

- **Period(s)**
- **Membership(s)**
- **Special Education Services** (This dual listbox refers to the special education records entered for a student on the **Special Education Services** tab.)

Note: The **Special Education Services** dual listbox displays only if FY13 or later is in context. In prior years, special education services were entered on the **Edit Student Memberships** screen and can be selected for this report in the **Membership** dual listbox.

- **Membership Group(s)**
- **Homeroom(s)**
- **Student Status(es)**
- **GPA Sets** (required)
- **Honor Roll GPA Sets** (required)
- **Home School(s)**

Ad-Hoc Membership – Select an ad hoc membership from the drop-down list if you wish to include only students associated with the membership in this report. Select the **Public And Private** checkbox if you wish to view memberships created by other users in the drop-down list.

Refresh GPA Set and Honor Roll Results (required) – Select the **Yes** radio button if you want to refresh GPA sets and honor roll results. Otherwise, select the **No** radio button.

Student ID(s) – If you want to create this report card only for individual students, enter the identification number for each student (separated by commas) in the field.

Homeroom Date (required) – Enter or select a date in the field indicating the date this report card should use to retrieve students' homeroom information.

Absence Date – Enter or select a date in the field indicating that last day on which attendance should be counted for the reporting term. If you do not specify an absence date, all days are considered for **Present**, **Absent**, and **Tardy** counts.

Common Text For Report Cards – In the field, enter a message that displays on all report cards.

Print Blank Report Card for Student with Unpaid Fees – Select the **Yes** radio button if you want to print blank report cards (with no course information or marks) for students with outstanding fees. A message will display on the report card indicating the dollar amount that the student owes. Otherwise, select the **No** radio button.

Note: If you do not want report cards PDFs to display in ParentAccess for students with unpaid fees, on the **District Options** screen, make sure the **Disable Report Cards on ParentAccess Portal for Students with Unpaid Fees** checkbox is selected (see [“Publishing Report Cards to ParentAccess”](#)).

Suppress Withdrawals – Select the **Yes** radio button if you do not want to include students who have withdrawn on this report card. Otherwise, select the **No** radio button.

Student Graduation Eligibility Rule – Select the appropriate checkbox(es) indicating if you want this report card to display a student's **Primary** and/or **Secondary** Graduation/Eligibility rule status.

Choose Graduation Eligibility Rule – If you selected one or both checkboxes for **Student Graduation Eligibility Rule**, select a Graduation/Eligibility Rule from the drop-down list.

Mark Type – If you selected a Graduation/Eligibility Rule from the **Choose Graduation Eligibility Rule** drop-down list, select a mark type to use in current year’s total.

Recalculate Graduation Eligibility – Select this checkbox if you want to recalculate students’ status for the selected Graduation/Eligibility Rule(s). Otherwise, this report card uses cached values (if available).

Omit Unlisted Phone Numbers – Select this checkbox if you want to omit unlisted phone numbers on this report card.

Print Report In Permanent Record Label Format – Select the **Yes** radio button if you want to include only courses with the **Include on Permanent Record** checkbox selected on the **Courses** screen **Marks** tab in this report card. Otherwise, select the **No** radio button.

Permanent Record Label Font Size – In the field, enter a number indicating the font size (in points) that you want to use for your permanent record labels.

Permanent Record Label Height – In the field, enter a number indicating the height (in inches) of each permanent record label.

Top Margin – In the field, enter a value (in inches) for the top margin for each permanent record label.

Bottom Margin – In the field, enter a value (in inches) for the bottom margin for each permanent record label.

Left Margin – In the field, enter a value (in inches) for the left margin for each permanent record label.

Right Margin – In the field, enter a value (in inches) for the right margin for each permanent record label.

Gutter – In the field, enter a value (in inches) for the gutter (i.e., the empty space to the left of the report’s left margins).

School Year(s) for Credits – Choose the school year(s) that determines which school years’ credits will be counted toward the total credits. Only the current year should be selected if running a label that only shows the current year’s credit.

Require “Update History” Flag to be True for Course to be on Report Cards – Select the **Yes** radio button if you want to include only courses with the **Is In Update History** checkbox selected on the **Courses** screen **General** tab on this report card. Otherwise, select the **No** radio button.

Required “Is High School Credit” Flag to be True for Course to be on Report Cards – Select the **Yes** radio button if you want to include only courses with the **Is High School Credit** checkbox selected on the **Courses** screen **General** tab on this report card. Otherwise, select the **No** radio button.

Improve Performance by Separating Report Processing by Grade – Select this checkbox for a shorter execution time and lower memory usage when running this report for multiple grade levels. A separate interim report is generated for each selected grade level, and then the interim reports for all selected grade levels are combined into 1 final report. If you select this checkbox, the **Grade** dual listbox displays.

Grade – In the dual listbox, select each of the grade levels you wish to include in this report. If no grade levels are selected, all grade levels are included in the report. (This dual listbox displays only if you select the **Improve Performance by Separating Report Processing by Grade** checkbox.)

Sorting Options – Select one or more sorting options for this report card.

Note: If you selected the **Improve Performance by Separating Report Processing by Grade** checkbox, the sort order of grade levels is determined by the order of the grade levels in the **Grade** dual listbox. In this circumstance, the **Grade** sort option does not need to be selected.

Note: If you select **Zip Code** as the primary sorting option, and you selected the **Yes** radio button for **Include Copied on Correspondence**, then a student may have multiple report copies with different zip codes (if the student's zip code differs from one or more of their contacts' zip codes). In this circumstance, the report card will group all of the student's report card copies together in the final set of report cards. If you select the **Use Student Address** radio button, the zip code used for each student is the student's mailing zip code. If you select the **Use Parent Address** radio button, the zip code used for each student is the primary contact's zip code.

Print Report In Permanent Record Label Format – Select the **Yes** radio button to print only courses marked as **Include on Permanent Record** on the **Course** screen **Marks** tab. Otherwise, select the **No** radio button.

Output – Select **Report**, **Labels** or **Both Report and Labels**.

If you select labels, use the following Adobe page settings when printing the labels to ensure that the labels print correctly on the page.

- For Adobe 9:
 - Page Scaling = None
 - Auto Rotate and Center = Unchecked
- For Adobe 10:
 - Size Options = Actual Size
 - Orientation = Portrait

Note: If you are using Firefox, you must change a setting before printing labels. In Firefox, go to **Options**. On the **Applications** window, below **Content Type**, locate **Portable Document Format (PDF)**. In the **Action** column of that row, change the selection from **Preview in Firefox** to an Adobe option (such as **Use Adobe Acrobat**).

Note: Since this report is used for teachers, to print labels for mailing purposes, the teacher's address information must be available in StudentInformation.

Label Type – If you selected the **Labels** or **Both Report and Labels** radio button, select a label type from the drop-down list.

Address – Select either the **Use Student Address** or **Use Parent Address** radio button to indicate whether the student's address or the parent's address, respectively, should be used if labels are created (i.e., if you select **Labels** or **Both Report and Labels** in the **Output** area).

Include Copied on Correspondence – Select the **Yes** radio button if you want to include contacts marked as **Copied on Correspondence** when creating address labels.

Delivery Method (required) – Select how you want to receive this report:

- **Pickup** – Retrieve this report on the **Batch/Report Management** window.
- **Email Notification** – Receive an email with a link to this report when the report is ready to view.
- **Email Delivery** – Receive an email with this report included as a PDF attachment.

Email Address (autopopulated from your StudentInformation account)

Report Format – Select an output format of **Adobe PDF**, **Rich Text File (RTF)**, **Text**, **Excel Spreadsheet**, or **HTML**.

Description – If entered, displays on the **Batch/Report Management** screen.

Submit – Click to submit this report to the **Batch/Report Management** screen.

Label Printing Suggestions

***Note:** All label formats may require margin adjustments. Make sure to print test copies of your labels.*

***Note:** Additional label formats may display in the **Report Layout** drop-down list, but these formats are inactive at this time. See examples of these formats at the end of this chapter.*

***Note:** For home schools printing permanent record labels for their vocational students: since the school calendar for your school building may differ from the vocational school calendar your vocational students follow, the **Total Days Present** value will not print correctly on your labels. However, the **Total Days Absent** and **Total Days Tardy** values will print as expected.*

2"x4" labels

- Avery Label #8163

***Note:** The bottom-right label will be left blank with visible margins, but the student's label will print correctly on the next page.*

- Recommended font size: 5
- Label height: 2
- Recommended top margin: 1
- Recommended left margin: .25

3-1/3"x4" labels

- Avery Label #8164
- Recommended font size: 5
- Label height: 3.33
- Recommended top margin: 1
- Recommended left margin: .4

Format 24 (3-1/3" labels)

- Recommended font size: 5
- Label height: 3.33
- Recommended top margin: .65

- Recommended left margin: .3

Format 44 (3-1/3" labels)

- Recommended font size: 5
- Label height: 3.33
- Recommended top margin: .8

Recommended left margin: .4

Report Layout – Permanent Record Label Format 22

NAME Byrd, Christen				COURSE NAME		TEAC	GP ¹	GP ²	GP ³	GP ⁴	CRED
ID	468166526	YEAR	2017-2018	BAND	SWIN72	A+	A+	A+	A+	0.000	
GR	09	GEND	F	BASIC ART	KIDN419	B+	A-			0.000	
SCHL	PRES	ABS	TARDY	BIOLOGY I	DITL557	A+	A	A+	A+	0.000	
THX	170	5	0	CERAMICS I	KIDN419			C	F	0.000	
CREDITS EARNED: 7				CHOIR	SWIN72	A+	A+	A+	A+	0.000	
				ENGLISH 9	PALM32	C	C-	C-	A	0.000	
				GEOMETRY	CONL92	C-	C-	C	D-	0.000	
				WORLD STUDIES	PALM32	A+	B	C-	A	0.000	

