

Creating Custom Report Cards (Standards & Secondary)

What will be covered:

This session will demonstrate how to access and setup Custom Report Cards for Standards and Secondary grade reporting. Points of emphasis will include designing headers and footers, body creation using objects, adding images, and printing options for the main office.

- Design Creation
- Report Options in Report Builder
- Page Objects
- Object Organization
- Object Sub Levels
- Element Properties
 1. Sizing
 2. Borders
 3. Print Order
 4. Shading
 5. Locking, Keeping Separation, Expandable
- Object Options
- Quick Formatting
- Adding Images
- Add Student for Testing (Printing Test Pages)
- Export Layout
- Import Layout

Links to additional resources:

[Webinar – Custom Report Cards Setup](#)
[Standards Custom Report Card Layouts](#)



Texas Skyward User Group Conference

Creating Custom Report Cards (Standards & Secondary)

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Custom Report Cards



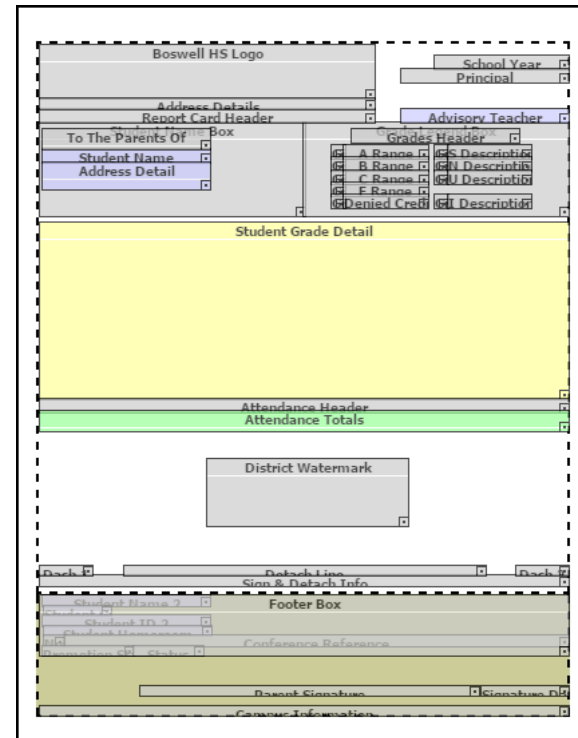
Creating Custom Report Cards (Standards & Secondary)

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Custom Report Cards

Page Objects:

