



[ReportWriter](#) - Report Cards

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Simplified Directions:

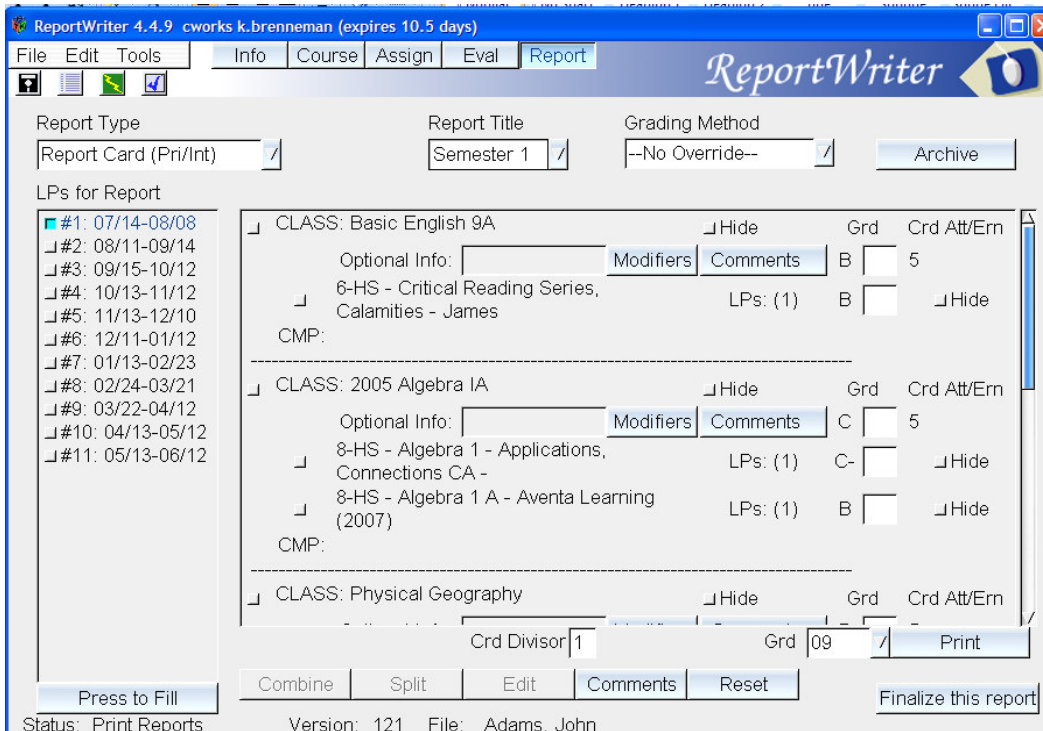
1. You must make at least one assignment from the ASSIGN page to get a class to show on Report Cards
2. You do not have to enter grades in the EVAL page but if you do, the grades will show (and average if assigned more than one LP) on the Report Card.
3. You can override any grade showing on the Report Card for a class by entering a grade to the right of the grade shown.
4. You must enter the credits earned for a secondary report card.
5. You must finalize and synch ReportWriter for the office to get the Report Cards.

Basic Directions:

Report Cards are the same for Primary or Secondary. The Secondary Report Cards just include credits.

- You must make at least one assignment before a Class will show in the Report Card area.
- Click on the Reports Tab and choose the type of report card you want to work with.
- Click on the time frame, called **Report Title**, you want to report on. For example:
Semester 1