Report Layout – Permanent Record Label Format 23

NAME Cohen, Xavier				ID	781674828	YEAR	2017-2018
				GRD	09	GEND	M
SCHL	PRES	ABS	TARDY	CRED	2.5		
THX	170.5	4.5	0				
COURSE NAME		TEAC	GP1 GP	GP2 GP	GP3 GP	GP4 GP	CRED
ALGEBRA I		BARB53	F	F	F	F	0.000
BASIC ART		KIDN419	D+	F			0.000
COMP SCI ESS		POKR54	A+	A	A-	A-	0.000
ENGLISH 9		PALM32	B	D-	F	F	0.000
HEALTH		SHEA60			C-	C	0.000
PHY SCIENCE		MCM138	D	F	F	F	0.000
WORLD STUDIES		PALM32	A	B	D	C-	0.000

Report Layout – Permanent Record Label Format 24 (84 is identical, but uses Numeric Marks)

NAME Brewer, Jeromy				ID	608263622	YEAR	2017-2018
				GRD	09	GEND	M
SCHL	PRES	ABS	TARDY				
THX	164	11	4				
CREDITS EARNED:				7			
COURSE NAME	TEAC	GP1 GP	GP2 GP	GP3 GP	GP4 GP	CRE D	
ALGEBRA I	BARB53	A-	B-	A-	B	0.000	
BIOLOGY I	DITL557	A	A+	A	A+	0.000	
ENGLISH 9	PALM32	A	B	A-	A-	0.000	
IND TECH I	FREE20	B+	A-	B	B+	0.000	
INT ENG DESIGN	OSLI670	C+	C	B	B+	0.000	
SPANISH II	EDGE50	A	B+	A-	B	0.000	
WORLD STUDIES	PALM32	A	A	A	B+	0.000	

Report Layout – Permanent Record Label Format 32 (82 is identical, but uses Numeric Marks)

NAME Byrd, Christen				COURSE NAME										
ID	468166526	YEAR	2017-2018	TEAC	GP	GP ¹	GP ²	GP ³	GP ⁴	CRED				
GR	09	GEND	F	BAND	SWIN72	A+	A+	A+	A+	0.000				
SCHL	PRES	ABS	TARDY	BASIC ART	KIDN419	B+	A-			0.000				
THX	170	5	0	BIOLOGY I	DITL557	A+	A	A+	A+	0.000				
CURRENT CREDITS:				7				CERAMICS I	KIDN419		C	F	0.000	
TOTAL CREDITS:				27.25				CHOIR	SWIN72	A+	A+	A+	A+	0.000
				ENGLISH 9	PALM32	C	C-	C-	A	0.000				
				GEOMETRY	CONL92	C-	C-	C	D-	0.000				
				WORLD STUDIES	PALM32	A+	B	C-	A	0.000				

Report Layout – Permanent Record Label Format 33

NAME Cohen, Xavier				ID	781674828	YEAR	2017-2018	
				GRD	09	GEND	M	
SCHL	PRES	ABS	TARDY					
THX	170.5	4.5	0					
CURRENT CREDITS:				2.5				
				TOTAL CREDITS:				19
COURSE NAME	TEAC	GP1 GP	GP2 GP	GP3 GP	GP4 GP	CRE D		
ALGEBRA I	BARB53	F	F	F	F	0.000		
BASIC ART	KIDN419	D+	F			0.000		
COMP SCI ESS	POKR54	A+	A	A-	A-	0.000		
ENGLISH 9	PALM32	B	D-	F	F	0.000		
HEALTH	SHEA60			C-	C	0.000		
PHY SCIENCE	MCM138	D	F	F	F	0.000		
WORLD STUDIES	PALM32	A	B	D	C-	0.000		

Report Layout – Permanent Record Label Format 34

NAME Brewer, Jeromy				ID	608263622	YEAR	2017-2018
				GRD	09	GEND	M
SCHL	PRES	ABS	TARDY				
THX	164	11	4				
CURRENT CREDITS:				7			
TOTAL CREDITS:				7			
COURSE NAME	TEAC	GP1	GP2	GP3	GP4	CRE D	
		GP	GP	GP	GP		
ALGEBRA I	BARB53	A-	B-	A-	B	0.000	
BIOLOGY I	DITL557	A	A+	A	A+	0.000	
ENGLISH 9	PALM32	A	B	A-	A-	0.000	
IND TECH I	FREE20	B+	A-	B	B+	0.000	
INT ENG DESIGN	OSLI670	C+	C	B	B+	0.000	
SPANISH II	EDGE50	A	B+	A-	B	0.000	
WORLD STUDIES	PALM32	A	A	A	B+	0.000	

Report Layout – Permanent Record Label Format 42

NAME Byrd, Christen				COURSE NAME	TEAC	GP ¹	GP ²	GP ³	GP ⁴	CRED
ID	468166526	YEAR	2017-2018			GP	GP	GP	GP	
GR	09	GEND	F	BAND	SWIN72	A+	A+	A+	A+	0.000
SCHOOL				BASIC ART	KIDN419	B+	A-			0.000
PRES				BIOLOGY I	DITL557	A+	A	A+	A+	0.000
ABS				CERAMICS I	KIDN419			C	F	0.000
TRDY				CHOIR	SWIN72	A+	A+	A+	A+	0.000
THX				ENGLISH 9	PALM32	C	C-	C-	A	0.000
CURRENT CREDITS:				GEOMETRY	CONL92	C-	C-	C	D-	0.000
TOTAL CREDITS:				WORLD STUDIES	PALM32	A+	B	C-	A	0.000

Report Layout – Permanent Record Label Format 43 (83 is identical, but uses Numeric Marks)

NAME Cohen, Xavier				ID	781674828	YEAR	2017-2018
				GRD	09	GEND	M
SCHL	PRES	ABS	TARDY				
THX	170.5	4.5	0				
CURRENT CREDITS:				2.5			
TOTAL CREDITS:				19			
COURSE NAME	TEAC	GP1	GP2	GP3	GP4	CRE D	
		GP	GP	GP	GP		
ALGEBRA I	BARB53	F	F	F	F	0.000	
BASIC ART	KIDN419	D+	F			0.000	
COMP SCI ESS	POKR54	A+	A	A-	A-	0.000	
ENGLISH 9	PALM32	B	D-	F	F	0.000	
HEALTH	SHEA60			C-	C	0.000	
PHY SCIENCE	MCM138	D	F	F	F	0.000	
WORLD STUDIES	PALM32	A	B	D	C-	0.000	

Report Layout – Permanent Record Label Format 44

NAME Brewer, Jeromy				ID	608263622	YEAR	2017-2018
				GRD	09	GEND	M
SCHL	PRES	ABS	TARDY				
THX	164	11	4				
CURRENT CREDITS:				7			
TOTAL CREDITS:				7			
COURSE NAME	TEAC	GP1 GP	GP2 GP	GP3 GP	GP4 GP	CRED	
ALGEBRA I	BARB53	A-	B-	A-	B	0.000	
BIOLOGY I	DITL557	A	A+	A	A+	0.000	
ENGLISH 9	PALM32	A	B	A-	A-	0.000	
IND TECH I	FREE20	B+	A-	B	B+	0.000	
INT ENG DESIGN	OSLI670	C+	C	B	B+	0.000	
SPANISH II	EDGE50	A	B+	A-	B	0.000	
WORLD STUDIES	PALM32	A	A	A	B+	0.000	

Report Layout – Permanent Record Label Format 62

NAME Byrd, Christen				COURSE NAME						
ID	468166526	YEAR	2017-2018	TEAC	GP1 GP	GP2 GP	GP3 GP	GP4 GP	CRED	
GR	09	GEND	F	BAND	SWIN72	A+	A+	A+	A+	
HOME				BASIC ART	KIDN419	B+	A-			
SCHL	PRES	ABS	TARDY	BIOLOGY I	DITL557	A+	A	A+	A+	
THX	170	5	0	CERAMICS I	KIDN419			C	F	
CURRENT CREDITS:				7	CHOIR	SWIN72	A+	A+	A+	A+
TOTAL CREDITS:				27.25	ENGLISH 9	PALM32	C	C-	C-	A
				GEOMETRY	CONL92	C-	C-	C	D-	
				WORLD STUDIES	PALM32	A+	B	C-	A	

Report Layout – Permanent Record Label Format 63

NAME Cohen, Xavier				HM SC	ID	781674828	YEAR	2017-2018	
					GR	09	GEND	M	
SCHL	PRES	ABS	TARDY						
THX	170.5	4.5	0						
CURRENT CREDITS:				2.5		TOTAL CREDITS:			19
COURSE NAME	TEAC	GP1 GP	GP2 GP	GP3 GP	GP4 GP	CRED			
ALGEBRA I	BARB53	F	F	F	F	0.000			
BASIC ART	KIDN419	D+	F			0.000			
COMP SCI ESS	POKR54	A+	A	A-	A-	0.000			
ENGLISH 9	PALM32	B	D-	F	F	0.000			
HEALTH	SHEA60			C-	C	0.000			
PHY SCIENCE	MCM138	D	F	F	F	0.000			
WORLD STUDIES	PALM32	A	B	D	C-	0.000			

Report Layout – Permanent Record Label Format 64

NAME	Brewer, Jeromy			ID	608263622	YEAR	2017-2018	
				GRD	09	GEND	M	
				HOME				
SCHL	PRES	ABS	TARDY					
THX	164	11	4					
CURRENT CREDITS:				7				
TOTAL CREDITS:				7				
COURSE NAME	TEAC	GP1	GP2	GP3	GP4	CRE D		
		GP	GP	GP	GP			
ALGEBRA I	BARB53	A-	B-	A-	B	0.000		
BIOLOGY I	DITL557	A	A+	A	A+	0.000		
ENGLISH 9	PALM32	A	B	A-	A-	0.000		
IND TECH I	FREE20	B+	A-	B	B+	0.000		
INT ENG DESIGN	OSLI670	C+	C	B	B+	0.000		
SPANISH II	EDGE50	A	B+	A-	B	0.000		
WORLD STUDIES	PALM32	A	A	A	B+	0.000		

Publishing Report Cards to ParentAccess

Navigation: StudentInformation > SIS > Marks > Marks Reports > Report Card Formatter (R700) > Load Settings tab

Once you finalize report cards, you can schedule an electronic copy to be saved in the system and published to ParentAccess for parents and students to view.

