



Mass Printing Report Cards

1. Go to Administration>ReportWriter>Oversight>RW Report Cards
2. Choose
 - Report card group - high school or K-8
 - The school year
 - The Semester
 - Click on the "All Entries" box
 - Click on Update Screen

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List of Report Cards Waiting Import

High School

2007 - 2008

Semester 1

All Entries

High School

K-8

(The teacher listed is the staff member most recently assigned to the student)

Sel	Seq	Status	Name	Grd	Teacher	R/C	Sch Period	Sch Year	Transcript	Action
<input type="checkbox"/>	Select All									
<input type="checkbox"/>	Click to Fill									

Action Color Key

Confirm:

Mass Import

This option allows you to import many/all records above in "one fell swoop".

Mass Print

This option allows you to print Report Cards for everything selected above. (You do not need to confirm this)

3. Select the report card(s) you want to view/print by entering a check in the box to the left of the student names.

A. Want to view all? Click on the "Select All" box at the bottom of the list.

B. You can order the list by student, grade level, or teacher. Click on the word **Teacher** at the top of the teacher column to order by teacher. Click on the Grd to order by grade level.

C. You can choose a group of students to view. If you just want to see students of Teacher A, click on the first student's check box of Teacher A and the last student's check box of teacher A and then check the "Click to Fill" box at the bottom of the page. If you want to see just 4th graders, order by grade level. Then click on the first 4th grader's check box and the last 4th grader's check box and then check the "Click to fill" box.

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[Import Finalized Report Cards](#)

List of Report Cards Waiting Import

K-8 | 2007 - 2008 | Semester 1 | All Entries |

				Action Color Key	
				Report Card not finalized	

Displaying all K-8
(The teacher listed is the staff member most recently assigned to the student)

Sel	Seq	Status	Name	Grd	Teacher	R/C	Sch Period	Sch Year	Transcript	Action
<input type="checkbox"/>	1	Unhandled	Baker, Joyce	04	Brenneman K	N/A	Semester 1	2007 - 2008	Transcript	Finalize R/C
<input type="checkbox"/>	2	Unhandled	Brown, Steve	03	Reeves L	N/A	Semester 1	2007 - 2008	Transcript	Finalize R/C
<input type="checkbox"/>	3	Unhandled	Franklin, George	04	Leal M	N/A	Semester 1	2007 - 2008	Transcript	Finalize R/C
<input type="checkbox"/>	4	Unhandled	Gutierrez, Jazmine	03	Fojas B	N/A	Semester 1	2007 - 2008	Transcript	Finalize R/C
<input type="checkbox"/>	5	Unhandled	Jody, Jimenez	06	Gruber A	N/A	Semester 1	2007 - 2008	Transcript	Finalize R/C
<input type="checkbox"/>	6	Unhandled	Johnson, LeAnn	08	Kramers M	N/A	Semester 1	2007 - 2008	Transcript	Finalize R/C
<input type="checkbox"/>	7	Unhandled	Jones, Mary	01	Kramers M	N/A	Semester 1	2007 - 2008	Transcript	Finalize R/C
<input type="checkbox"/>	8	Unhandled	Randa, Blanca	04	Leal M	N/A	Semester 1	2007 - 2008	Transcript	Finalize R/C
<input type="checkbox"/> Select All										
<input type="checkbox"/> Click to Fill										

Confirm:

Mass Print

This option allows you to print Report Cards for everything selected above. (You do not need to confirm this)

4. Click Mass Print for all report cards chosen to show as a pdf. Then you can print from the pdf. page. You do not need to enter a CONFIRM on this page.