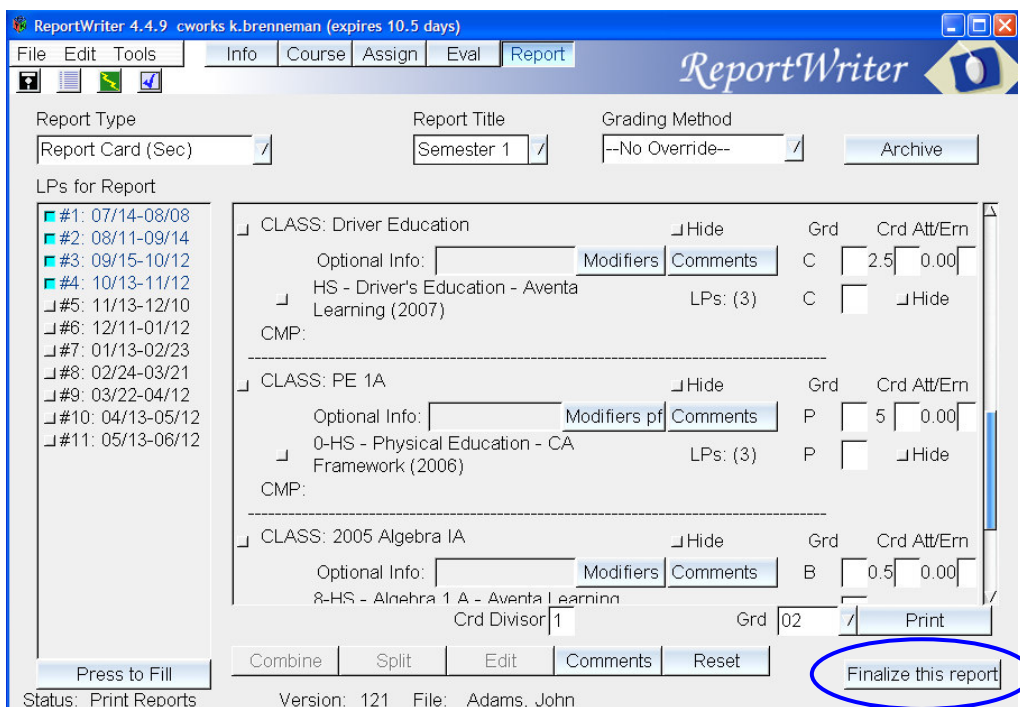
- Choose the **Grading Method** if you want all grades to print out in a uniform method (Ex: all A's, B's, and C's).
- Choose the learning periods you want this Report Card to reflect. (If you change information in the ASSIGN page or the EVAL page, you will need to uncheck the LP's for the Report and re-check them.)
- You'll see all your CLASSES with the texts you used for assignments under the CLASS title.



- **Grades:** Grades are automatically calculated if you have been keeping up with them in the **Eval** tab. At this time you have the option to **override** these grades.
 - Change any grades in the open field box to the right of the grade shown.
 - Change any *credits attempted* in the open field box to the right of the CA box.
 - Add the *credits earned* in the open box to the right of CE.
- **Comments:** You can add comments per CLASS or general comments to the bottom of the report. An example might be *"I enjoy working with Sarah. She is a conscientious student."*
- **Print:** Click on **Print** to preview and/or print this report.
- **Save:** Save the file. To **Save** any report to your hard drive begin by clicking on the **Print** button. When the PDF file of your report comes up, click on the save icon that

looks like a little Floppy A-Drive Disk. Choose what file you want to save this report in and name it.

- **Finalize:** When you click on the finalize button, the Report Card is ready to be sent to the transcripts in SP SIS.
 - When you are done working in Report Cards, complete a synch (you can skip the courses) and the classes, grades, and credits will be ready for Admin to import into transcripts.
 - If you change any data on the report card, you will have to click on the "finalize this report" button to un-finalize the report. FINALIZE it again to send the updates to the SIS.



Other Report Card Features:

- **To change the name of a CLASS:** Click on the box to the left of the CLASS name. Click on the EDIT button (bottom of page). Rename the CLASS and click SET.
- **HIDE - To Hide a textbook:** If you have created several Master Agreements for this student throughout the semester, or if you designated some textbooks you don't want to use, click the **Hide** button to the left of the text you don't want to be included in the grade calculation. It will go light gray.