Note: The publication of report cards to ParentAccess depends on a JAMS job scheduled by your ITC. If you encounter any issues with report card publication, please contact your ITC to troubleshoot the issue.

Note: If you do not want report card PDFs to display in ParentAccess for students with unpaid fees, on the **District Options** screen, select the **Disable Report Cards on ParentAccess Portal for Students with Unpaid Fees** checkbox. When this checkbox is selected, administrators can still view report cards and grades for students with outstanding fees in StudentInformation using the **I Want To...** menu.

StudentInformation > Management > District Administration > District Options

District Options

From this screen, you can display and change District Options.

Select a method to assign a Family Courier

- No Family Courier assignment
- Assign Family Courier to youngest family member
- Assign Family Courier to oldest family member

Select grade levels that will be excluded from being a family group courier

Grade

AG - AG	↔	
IN - Infant/Toddler (Ages 0-2)	↔	
PS - PS	↔	
K - K	↔	

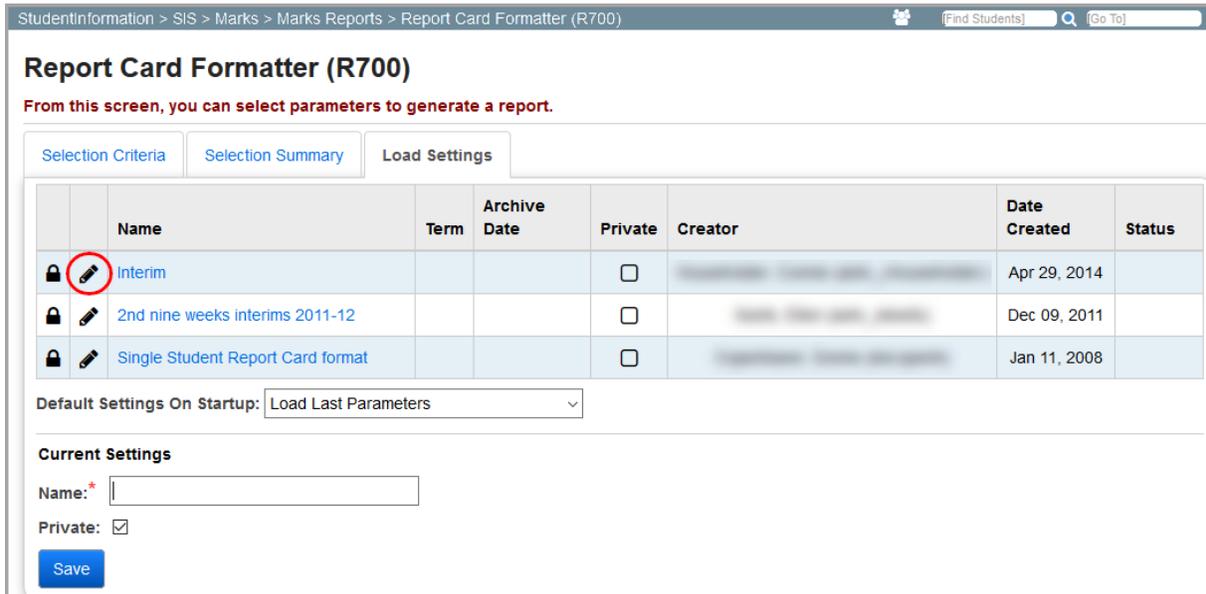
Select a method to edit Family Group Contacts

- Allow edits per school
- Allow edits per district

Report Cards

Disable Report Cards on ParentAccess Portal for Students with Unpaid Fees:

1. On the **Report Card Formatter (R700)** screen **Load Settings** tab, in the row of the report card you want to schedule for publishing, click .



StudentInformation > SIS > Marks > Marks Reports > Report Card Formatter (R700) [Find Students] [Go To]

Report Card Formatter (R700)

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary **Load Settings**

	Name	Term	Archive Date	Private	Creator	Date Created	Status
 	Interim			<input type="checkbox"/>		Apr 29, 2014	
 	2nd nine weeks interims 2011-12			<input type="checkbox"/>		Dec 09, 2011	
 	Single Student Report Card format			<input type="checkbox"/>		Jan 11, 2008	

Default Settings On Startup: Load Last Parameters

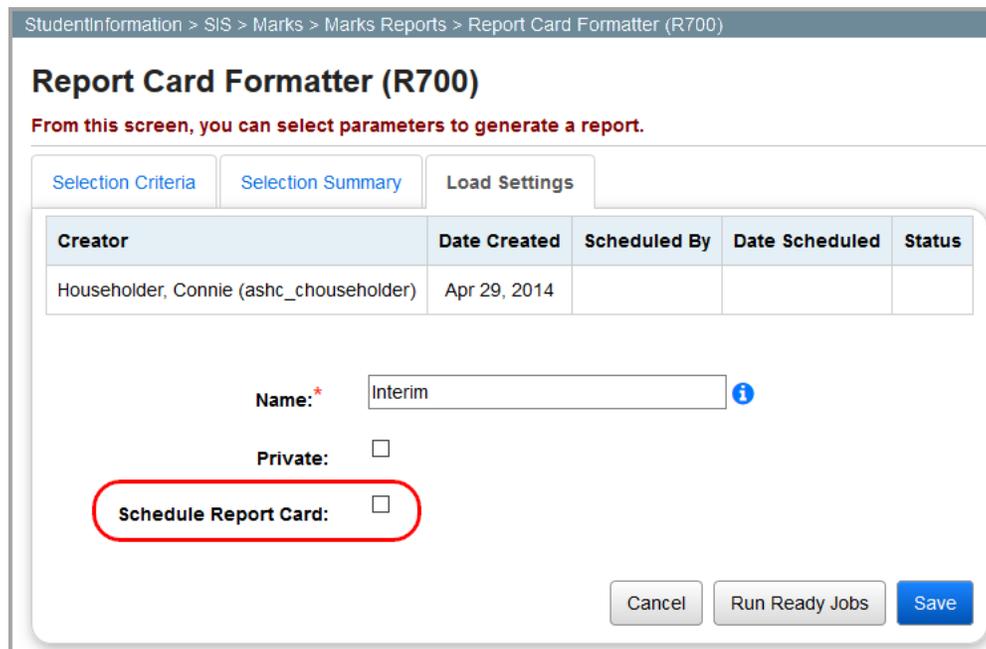
Current Settings

Name: *

Private:

Save

2. On the add/edit version of the screen, make sure that the **Name** field displays the name of the report card as you want it to display in ParentAccess.
3. Select the **Schedule Report Card** checkbox.



StudentInformation > SIS > Marks > Marks Reports > Report Card Formatter (R700)

Report Card Formatter (R700)

From this screen, you can select parameters to generate a report.

Selection Criteria Selection Summary **Load Settings**

Creator	Date Created	Scheduled By	Date Scheduled	Status
Householder, Connie (ashc_chouseholder)	Apr 29, 2014			

Name: * 

Private:

Schedule Report Card:

Cancel Run Ready Jobs **Save**

4. Select the **Term** for which you want to publish the report card.
5. (Optional) If the date that defaults in the **Archive Date** field is not the date on which you want the report card to be viewable by parents and students, enter or select a different date on which to publish the report card to ParentAccess.

Note: After a report card is archived, you can edit its name or delete it on the **View Archived Report Cards** screen.

6. Click **Save**.

StudentInformation > SIS > Marks > Marks Reports > Report Card Formatter (R700)

Report Card Formatter (R700)

From this screen, you can select parameters to generate a report.

Selection Criteria | Selection Summary | Load Settings

Creator	Date Created	Scheduled By	Date Scheduled	Status
	Oct 24, 2017			

Name*: 790540 test 5 i

Private:

Schedule Report Card:

Term*: GP1 v

Archive Date*: 10/19/2017 📅

Cancel Run Ready Jobs **Save**

The report card now displays a status of **Pending**.

StudentInformation > SIS > Marks > Marks Reports > Report Card Formatter (R700) Find Students 🔍 Go To

Report Card Formatter (R700)

From this screen, you can select parameters to generate a report.

Selection Criteria | Selection Summary | Load Settings

	Name	Term	Archive Date	Private	Creator	Date Created	Status
🔒 ✎	790540 test 5	GP1	Oct 27, 2017	<input type="checkbox"/>		Nov 22, 2017	Pending
🔒 ✎	790540 test 3	GP1	Oct 17, 2017	<input type="checkbox"/>		Oct 24, 2017	Complete

Default Settings On Startup: Load Last Parameters v

Current Settings

Name*:

Private:

Save

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7. (Optional) To run all scheduled report card jobs without waiting for the next scheduled JAMS job to run:

a. In the row of any report card, click .

b. Click **Run Ready Jobs**.

StudentInformation > SIS > Marks > Marks Reports > Report Card Formatter (R700)

Report Card Formatter (R700)

From this screen, you can select parameters to generate a report.

Selection Criteria | Selection Summary | Load Settings

Creator	Date Created	Scheduled By	Date Scheduled	Status
	Oct 24, 2017			

Name: * 790540 test 5 i

Private:

Schedule Report Card:

Term: * GP1 v

Archive Date: * 10/19/2017 📅

The first time the scheduled JAMS job runs on or after the selected **Archive Date**, the status of any **Pending** report cards changes to **Active** and then to **Complete**. At that point, parents and students can view the report cards in ParentAccess.

StudentInformation > SIS > Marks > Marks Reports > Report Card Formatter (R700) [Find Students] 🔍 [Go To]

Report Card Formatter (R700)

From this screen, you can select parameters to generate a report.

