

School Pathways SIS

Report Cards from ReportWriter - Viewing and Printing

05/30/2008

Any report card created in ReportWriter can be viewed and printed in SP SIS. When a report card is finalized by the teacher, it is sent to the SIS, ready to view or print by administration. If a teacher changes a report card, they unfinalize it, change it, save it, and re-finalize it. This new report card will overwrite the old finalized report card.

To view/print a report card:

1. Go to Administration> ReportWriter>RW Oversight>RW Report Cards. Alternately you can go to Administrations>Transcripts>Import finalized Report Cards.

2. You will see a list of students with report cards that have been finalized from ReportWriter.

- Choose the grade group you want to work with.
High School
K-8
- Choose the school year
- Choose the Semester
- Enter a check in the "All Entries" box
- Click on the Update Screen button.

List of Report Cards waiting import

K-8 2007-2008 Semester 1 All Entries

Action Color Key	
Green	Already Imported
Yellow	Ready for Import
Grey	Report Card not finalized
Blue	Rejected (back to teacher)
Light Green	Re-finalized after import
Light Red	Report Card Data Unavailable

Displaying all K-8
 (The teacher listed is the staff member **most recently assigned to the student**, and the Class Offering listed is the learning center to which the student was assigned in his or her most recent enrollment record.)

Sel	Seq	Status	Name	Grd	Teacher	R/C	Class Offering	Sch Period	Sch Year	Transcript	Action
<input type="checkbox"/>	1	Imported	Abbitt, Sarah	04	Seid B	K-8		Semester 1	2007-2008	Transcript	Review
<input type="checkbox"/>	2	Unhandled	Abdelsayed, Lyndy	06	Coughlin D	K-8		Semester 1	2007-2008	Transcript	Import
<input type="checkbox"/>	3	Unhandled	Adams, Jacob	08	Oakes J	K-8		Semester 1	2007-2008	Transcript	Import
<input type="checkbox"/>	4	Unhandled	Adams, Jedidiah	06	Oakes J	N/A		Semester 1	2007-2008	Transcript	Finalize R/C
<input type="checkbox"/>	5	Unhandled	Afanador, Daniel	02	Peppel R	N/A		Semester 1	2007-2008	Transcript	Finalize R/C
<input type="checkbox"/>	6	Unhandled	Afanador, Joseph	06	Peppel R	K-8		Semester 1	2007-2008	Transcript	Import
<input type="checkbox"/>	7	Unhandled	Aguilar, Elijah	05	Lauten K	K-8		Semester 1	2007-2008	Transcript	Import
<input type="checkbox"/>	8	Unhandled	Aguilar Tovar, Sylvia	06	McGriff C	N/A	T Street Classes	Semester 1	2007-2008	Transcript	Finalize R/C
<input type="checkbox"/>	9	Unhandled	Ahrens, Chase	04	Gleason D	N/A		Semester 1	2007-2008	Transcript	Finalize R/C
<input type="checkbox"/>	10	Unhandled	Aimo, Jane	08	Lauten K	HS		Semester 1	2007-2008	Transcript	Import
<input type="checkbox"/>	11	Unhandled	Ajay, Robert	08	Mason T	K-8		Semester 1	2007-	Transcript	Import

3. You can order the list according to the following by clicking on the underlined word at the top of the column

- Name
- Grade
- Teacher
- Learning Center group student is assigned

4. Choose the report cards you wish to view/print by entering a check in the box to the left of the student name. You can choose all students by clicking on the "Select All" button at the bottom of the page or you can choose a specific group of students.

- If you want to choose all 8th graders
 - Order student list by grade level.
 - Enter a check to the left of the first 8th grader's name and one to the left of the last 8th grader's name.
 - Click on Click to Fill at the bottom of the list.

5. Click on Print Selected at the bottom of the page. All report cards will show as a pdf.

*You can choose to not have the signature lines viewable on these report cards (only when printing from SP SIS) by going to Administration>Settings>Policies and choosing to hide signature lines on Report Cards.