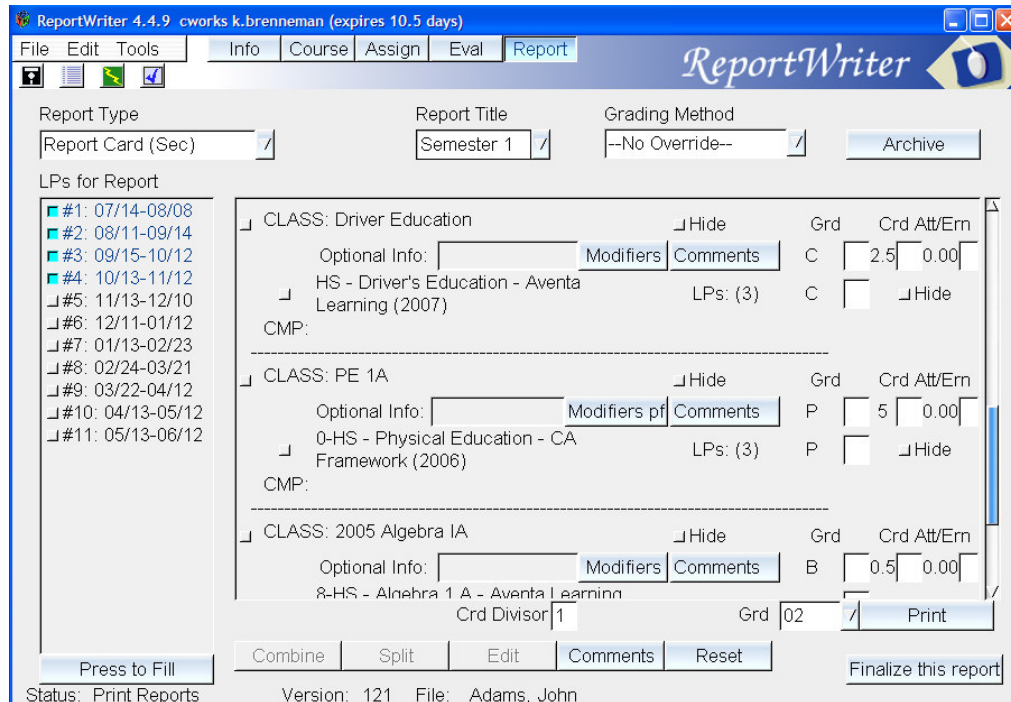
- **HIDE** - To Hide a CLASS: If the program shows a CLASS you no longer want visible on the Report Card, click the **Hide** button to the far right of the CLASS.
- How many LP's did I assign this textbook?: To the right of the name of a textbook, you can see how many LP's this curriculum was assigned - **LPs: (5)**.
- **COMBINE** - You have two or more curricula (textbooks) you want to combine for one CLASS: If you assigned two curricula with *different* CLASS TITLES but now want to combine them for one grade, do the following:
 - Click on the CLASS button you want the two curricula to be under.
 - Find the other textbook you want to combine with the CLASS title.
 - Click on the button to the left of this text title.
 - Click **Combine**. This will combine the two texts under the CLASS name and make the grades average from the two curricula.
 - You can continue doing these steps for other texts.
- **SPLIT** - If you want to split out two pieces of curricula: Let's use the following example - you have two textbooks, text A and text B, under the CLASS title Basket Weaving.
 - Click on the box to the left of the CLASS named *Basket Weaving*.
 - Click on the EDIT button (bottom of page).
 - Rename the CLASS *Underwater Basket Weaving* and click *SET*.
 - Click on the box next to the curricula you want to split off (say, Text B)
 - Click **SPLIT**. Text A will stay with *Basket Weaving* and Text B will go under *Underwater Basket Weaving*.
- **RESET** - This will take the report card back to its original settings before you did any changes or overrides.
- **Modifiers** - You can set modifiers for your courses such as P/F, or cp for College Prep. See more info below.

Secondary Report Card:

All work in the secondary report card is the same as the primary except for entering credits earned.

- **Grade (Grd)** shown is the average of grades entered in the EVAL tab. If no grades were entered, an I for Incomplete will show. Enter an override grade in the box to the right if the I is not correct.
- **Credits:**
 - **Attempted Credits (Att)** come from the credits entered when setting up the class. You can override the credits attempted in the box to the right of the number.

- Assign credits earned (CE). You must assign credits to have a GPA calculated for this Report Card. The credits earned can't be more than the credits originally assigned. You can override the credits assigned if you want to award more credits earned.



Class Modifiers:

If schools allow, you can set special modifiers for your classes. Examples might be Pass/Fail*, College Prep, Repeat Course. These must first be set up by your office. Once they are set, you can choose a modifier by clicking on the **Modifiers** button. If you choose Pass/Fail, this grade will not be calculated into the Report Grade GPA.

*Clicking P/F and entering a grade of P will not hold if you click a Grading Override Method that changes the P to a C.

FAQ

I want to update a student's report card by adding a new class with a grade and credits earned. Do I have to hide the previous report card entries so they don't get entered twice on the transcript?

You don't have to hide previously imported classes to reimport/refinalize a report card. The system sees what was previously there and only updates changes made. So if you finalized a report card that had

Class	Grade	Credits Attempted	Credit Earned
English	A	5	5
Algebra	C-	5	5
World History	hidden		

Then you change your mind on the World history. You want to enter a grade and some credits. You just click the finalize button again, unhide the World History, enter the grade (B) and credits earned (5), and finalize/synch. The report will show

Class	Grade	Credits Attempted	Credits Earned
English	A	5	5
Algebra	C-	5	5
World History	B	5	5

When your transcript administrator imports the report card again, the first two will be ignored because no changes were made and the World History will be added.