Selection Criteria | Selection Summary | Load Settings

	Name	Term	Archive Date	Private	Creator	Date Created	Status
🔒 ✎	790540 test 5	GP1	Oct 27, 2017	<input type="checkbox"/>		Nov 22, 2017	Complete
🔒 ✎	790540 test 3	GP1	Oct 17, 2017	<input type="checkbox"/>		Oct 24, 2017	Complete

[Back To Top](#)

Default Settings On Startup: Load Last Parameters v

Current Settings

Name: *

Private:

The job also displays a **Job Description** of **Report Cards Published to ParentAccess** on the **Batch/Report Management** window.

Student Information		Batch/Report Management		11/22/2017 12:46:22 PM	
Display:	All	Refresh Display			
Job Type	Job Name	Job Description	Job Status	School Name	Date Added
Report	Honor Roll (R303)		Active	ASHLAND HIGH SCHOOL	11/22/2017 12:46:20 PM
Report	Report Card Formatter (R700)	Report Cards Published to ParentAccess	Complete	ASHLAND HIGH SCHOOL	11/22/2017 12:43:22 PM
Close		Clear All Items	Clear Selected Items	Refresh Display	

Note: To rerun a report card job after correcting an error (or even after the job is complete), on the add/edit version of the **Load Settings** tab, click **Rerun**.

StudentInformation > SIS > Marks > Marks Reports > Report Card Formatter (R700)					
Report Card Formatter (R700)					
From this screen, you can select parameters to generate a report.					
Selection Criteria		Selection Summary		Load Settings	
Creator	Date Created	Scheduled By	Date Scheduled	Status	
	Nov 22, 2017		Nov 22, 2017		Rerun

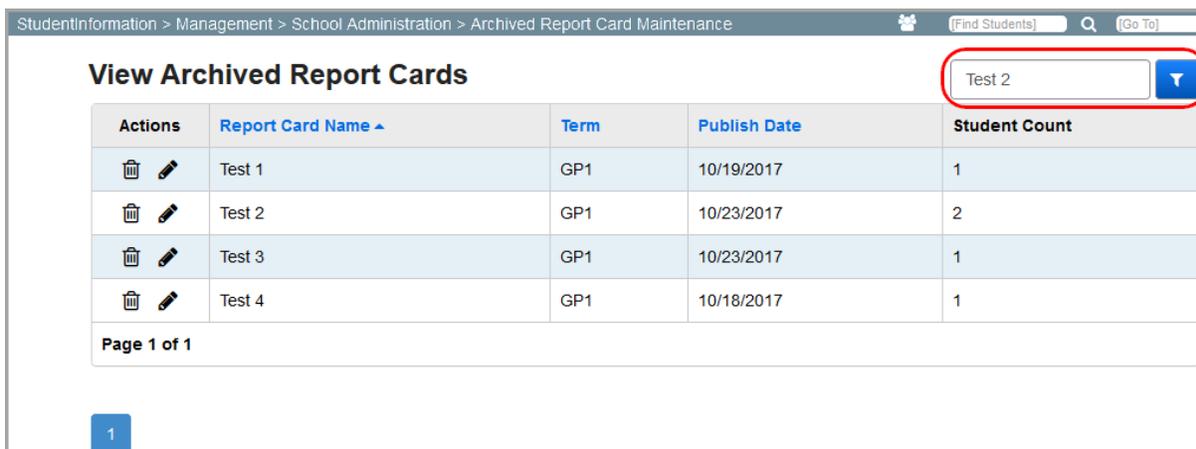
Archived Report Card Maintenance

Navigation: StudentInformation > Management > School Administration > Archived Report Card Maintenance

The **View Archived Report Cards** screen lets you view, edit, or delete archived report cards that were published to ParentAccess.

StudentInformation > Management > School Administration > Archived Report Card Maintenance				
View Archived Report Cards				
				Filter by name... T
Actions	Report Card Name	Term	Publish Date	Student Count
	Test 1	GP1	10/19/2017	1
	Test 2	GP1	10/23/2017	2
	Test 3	GP1	10/23/2017	1
	Test 4	GP1	10/18/2017	1
Page 1 of 1				
1				

To locate a specific report card, in the **Filter by name...** field on the top right of the screen, enter the name of the report card, and then click .

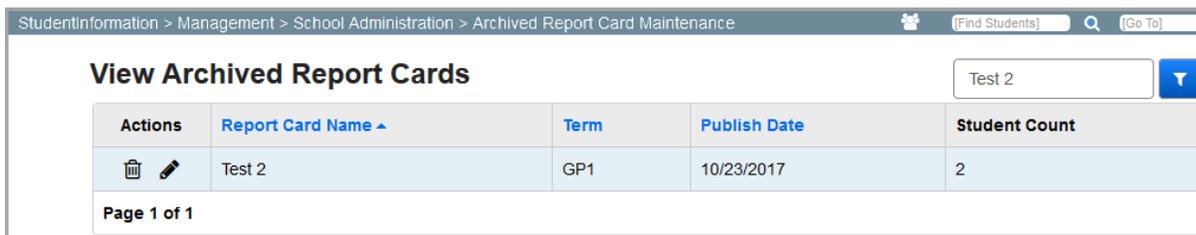


The screenshot shows the 'View Archived Report Cards' page. At the top right, there is a search filter field containing 'Test 2' and a blue filter icon. Below the filter is a table with the following data:

Actions	Report Card Name	Term	Publish Date	Student Count
	Test 1	GP1	10/19/2017	1
	Test 2	GP1	10/23/2017	2
	Test 3	GP1	10/23/2017	1
	Test 4	GP1	10/18/2017	1

Page 1 of 1

The results display in the grid.



The screenshot shows the 'View Archived Report Cards' page with the search filter 'Test 2' applied. The table now only displays the results for 'Test 2':

Actions	Report Card Name	Term	Publish Date	Student Count
	Test 2	GP1	10/23/2017	2

Page 1 of 1

For more information, refer to the appropriate topic:

- [“Editing Archived Report Card Names”](#)
- [“Deleting Archived Report Cards”](#)

Editing Archived Report Card Names

Note: You can edit the name of an archived report card only if you do not have a student in context.

1. On the **View Archived Report Cards** screen, in the row of the archived report card whose name you wish to edit, click .



Actions	Report Card Name ▲	Term	Publish Date	Student Count
 	Test 1	GP1	10/19/2017	1
 	Test 2	GP1	10/23/2017	2
 	Test 3	GP1	10/23/2017	1
 	Test 4	GP1	10/18/2017	1

The **Rename Report Card** window opens.

2. In the **New Report Card Name** field, enter a new name, and then click **Save**.



Rename Report Card

Current Report Card Name: Test 1

New Report Card Name:

Save Cancel

Note: If you enter a name that is already the name of another report card (not case sensitive), you cannot save the name change. You can change the name of the original report card with the name you wish to use, or you can delete it (see [“Deleting Archived Report Cards”](#)).

The new report card name displays on the **View Archived Report Cards** screen and is updated automatically in ParentAccess.

StudentInformation > Management > School Administration > Archived Report Card Maintenance

Success! The archived report card was Successfully Saved.

View Archived Report Cards

Filter by name...

Actions	Report Card Name ▲	Term	Publish Date	Student Count
	GP1 Test 1	GP1	10/19/2017	1
	Test 2	GP1	10/23/2017	2
	Test 3	GP1	10/18/2017	2
	Test 4	GP1	10/9/2017	1

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1

Deleting Archived Report Cards

1. On the **View Archived Report Cards** screen, in the row of the archived report card you wish to delete, click .

StudentInformation > Management > School Administration > Archived Report Card Maintenance

View Archived Report Cards

Filter by name...

Actions	Report Card Name ▲	Term	Publish Date	Student Count
	Test 1	GP1	10/19/2017	1
	Test 2	GP1	10/23/2017	2
	Test 3	GP1	10/23/2017	1
	Test 4	GP1	10/18/2017	1

Page 1 of 1

1

The **Delete Report Card(s)?** window opens.

Delete Report Card(s)? ✖

Are you sure you want to delete all **Test 4** Report Cards?

2. Click **Yes**.

Note: If you delete the wrong report card, you can re-run the report card formatter to retrieve your deletion.

The deleted report card no longer displays on the **View Archived Report Cards** screen.

StudentInformation > Management > School Administration > Archived Report Card Maintenance

Success! The archived report card was Successfully Deleted. ✕

View Archived Report Cards

Filter by name... ⌵

Actions	Report Card Name ▲	Term	Publish Date	Student Count
 	Test 1	GP1	10/19/2017	1
 	Test 2	GP1	10/23/2017	2
 	Test 3	GP1	10/18/2017	2

Page 1 of 1

1

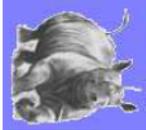
Appendix A. Report Card Formatter (R700) Custom Format Examples

AllYear2

2017

GRADE REPORT

3/19/2019



Test High School

Cristy Cole
4746 Nobel Blvd.
Test, OH

12345

STUDENT NAME	Cole, Cristy
STUDENT NUMBER	446366601
GRADE	12
HOMEROOM	
GENDER	F
BIRTHDATE	03/14/2000
NEXT GRADE	GR

COURSE	SEC	COURSE NAME	TEACHER	GP1	GP2	GP3	GP4	FIN	FIN	CRE
				GP	GP	GP	GP	GP	FIN	
HIS12S	1	IB History of Americas SL 12	Osborne	B+	B+	B	A+	A-	A-	1.000
ENG12S	1	IB English SL 12	Johnston	B	A+	A-	A	A-	A-	1.000
TOK12	1	IB Theory of Knowledge 12	Stevens	A	A+	A+			A	1.000
MAT12S	1	IB Math SL 12	Knight	C+	B-	C+	A-	A-	B-	1.000
SPA12S	1	IB Spanish SL 12	Hinton	B	B	B-	D+		C+	1.000
BIOL12S	1	IB Biology SL 12	Ortiz	B+	B+	A-	A	A	A-	1.000
CHIM12S	1	IB Chemistry SL 12	Koch	A-	B+	B-	A	A	B+	1.000

GPA And Credits	
GPA SET NAME	GPA EARNED
Cumulative GPA	3.640 29.500

Honor Message	
GPA SET NAME	HONOR MESSAGE
4th 9 Weeks Period	Merit Roll - CONGRATULATIONS!