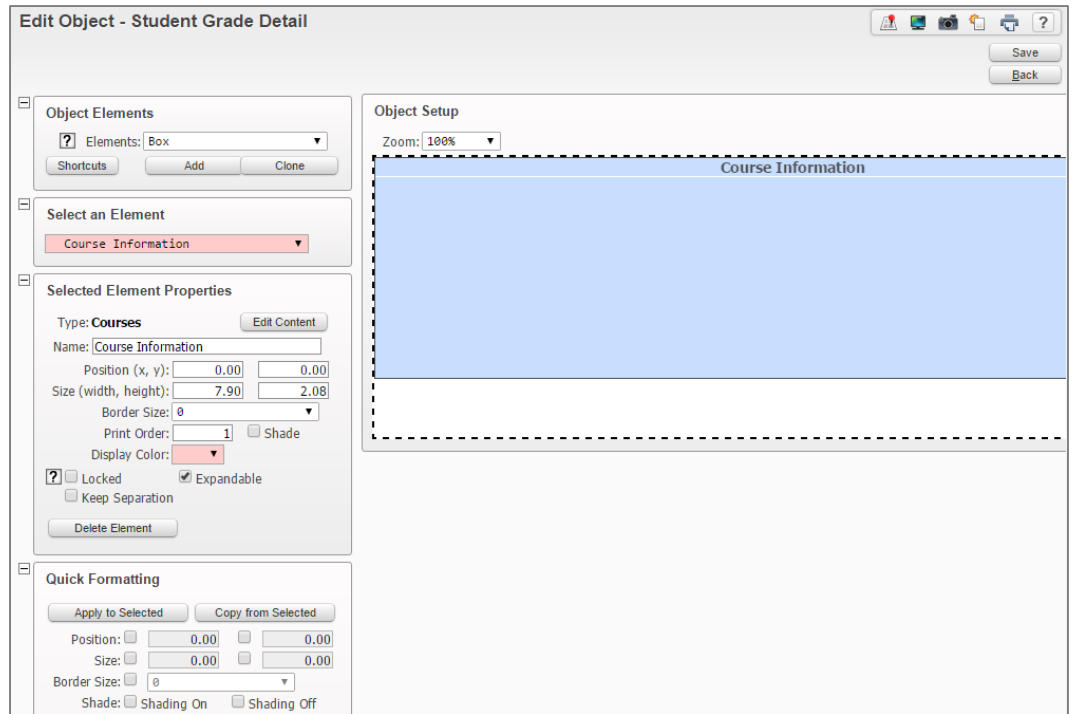
- Page Objects



Custom Report Cards

Object Sub Levels:

- Object Sub Levels



Edit Object - Student Grade Detail

Object Elements
Elements: Box
Shortcuts Add Clone

Select an Element
Course Information

Selected Element Properties
Type: Courses Edit Content
Name: Course Information
Position (x, y): 0.00 0.00
Size (width, height): 7.90 2.08
Border Size: 0
Print Order: 1 Shade
Display Color: [Red]
 Locked Expandable
 Keep Separation
Delete Element

Quick Formatting
Apply to Selected Copy from Selected
Position: [] 0.00 [] 0.00
Size: [] 0.00 [] 0.00
Border Size: [] 0
Shade: Shading On Shading Off

Object Setup
Zoom: 100%
Course Information

Save Back

Custom Report Cards

Element Properties:

- Element Properties

Selected Element Properties

Type: **Courses** Edit Content

Name:


Position (x, y):

Size (width, height):

Border Size: ▼

Print Order: Shade

Display Color: ▼

 Locked Expandable

Keep Separation

Delete Element

Custom Report Cards

Object Options:

- Object Options

Object Options

Course Entities: 001

Low High
Stu Class School Year:
Stu Class Grade Level:

Include Classes Taken Before Grade 9

Class Record Type:

Group Courses By First Sort Value
 Print Group Header

Include Courses Without Selected Grade Buckets Group Non-Overlapping Sections of Same Course
Combine Based On: Overlapping Terms Overlapping Grades Include Dropped Classes

Classes to Print: Secondary Standards Both

Print Subjects and Skills for Standards Courses All Academic Areas Only Print Classes With Selected Academic Areas

Individual Academic Areas:





Current Year Options

Print Classes With Blank Grades
 Include Next Year Scheduled Courses
Class Status:

Custom Report Cards

Adding Images:

- Adding Images

Image Object Properties    


New Image Upload Save Back

Image Title: District Wide Image

Upload Image: Choose File No file chosen Upload

Image

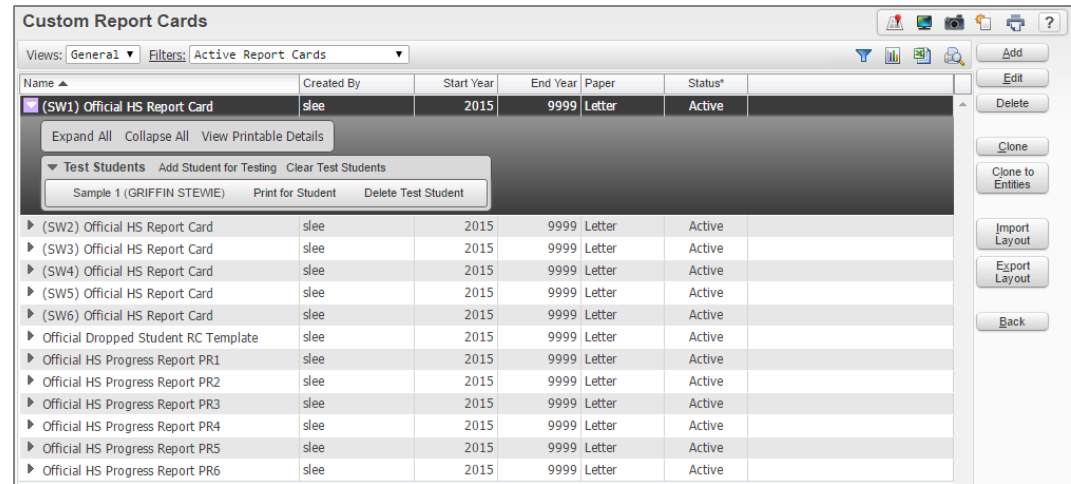
Select Image: District Watermark - 8 KB Image Size: 8 KB Scale to Object Size