FixedH1

Report Of Student Progress

TO THE PARENTS
 This is the school's official report card. If a conference is desired please contact the school.
 (419)555-5555

ATTENDANCE			
	PRESENT	ABSENT	TARDY
Qtr1	44	0	0
Qtr2	43	1	0
TOT:	87	1	0

GRADING SCALE
A=90-100
B=80-89
C=70-79
D=60-69
F=59-0

BIRTH DATE	GENDER	GRADE	HOMEROOM
08/29/1992	F	12	IN20

1st Semester Credits Earned	2.750
2nd Semester Credits Earned	2.750
Current Year Credits Earned	2.750

Quarter 2 2010

SUBJECT		COMMENTS	Qtr1		Qtr2		CREDIT
CODE	NAME / TEACHER		Qtr	Absent	Qtr	Absent	
212 Per 4	4 AMERICAN GOVERNMENT D BRAD Teacher1244		C+	1	B+	2	
188 Per 6	6 CHORALE MR. T. Teacher1224		A		A		
125 Per 5	5 ENGLISH IV (COLLEGE) DENISE Teacher1218		C		B		
931 Per 3	3 ONU ALGEBRA/TRIGONOMETRY ANN Teacher1233		C		B		
186 Per 8, 9	98 PHYSICS ANN Teacher1331		A		A		
202 Per 1	1 STREET LAW TROY Teacher1252		B				

DASL HIGH SCHOOL
 630 GLENDALE AVENUE
 LIMA, OH 45804
 PHONE: (419)555-5555
 FAX:

To the Parents of:
 Student58519, ERICA
 645 S Main St

Lima, OH

45804-1241

FixedL1

GRADE REPORT

DASL HIGH SCHOOL
630 GLENDALE AVENUE
LIMA, OH 45804

Student Number	Student Name	H.R.	Grade	School Year
11802	Student58519, ERICA	IN20	12	2010

PERIOD	COURSE NAME	TEACHER	LEVEL	Qtr1		1st		Qtr2		2nd		Times Absent Total	Times Tardy Total
				Times Absent	Times Tardy								
1	STREET LAW	Teacher1252		B	0	B	0	B	0	A	0	0	0
3	ONU/ALGEBRA/TRIGONOMETRY	Teacher1233		C	0	C	0	B	0	A	0	0	0
4	AMERICAN GOVERNMENT	Teacher1244		C+	1	A-	0	B+	2	3	A-	0	3
5	ENGLISH IV (COLLEGE)	Teacher1218		C	0	C	0	B	0	B	0	0	0
6	CHORALE	Teacher1224		A	0	A	0	A	0	A	0	0	0
8,9	PHYSICS	Teacher1331		A	0	A	0	A	0	B	0	0	0

This is the school's official report card. If a conference is desired please contact the school.

Achievement	Explanation of Marks	Effort
A - Superior	P - Passed in a Pass/Fail Course	E - Excellent
B - Above Average	X - Passed on Effort	S - Satisfactory
C - Average	# - Medical Excuse	U - Unsatisfactory
D - Below Average	IN - Incomplete	
F - Failure	CO - Condition*	
* The parent should have had advance notice of these situations		

DASL HIGH SCHOOL
630 GLENDALE AVENUE
LIMA, OH 45804

ERICA Student58519
Student58519, ERICA
645 S Main St

Lima, OH 45804-1241

GRADE REPORT

FixedL2

INTERIM PROGRESS REPORT

10/7/2011

Student Name	Student Number
GIANT, RUTH	15594

OTTAWA
630 GLENDALE AVENUE
OTTAWA, OH 45875

Grade Level	Homeroom
09	

Dear Parent/Guardian:

The following teachers are taking this opportunity to comment on your child's academic progress. THIS IS NOT A GRADE REPORT. If you have questions or wish additional information from a teacher, please call (419)523-██████ to arrange an appointment.

Course	Description	Teacher	Currently Receiving	Comments			
011	ART I	DENE MILLER	A	Excellent work.	1	111	
180	PEC SCIENCE	BRIAN HEEB	B-		2	112	
074	SPORTS/GAMES	STAN MYERS	B		3	114	
170	FRESHMAN CHOIR	M.R. T. ELLER	A		5	118	
205	WORLD STUDIES	KIM BIRNE	C		6	119	
140	ALGEBRA I	THO WILL	D		8	129	
120	ENGLISH I	DEN. MAN	A-		9	130	

Picture Day October 15th

OTTAWA . HIGH SCHOOL
630 GLENDALE AVENUE
OTTAWA, OH 45875

To the Parent/Guardian of:
GIANT, RUTH
30 . . . CROSS STREET
COLUMBUS . OH 45830

FixedN1

2017

GRADE REPORT

GP4

5/31/2018

Test High School
Carmela Ayers
6180 Old Lafayette Road
Test, OH
12345

STUDENT NAME	Ayers, Carmela
STUDENT NUMBER	102512314
GRADE	12
HOMEROOM CODE	
GENDER	F
COUNSELOR NAME	Rogelio Harmon
HOMEROOM LOC CODE	
STUDENT STATUS NAME	ACTIVE RES

This is the school's official report card. If a conference is desired, please contact the school.

COURSE	SEC	COURSE NAME	TEACHER	GP1		GP2		GP3		GP4		FIN		CRSE CRED	CRED EARN FULL	CRED EARN PRO	CRED ATT FULL	CRED ATT PRO
				Alpha Number	Equiv													
715	5	Basic Art	Eugenia Richardson	C+		A-								0.50	0.50	0.500	0.500	0.500
178SE	2	Social Studies 12	Felisha Cameron	A		A+		A		A				1.00	1.00	1.000	1.000	1.000
173SE	8	Science 12	Felisha Cameron	A+		A+		A+		A+				1.00	1.00	1.000	1.000	1.000
168SE	1	Math IV	Felisha Cameron	C-		B		B+		B-				1.00	1.00	1.000	1.000	1.000
180SE	6	Life Skills	Felisha Cameron	A-		A		B		A-				1.00	1.00	1.000	1.000	1.000
163SE	4	English Language Arts IV	Felisha Cameron	B+		B+		B+		B+				1.00	1.00	1.000	1.000	1.000
702	3	Choir	Johanne Dorsey	A+		B				A+				1.00	1.00	1.000	1.000	1.000
ON961	2	Lifetime Fitness Online	Rogelio Harmon											0.50	0.50	0.500	0.500	0.500
ON950	1	Health Online	Rogelio Harmon											0.50	0.50	0.500	0.500	0.500

Total Credits

SCHOOL YEAR	SCHOOL NAME	CRSE CRED	CRED EARN FULL	CRED EARN PRO
2017	Test High School	7.500	7.500	13.500
Credits Total:		7.50	7.50	13.50

Attendance

Reporting Term	Present	Absent	Tardy
GP1	46.0	1.0	0.0
GP2	38.5	1.5	0.0
GP3	46.0	1.0	0.0
GP4	41.0	0.0	0.0
Attendance Totals:	171.5	3.5	0.0

FixedN2

Report Card

Test High School

2017

3/19/2019

STUDENT NAME	Ayers, Carmela
STUDENT NUMBER	102512314
GRADE	12
HOMEROOM	

Kristal Wilson
Principal
(973)555-5887

COURSE	SEC	COURSE NAME	TEACHER	GP1	GP2	GP3	GP4	FIN	ATT CRED	EARN CRED
				GP	GP	GP	GP	FIN		
168SE	1	Math IV	Cameron	C-	B	B	B+	B-	1.000	1.000
ON950	1	Health Online	Hamon					B	0.500	0.500
178SE	2	Social Studies 12	Cameron	A	A+	A	A	A+	1.000	1.000
ON961	2	Lifetime Fitness Online	Hamon					A	0.500	0.500
702	3	Choir	Dorsey	A+	B	A+	A+	A-	1.000	1.000
163SE	4	English Language Arts IV	Cameron	B+	B+	B	B+	B+	1.000	1.000
715	5	Basic Art	Richardson	C+	A-			B-	0.500	0.500
180SE	6	Life Skills	Cameron	A-	A	A-	B	A-	1.000	1.000
173SE	8	Science 12	Cameron	A+	A+	A	A+	A+	1.000	1.000

Attendance

GP1			GP2			GP3			GP4			Total		
Present	Absent	Tardy												
45	1	0	39.5	1.5	0	45	1	0	41	0	0	171.5	3.5	0

GPA	
GPA SET NAME	GPA
Cumulative GPA	3.763

Credits	
YEAR	CREDIT EARNED
2017	7.500
Total:	7.500

Honor Message	
GPA SET NAME	HONOR MESSAGE
4th 9 Weeks Period	High Honor Roll - CONGRATULATIONS!

Carmela Ayers
6180 Old Lafayette Road

Test, OH 12345

This is the school's official report card. If a conference is desired, please contact the school.

FixedN3

Report Card

DASL HIGH SCHOOL

ERICA Student58519
 645 S Main St
 Lima, OH 45804-1241

STUDENT NAME	Student58519, ERICA
STUDENT NUMBER	11802
GRADE	12
HOMEROOM	IN20
GENDER	F

COURSE	SEC	COURSE NAME	TEACHER	Qtr1		Qtr2		2Int		TOTAL CRED	COMMENT
				Int	Ext	Int	Ext	Int	Ext		
202	1	STREET LAW	Teacher1262	B	B	A	A		0.000		
831	3	ONU ALGEBRA/TRIGONOMETRY	Teacher1233	C	C	B	A		0.000		
212	4	AMERICAN GOVERNMENT	Teacher1244	C+	A-	B+	A-		0.000		
125	5	ENGLISH IV (COLLEGE)	Teacher1218	C	C	B	B		0.000		
188	6	CHORALE	Teacher1224	A	A	A	A		0.000		
198	88	PHYSICS	Teacher1331	A	A	A	B		0.000		

Attendance		Qtr2		Qtr3		Qtr4		Total	
Present	Absent	Present	Absent	Present	Absent	Present	Absent	Present	Absent
44	0	43	1	25	0	0	0	112	1

This is the school's official report card. If a conference is desired please contact the school.

GPA	GPA SET NAME	GPA
1st Qtr		2.833
2nd Qtr		3.400

Total Year Credits	CRED ATTEMP
	0.000

FixedN4

Report Card

Test High School

2017

3/19/2019

STUDENT NAME	Ayers, Carmela
STUDENT NUMBER	102512314
GRADE	12
HOMEROOM	

Kristal Wilson
Principal
(973)555-5887

COURSE	SEC	COURSE NAME	TEACHER	GP1	GP2	GP3	GP4	FIN
				GP	GP	GP	GP	FIN
188SE	1	Math IV	Cameron	C-	B	B	B+	B-
ON950	1	Health Online	Hamon					B
178SE	2	Social Studies 12	Cameron	A	A+	A	A	A+
ON961	2	Lifetime Fitness Online	Hamon					A
702	3	Choir	Dorsey	A+	B	A+	A+	A-
163SE	4	English Language Arts IV	Cameron	B+	B+	B	B+	B+
715	5	Basic Art	Richardson	C+	A-			B-
180SE	6	Life Skills	Cameron	A-	A	A-	B	A-
173SE	8	Science 12	Cameron	A+	A+	A	A+	A+

Attendance

GP1			GP2			GP3			GP4			Total		
Present	Absent	Tardy												
45	1	0	39.5	1.5	0	45	1	0	41	0	0	171.5	3.5	0

GPA	
GPA SET NAME	GPA
Cumulative GPA	3.783

Honor Message	
GPA SET NAME	HONOR MESSAGE
4th 9 Weeks Period	High Honor Roll - CONGRATULATIONS!

Carmela Ayers
6180 Old Lafayette Road

Test, OH 12345

This is the school's official report card. If a conference is desired, please contact the school.

FixedSP1

Report Card

Test High School
8440 Blue Nobel Parkway
Test, OH 12345

Phone: (973)555-5887 Fax: (497)555-8437
<https://www.Testhighschool.fake>

To The Parent/Guardian(s) of:
Jeromy Brewer
1717 East Westpointe Parkway
Test OH 12345

Student Id	Grade	Homeroom
608263622	09	

School Year	2017
Marking Period	GP4
Run Date	3/21/2019

Message
This is the school's official report card. If a conference is desired, please contact the school.

Grading Scale

A = 90-100
B = 80-89
C = 70-79
D = 60-69
E = 0-59

Period	Course Code	Sec	Course Name	Attn Cred	EX1	EX2	FIN	Exam Cred
					EX	EX	FIN	
1	101	1	English 9	1.000	B+	D	A-	1.000
Stein								
2	706	2	Industrial Tech I	1.000	B	A-	A-	1.000
Hull								
3	202	3	Algebra I	1.000	B+	B	A-	1.000
Dean								
4	303	4	World Studies	1.000	A+	C-	A-	1.000
Stein								
6	402	6	Biology I	1.000	A-	A	A	1.000
Mayer								
7	700	7	Intro to Engineering Design	1.000	C	F	B-	1.000
Rivas								
8	502	8	Spanish II	1.000	B	A-	A-	1.000
Fritz								

Attendance

GP1			GP2			GP3			GP4			Total		
Present	Absent	Tardy												
43.5	2.5	0	38.5	2.5	0	44.5	2.5	2	37.5	3.5	2	164	11	4

GPA And Credits

GPA Set	GPA
CUM	3.243

Total Credits Earned:
Outstanding Fees: \$103.00

Fixed SW1

Report Card	Test High School	2017	3/19/2019
	STUDENT NAME	Ayers, Carmela	Kristal Wilson
	STUDENT NUMBER	102512314	
	GRADE	12	(973)555-5887
	HOMEROOM		

COURSE	SEC	COURSE NAME	TEACHER	GP1	GP2	GP3	GP4	FIN	CRED
				GP	GP	GP	GP	FIN	
ON961	2	Lifetime Fitness Online	Rogelio Harmon					A	0.500
178SE	2	Social Studies 12	Felisha Cameron	A	A+	A	A	A+	1.000
173SE	8	Science 12	Felisha Cameron	A+	A+	A	A+	A+	1.000
702	3	Choir	Johnnie Dorsey	A+	B	A+	A+	A-	1.000
188SE	1	Math IV	Felisha Cameron	C-	B	B	B+	B-	1.000
715	5	Basic Art	Eugenia Richardson	C+	A-			B-	0.500
ON950	1	Health Online	Rogelio Harmon					B	0.500
180SE	6	Life Skills	Felisha Cameron	A-	A	A-	B	A-	1.000
163SE	4	English Language Arts IV	Felisha Cameron	B+	B+	B	B+	B+	1.000

GPA And Credits		
GPA SET NAME	GPA	CREDITS EARNED
1st 9 Weeks Period	3.443	7.500
2nd 9 Weeks Period	3.603	7.500

Total Year Credits
Credits Earned
7.50

Attendance			
Reporting Term	Present	Absent	Tardy
GP1	45	1	0
GP2	39.5	1.5	0
GP3	46	1	0
GP4	41	0	0
Attendance Totals:	171.5	3.5	0

Ayers, Carmela
 6180 Old Lafayette Road
 Test, OH 12345

Superintendent
 This is the school's official report card. If a conference is desired, please contact the school.

Fixed SW2

Plymouth High School
 400 TRUX STREET
 PLYMOUTH, OH 44865
 (419)687-8200

Superintendent
 Joe Morabito
 Principal

BAILEY, SETH	05/09/2000	M	12	2017	293047870	
STUDENT NAME	BIRTHDATE	GENDER	GRADE	SCHOOL YEAR	STUDENT ID	HOMEROOM

COURSE	SEC	COURSE NAME	TEACHER	SEM1		SEM2		FIN		COMMENTS	CRED EARN FULL
				Ave	Alpha	Ave	Alpha	Fin	Alpha		
0036	1	ENGLISH IV	PEREZ	B-	80.00	C	73.56	C	76.32	Your good work ethic shows in class. Keep it up!	1.00
0351	1	STATISTICS	RAY	A-	91.19	C	74.90	B	83.05		1.00
0359	1	DIGITAL ART	ANDREWS	B	86.04			B	86.04		0.50
0359	2	DIGITAL ART	ANDREWS	B	86.04	B	83.27	B	83.27		0.50
0432	3	PRINCIPLES OF FOODS	BLACK	B+	88.00			B+	88.00		0.50
0445	2	GLOBAL FOODS	BLACK			C+	78.00	C+	78.00		0.50
0540	1	ART II	ELLIS	B+	88.00	B+	88.00	B+	88.00	HAS MADE GOOD EFFORT, HAS MADE GOOD EFFORT	1.00
0846	1	ADVANCED P.E.	ROBINSON	A	96.83			A	96.83		0.50
0847	1	ADVANCED P.E.	ROBINSON			A	93.57	A	93.57		0.50

Attendance	Quarter 1			Quarter 2			Quarter 3			Quarter 4			Total Attendance		
	Present	Absent	Tardy	Present	Absent	Tardy									
	38.5	1.5	0	37.5	1.5	0	37.5	1.5	0	48	0	0	159.5	4.5	0

SETH BAILEY
 4541 LEE Road
 Plymouth, OH 44865

This is the school's official report card. If a conference is desired, please contact the school.

A = 90-100
 B = 80-89
 C = 70-79
 D = 60-69
 E = 0-59

Fixed SW3

Report Cards

Plymouth High School
 400 TRUX STREET
 PLYMOUTH, OH 44865
 (419)687-8200

3/20/2019

To the Parents/Guardian of:

MCCALL, HAROLD
 3023 MCCALL Road

Plymouth, OH 44865

This letter is to inform you of your son's/daughter's level of performance in the following specified class(es). We recognize the importance of making you aware of your student's progress and hope that if there is a need for improvement, it will occur by the time report cards are issued.

If you wish to discuss your child's progress with a particular teacher or the counselor, please call the school office to make an appointment.

COURSE	SEC	COURSE NAME	Qtr1		COMMENTS
			Mark		
0050	1	ENGLISH III	74.00	C	Did not submit any writing assignments.
Mrs. PATRICK PEREZ					
0431	3	PERSONAL WELLNESS & DEV	82.42	B	
CLIFFORD BLACK					
0151	2	AM GOVT/ECONOMICS *	72.97	C	
Mr. ALAN BUTLER					
0550	2	ART III	79.00	C+	Missing and/or Late Assignments
Mr. ALLEN ELLIS					
0340	3	ALGEBRA II	62.00	D	
Mrs. DEAN RAY					
0237	2	PHYSICAL SCIENCE	75.00	C	
Ms. KYLE SIMPSON					
0261	2	HUMAN ANATOMY & PHYSIOLOGY	72.00	C	
Ms. KYLE SIMPSON					

Attendance

Qtr1			Qtr2			Qtr3			Qtr4			Total		
Present	Absent	Tardy												
40	0	0	39	0	0	35.5	3.5	0	45	5	0	159.5	9.5	0

Format01

Report Card		2017		12345		STUDENT NAME		Bartlett, Jan	
Test High School		Jan Bartlett II		160 Green Hague Boulevard		STUDENT NUMBER		676154563	
Test, OH		Test, OH		12345		GRADE		09	
12345		12345		12345		HOMEROOM			
12345		12345		12345		GENDER		M	

COURSE	SEC	COURSE NAME	GP1	GP2	GP3	GP4	FIN	CRED	COMMENTS
			GP	GP	GP	GP	FIN		
202	3	Algebra I	D+	F	F	F	F	0,000	
Dean									
101	7	English 9	D+	F	C+	B-	D+	1,000	
Stein									
706	2	Industrial Tech I	B	B	A	C+	B-	1,000	
Hull									
962	6	Net Sports	A+	A-			A	0,250	
Norman									
400	4	Physical Science	F	F	D	C-	D-	1,000	
Mullins									
501	5	Spanish I	D+	F	F	D-	F	0,000	HOMEWORK UNSATISFACTORY
Fritz									
303	8	World Studies	C-	D-	D+	B+	C-	1,000	
Stein									

GPA And Credits		Total Credits	
GPA SET NAME	GPA	CREDITS EARNED	CREDITS EARNED
Cumulative GPA	1,300	5,000	7,750

Attendance	
GP1	GP2
Present Absent	Present Absent
1 0	37.5 3.5
GP3	GP4
Present Absent	Present Absent
1 1	34.5 6.5
Total	
Present Absent	Present Absent
161.5 13.5	5

This is the school's official report card. If a conference is desired, please contact the school.