Custom Report Cards

Add Student for Testing (Printing Test Pages):

- Add Student for Testing



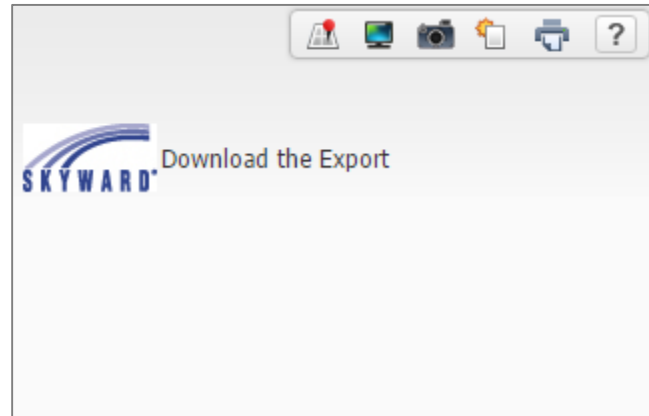
The screenshot shows the 'Custom Report Cards' application interface. At the top, there are tabs for 'Views' (General) and 'Filters' (Active Report Cards). Below this is a table with columns: Name, Created By, Start Year, End Year, Paper, and Status*. The first row is selected and highlighted in black, showing '(SW1) Official HS Report Card' created by 'slee' for the years 2015-9999 on Letter paper, with an Active status. Below the table, there are buttons for 'Expand All', 'Collapse All', and 'View Printable Details'. A dropdown menu is open under 'Test Students', showing 'Add Student for Testing' and 'Clear Test Students'. Underneath, there is a section for 'Sample 1 (GRIFFIN STEWIE)' with buttons for 'Print for Student' and 'Delete Test Student'. The table lists various report card templates, including Official HS Report Cards (SW2-SW6), Official Dropped Student RC Template, and Official HS Progress Reports (PR1-PR6). On the right side, there is a vertical sidebar with buttons: Add, Edit, Delete, Clone, Clone to Entities, Import Layout, Export Layout, and Back.

Name ▲	Created By	Start Year	End Year	Paper	Status*
(SW1) Official HS Report Card	slee	2015	9999	Letter	Active
(SW2) Official HS Report Card	slee	2015	9999	Letter	Active
(SW3) Official HS Report Card	slee	2015	9999	Letter	Active
(SW4) Official HS Report Card	slee	2015	9999	Letter	Active
(SW5) Official HS Report Card	slee	2015	9999	Letter	Active
(SW6) Official HS Report Card	slee	2015	9999	Letter	Active
Official Dropped Student RC Template	slee	2015	9999	Letter	Active
Official HS Progress Report PR1	slee	2015	9999	Letter	Active
Official HS Progress Report PR2	slee	2015	9999	Letter	Active
Official HS Progress Report PR3	slee	2015	9999	Letter	Active
Official HS Progress Report PR4	slee	2015	9999	Letter	Active
Official HS Progress Report PR5	slee	2015	9999	Letter	Active
Official HS Progress Report PR6	slee	2015	9999	Letter	Active

Custom Report Cards

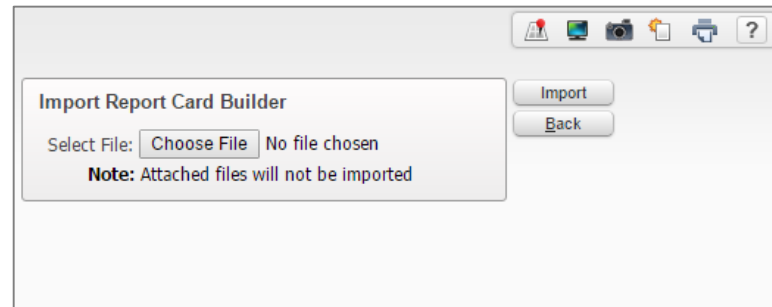
Export Layout:

- Export Layout



Import Layout:

- Import Layout



Custom Report Cards

End of presentation –
Extra space for other notes





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THANK YOU FOR ATTENDING!