Format02

Plymouth High School Report Card 2017		MARY JONES 711 JONES ROAD PLYMOUTH, OH 44885		STUDENT NAME JONES, MARY STUDENT NUMBER 293049791 GRADE 11 HOMEROOM GENDER F	
COURSE	SEC	COURSE NAME	Qtr1 Mark	CRED	COMMENTS
0340	3	ALGEBRA II	83.66	1,000	
RAY					
0151	2	AM GOVT/ECONOMICS *	88.31	1,000	
BUTLER					
0540	2	ART II	95.00	1,000	HAS MADE GOOD EFFORT
ELLIS					
0050	1	ENGLISH III	90.00	1,000	Good effort this term. Keep it up!
PEREZ					
0261	2	HUMAN ANATOMY & PHYSIOLOGY	79.00	1,000	
SIMPSON					
0650	1	SPANISH III	100.00	1,000	
FREEMAN					

This is the school's official report card. If a conference is desired, please contact the school.

GPA And Credits		Total Credits	
GPA SET NAME	GPA	CREDITS EARNED	CREDITS EARNED
Cumulative Weighted GPA	3.256	19,000	6,000

Attendance														
Qtr1			Qtr2			Qtr3			Qtr4			Total		
Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy
39.5	0.5	0	37.5	1.5	0	39	0	1	49.5	1.5	0	166.5	3.5	1

Honor Message	
GPA SET NAME	HONOR MESSAGE
Quarter 3 GPA	

Format03

Report Card	Plymouth High School		STUDENT NAME	SIMMONS, SARAH
	SARAH SIMMONS 2278 Miller Rd		STUDENT NUMBER	293051797
2017	Shelby, OH 44875		GRADE	12
			HOMEROOM	
			GENDER	F

COURSE	SEC	COURSE NAME	Qtr1 Mark		CRED
			Alpha	%	
0345	1	CALCULUS CCP 1150	A-	91.00	1.000
RAY					
0264	1	GEN PHYSICS I CCP 1110	B+	88.14	1.000
WATKINS					
0153	2	SOCIOLOGY	A	98.00	0.500
WARREN					
0660	1	SPANISH IV	A	95.00	1.000
FREEMAN					
0352	1	STATISTICS CCP 1010	A	96.00	1.000
RAY					

Attendance			Qtr2			Qtr3			Qtr4			Total		
Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy
40	0	0	39	0	0	33.5	5.5	0	38	8	0	150.5	13.5	0

This is the school's official report card. If a conference is desired, please contact the school.

GPA And Credits			Total Credits		HONOR MESSAGE	
GPA SET NAME	GPA	CREDITS EARNED	CREDITS EARNED	GPA SET NAME	HONOR MESSAGE	
Cumulative Weighted GPA	3.887	31.000	8.000	Quarter 3 GPA		

Format04

Plymouth High School Report Card 2017		MARY JONES 711 JONES ROAD PLYMOUTH, OH 44865		STUDENT NAME: JONES, MARY STUDENT NUMBER: 293049791 GRADE: 11 HOMEROOM: GENDER: F	
GPA And Credits GPA SET NAME: 3.256 GPA: 19.000 CREDITS EARNED: 6.000 CUMULATIVE WEIGHTED GPA: 3.256		Total Credits CREDITS EARNED: 6.000		Attendance Qtr1: Present 39, Absent 0, Tardy 0 Qtr2: Present 37, Absent 0, Tardy 0 Qtr3: Present 39, Absent 0, Tardy 1 Qtr4: Present 49, Absent 0, Tardy 0 Total: Present 165, Absent 3, Tardy 1	
Honor Message GPA SET NAME Quarter 3 GPA		HONOR MESSAGE			

This is the school's official report card. If a conference is desired, please contact the school.

COURSE	SEC	COURSE NAME	Qtr 1		CRED	COMMENTS
			Mark	Grade		
0340	3	ALGEBRA II	83.66	B	1.000	
RAY						
0151	2	AM GOVTECONOMICS *	88.31	B+	1.000	
BUTLER						
0540	2	ART II	95.00	A	1.000	HAS MADE GOOD EFFORT
ELLIS						
0050	1	ENGLISH III	90.00	A-	1.000	Good effort this term. Keep it up!
PEREZ						
0261	2	HUMAN ANATOMY & PHYSIOLOGY	79.00	C+	1.000	
SIMPSON						
0660	1	SPANISH III	100.00	A+	1.000	
FREEMAN						

Format11

Interim Progress Report

Test High School
8440 Blue Nobel Parkway
Test, OH 12345
(973)555-5887

3/21/2019

To the Parents/Guardian of:

Ellison, Simone
3854 3rd Lafayette Avenue
Test, OH 12345

This letter is to inform you of your son's/daughter's level of performance in the following specified class(es).

We recognize the importance of making you aware of your student's progress and hope that if there is a need for improvement, it will occur by the time report cards are issued.

If you wish to discuss your child's progress with a particular teacher or the counselor, please call the school office to make an appointment.

\$95.00

COURSE	SEC	COURSE NAME	INT1	INT2	COMMENTS
			INT	INT	
501	2	Spanish I	A-	A-	
Rocco Fritz					
101	1	English 9	A+	A	
Danny Stein					
205	4	Geometry	A	B+	ENJOY HAVING IN CLASS, ENJOY HAVING IN CLASS
Blair Tapia					
402	7	Biology I	A+	A	
Stefan Mayer					
715	5	Basic Art	A	A+	
Eugenia Richardson					
303	8	World Studies	A+	A	
Danny Stein					
962	6	Net Sports	A-	A+	
Brenda Norman					

Attendance

	GP1			GP2			GP3			Total		
	Present	Absent	Tardy									
44	2	0		39.5	1.5	0	43	4	0	126.5	7.5	0

This is the school's official report card. If a conference is desired, please contact the school.

Format15

Interim Progress Report

Test High School
 8440 Blue Nobel Parkway
 Test, OH 12345
 (973)555-5887

3/21/2019

To the Parents/Guardian of:

Ellison, Simone
 3854 3rd Lafayette Avenue
 Test, OH 12345

This letter is to inform you of your son's/daughter's level of performance in the following specified class(es).

We recognize the importance of making you aware of your student's progress and hope that if there is a need for improvement, it will occur by the time report cards are issued.

If you wish to discuss your child's progress with a particular teacher or the counselor, please call the school office to make an appointment.

\$95.00

COURSE	SEC	COURSE NAME	INT1	INT2	COMMENTS
			INT	INT	
501	2	Spanish I	A-	A-	
Rocco Fritz					
101	1	English 9	A+	A	
Danny Stein					
205	4	Geometry	A	B+	ENJOY HAVING IN CLASS, ENJOY HAVING IN CLASS
Blair Tapia					
402	7	Biology I	A+	A	
Stefan Mayer					
715	5	Basic Art	A	A+	
Eugenia Richardson					
303	8	World Studies	A+	A	
Danny Stein					
982	6	Net Sports	A-	A+	
Brenda Norman					

This is the school's official report card. If a conference is desired, please contact the school.

Format16

Interim Progress Report

Plymouth High School
400 TRUX STREET
PLYMOUTH, OH 44865
(419)687-8200

3/21/2019

To the Parents/Guardian of:

MCCALL, HAROLD
3023 MCCALL Road
Plymouth, OH

44865

This letter is to inform you of your son's/daughter's level of performance in the following specified class(es).

We recognize the importance of making you aware of your student's progress and hope that if there is a need for improvement, it will occur by the time report cards are issued.

If you wish to discuss your child's progress with a particular teacher or the counselor, please call the school office to make an appointment.

\$52.00

COURSE	SEC	COURSE NAME	Qtr1		COMMENTS
			Mark		
0050	1	ENGLISH III	74.00	C	Did not submit any writing assignments.
Mrs. PATRICK PEREZ					
0431	3	PERSONAL WELLNESS & DEV	82.42	B	
CLIFFORD BLACK					
0151	2	AM GOVT/ECONOMICS *	72.97	C	
Mr. ALAN BUTLER					
0550	2	ART III	79.00	C+	Missing and/or Late Assignments
Mr. ALLEN ELLIS					
0340	3	ALGEBRA II	82.00	D	
Mrs. DEAN RAY					
0237	2	PHYSICAL SCIENCE	75.00	C	
Ms. KYLE SIMPSON					
0261	2	HUMAN ANATOMY & PHYSIOLOGY	72.00	C	
Ms. KYLE SIMPSON					

This is the school's official report card. If a conference is desired, please contact the school.

Format20

Report Card	Test High School		3/21/2019		
	STUDENT NAME	Carrillo, Michelle	Kristal Wilson		
	STUDENT NUMBER	383817789			
	GRADE	10	(973)555-5887	2017	
	HOMEROOM				

\$139.00

COURSE	SEC	COURSE NAME	TEACHER	EX1	EX2	FIN	CRED
304	2	American History	Castro	C+	B-	A-	1.000
701	8	Band	Dorsey	B	A+	A	1.000
715	6	Basic Art	Richardson	A+		B	0.500
402	1	Biology I	Mayer	A+	A-	A+	1.000
102	3	English 10	Hardy	C	B	A-	1.000
ENJOY HAVING IN CLASS, WORKING WELL, GOOD PARTICIPATION							
205	4	Geometry	Tapia	C	D	B-	1.000
ENJOY HAVING IN CLASS, ENJOY HAVING IN CLASS, ENJOY HAVING IN CLASS, ENJOY HAVING IN CLASS, GOOD PARTICIPATION.							
950	62	Health Education	Norman		A+	A+	0.500
502	7	Spanish II	Fritz	B+	A	B+	1.000

Attendance														
GP1			GP2			GP3			GP4			Total		
Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy
45.5	0.5	0	39.5	1.5	0	41	5	0	39	2	0	165	10	0

GPA		Total Year Credits		HONOR MESSAGE	
GPA SET NAME	GPA	CRED EARNED	GPA SET NAME	HONOR MESSAGE	
Cumulative GPA	3.459	13.000	4th 9 Weeks Period	High Honor Roll - CONGRATULATIONS!	

This is the school's official report card. If a conference is desired, please contact the school.

Carrillo, Michelle 7406 Blue Westpointe Way Test, OH	12345
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Format21

Report Card

Test High School

3/21/2019

STUDENT NAME	Buck, Florence		
STUDENT NUMBER	478178421		
GRADE	09	HOMEROOM	

Kristal Wilson
Principal

(973)555-5887 2017

\$67.50

COURSE	SEC	COURSE NAME	TEACHER	EX1	EX2	FIN
814	3	Agri, Food & Nat Resources	Robbins	D-	F	C
202	8	Algebra I	Dean	A+	F	F
304	2	American History	Castro	D	D+	C
402	1	Biology I	Mayer	A-	B+	A-
101	7	English 9	Stein	C	C+	B+
ON950	1	Health Online	Harmon			B+
962	6	Net Sports	Norman	A+		A+
303	4	World Studies	Stein	D	F	B-

Attendance

GP1			GP2			GP3			GP4			Total		
Present	Absent	Tardy												
8	2	0	40	1	1	40.5	6.5	1	34.5	6.5	0	123	16	2

GPA		Total Year Credits
GPA SET NAME	GPA	CRED EARNED
Cumulative GPA	2.411	12.250

This is the school's official report card. If a conference is desired, please contact the school.

Buck, Florence
4637 Old Hague Street

Test, OH 12345

Promoted to Grade
Retained in Grade
Transferred to Grade

Format30

Report Card

Plymouth High School
 JULIA CARDENAS
 306 GARDENAS ROAD
 Shiloh, OH 44878

2017
 \$98.55

STUDENT NAME	CARDENAS, JULIA
STUDENT NUMBER	293052188
GRADE	11
HOMEROOM	
SCHOOL ATTENDING	
HOME SCHOOL I#N	
HOME SCHOOL NAME	

COURSE	SEC	COURSE NAME	SEM1		SEM2		FIN	FIN	CRE
			Avg		Avg				
0340	2	ALGEBRA II	C	75.00	D	65.59	C-	70.30	1.000
RAY									
0151	4	AM GOVT/ECONOMICS *	B	87.87	B	85.58	B	86.72	1.000
BUTLER									
0241	2	CHEMISTRY	B	86.50	C	72.54	B-	80.00	1.000
WATKINS									
0444	1	CHILD DEVELOPMENT	A	96.00			A	96.00	0.500
BLACK									
0067	2	COMMUNICATIONS					A	95.09	0.500
PEREZ									
0050	1	ENGLISH III	A	96.00	A-	90.22	A	93.00	1.000
PEREZ									
0650	1	SPANISH III	B+	89.00	B	82.00	B	86.00	1.000
FREEMAN									
0076	2	TV & MEDIA ANALYSIS			A	95.16	A	95.16	0.500
PEREZ									

Attendance	Qtr1			Qtr2			Qtr3			Qtr4			Total		
	Present	Absent	Tardy												
38.5	1.5	0	35	4	7	31.5	7.5	2	37.5	13.5	0	142.5	28.5	15	

GPA	GPA SET NAME	GPA
	Cumulative Weighted GPA	3.054

Total Credits	
CREDIT EARNED	CREDIT ATTN
6.500	6.500

Honor Message	
GPA SET NAME	Quarter 3 GPA

HONOR MESSAGE	
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Format31

Report Card		Test High School	
2017		Jeromy Brewer 1717 East Westpointe Parkway Test, OH 12345	
\$103.00		12345	

STUDENT NAME	Brewer, Jeromy		
STUDENT NUMBER	608263622		
GRADE	09		
IRN ATTENDING			
SCHOOL ATTENDING			
HOME SCHOOL IRN			
HOME SCHOOL NAME			

COURSE	SEC	COURSE NAME	EX1		EX2		FIN		CRE
			EX		EX		FIN		
202	3	Algebra I	B+		B		A-		1,000
Dean									
402	6	Biology I	A-		A		A		1,000
Mayer									
101	1	English 9	B+		D		A-		1,000
Stein									
706	2	Industrial Tech I	B		A-		A-		1,000
Hull									
700	7	Intro to Engineering Design	C		F		B-		1,000
Rivas									
502	8	Spanish II	B		A-		A-		1,000
Fitz									
303	4	World Studies	A+		C-		A-		1,000
Stein									

Attendance														
GP1			GP2			GP3			GP4			Total		
Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy
43.5	2.5	0	38.5	2.5	0	44.5	2.5	2	37.5	3.5	2	104	11	4

GPA	GPA
GPA SET NAME	GPA
Cumulative GPA	3.243

Total Credits	CREDIT ATTN
CREDIT EARNED	CREDIT ATTN
7,000	7,000

Honor Message	HONOR MESSAGE
GPA SET NAME	
Quarter 3 GPA	

Format40

Report Card

Test High School

3/21/2019

STUDENT NAME	Ellison, Simone
STUDENT NUMBER	479320357
GRADE	09
HOMEROOM	

Kristal Wilson

(973)555-5887

2017

\$95.00

COURSE	SEC	COURSE NAME	TEACHER	EX1	EX2	FIN	CRED
715	5	Basic Art	Richardson	A		A	0.500
402	7	Biology I	Mayer	A+	A+	A+	1.000
101	1	English 9	Stein	B	A-	A	1.000
205	4	Geometry	Tapia	D+	C	B+	1.000
ENJOY HAVING IN CLASS, ENJOY HAVING IN CLASS, ENJOY HAVING IN CLASS, ENJOY HAVING IN CLASS, HIGHLY MOTIVATED,							
962	6	Net Sports	Norman	A+		A+	0.250
744	52	Painting	Richardson		A	A+	0.500
501	2	Spanish I	Fritz	A+	A+	A	1.000
303	8	World Studies	Stein	A	D	A-	1.000

Attendance

GP1			GP2			GP3			GP4			Total		
Present	Absent	Tardy												
44	2	0	39.5	1.5	0	43	4	0	38	3	0	164.5	10.5	0

GPA	
GPA SET NAME	GPA
Cumulative GPA	3.717

Total Year Credits
CRED EARNED
11.250

HONOR MESSAGE	
GPA SET NAME	HONOR MESSAGE
4th 9 Weeks Perio	Distinguished Scholar Roll - CONGRATULATIONS

Simone Ellison
 3854 3rd Lafayette Avenue
 Test, OH 12345

This is the school's official report card. If a conference is desired, please contact the school.

Format41

Report Card	Test High School		3/21/2019		
	STUDENT NAME	Benitez, Meghan	Kristal Wilson		
	STUDENT NUMBER	918400777			
	GRADE	10	(973)555-5887	2017	
	HOMEROOM				

\$339.00

COURSE	SEC	COURSE NAME	TEACHER	EX1	EX2	FIN	CRED
751	72	Advanced Art I	Richardson		A	A+	0.500
212	2	Algebra II	Dean	D+	C	B+	1.000
304	1	American History	Castro	B+	B	A	1.000
743	71	Ceramics II	Richardson	A		A+	0.500
405	5	Chemistry	Mullins	A	B	A-	1.000
102	6	English 10	Hardy	B-	A	A	1.000
WORKING WELL, ENJOY HAVING IN CLASS							
950	4	Health Education	Norman		A+	A+	0.500
965	4	Nutrition & Weight Training	Norman	A+		A+	0.500
502	8	Spanish II	Fritz	A-	A	A+	1.000

Attendance

GP1		GP2		GP3		GP4		Total	
Present	Absent								
41.5	4.5	33	8	42.5	4.5	40	1	157	18

GPA	
GPA SET NAME	GPA
Cumulative GPA	3.874

Total Year Credits
CRED EARNED
12.000

HONOR MESSAGE	
GPA SET NAME	HONOR MESSAGE
4th 9 Weeks Period	Distinguished Scholar Roll - CONGRATULATIONS

Meghan Benitez
 5711 East Northpointe St.
 Test, OH 12345

This is the school's official report card. If a conference is desired, please contact the school.

Format50

Report Card

Test High School

3/21/2019

2017

STUDENT NAME	Andrews, Jarred
STUDENT NUMBER	973065669
GRADE	09
HR TEACHER	

\$123.00

COURSE	SEC	COURSE NAME	TEACHER	EX1	EX2	FIN
202	6	Algebra I	Dean	F	F	F
615	1	Animal & Plant Science	Robbins	F	D+	B-
715	4	Basic Art	Richardson	B		C-
742	42	Ceramics I	Richardson		C+	B-
101	3	English 9	Stein	F	C+	C-
400	2	Physical Science	Mullins	D+	B+	D
501	5	Spanish I	Fritz	F	D+	F
303	8	World Studies	Stein	D-	F	C

Attendance

GP1			GP2			GP3			GP4			Total		
Present	Absent	Tardy												
45	1	0	34.5	6.5	0	46	1	1	37.5	3.5	1	163	12	2

GPA		Total Year Credits	
GPA SET NAME	GPA	CRED EARNED	
Cumulative GPA	1.539	9.500	

This is the school's official report card. If a conference is desired, please contact the school.

Andrews, Jarred
 1414 West Milton Boulevard
 Test, OH 12345

Kristal Wilson
 Principal
 Superintendent

Promoted to Grade
 Retained in Grade
 Transferred to Grade