

Texas Skyward User Group Conference

Creating Custom Report Cards (Standards & Secondary)

Carlina Tesche



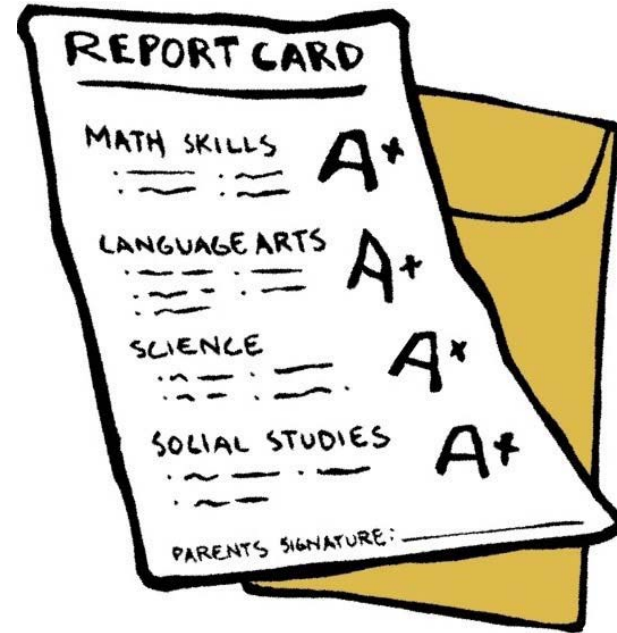
Creating Custom Report Cards (Standards & Secondary)

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

Custom Report Cards

Design Creation:

★ Design and Create

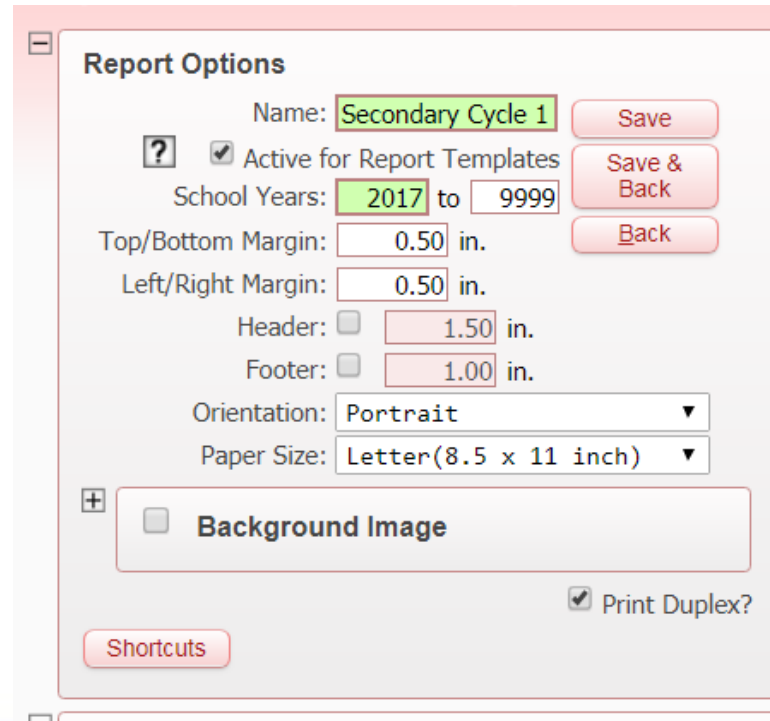


Custom Report Cards

Report Options in Report Builder – Custom Report Cards
(Office/Grading/Report Cards/Setup/Configuration/Custom Report Card Layouts)

Click Add, now you will begin seeing your options.

Report Options



Report Options

Name:

? Active for Report Templates

School Years: to

Top/Bottom Margin: in.

Left/Right Margin: in.

Header: in.

Footer: in.

Orientation: ▼

Paper Size: ▼

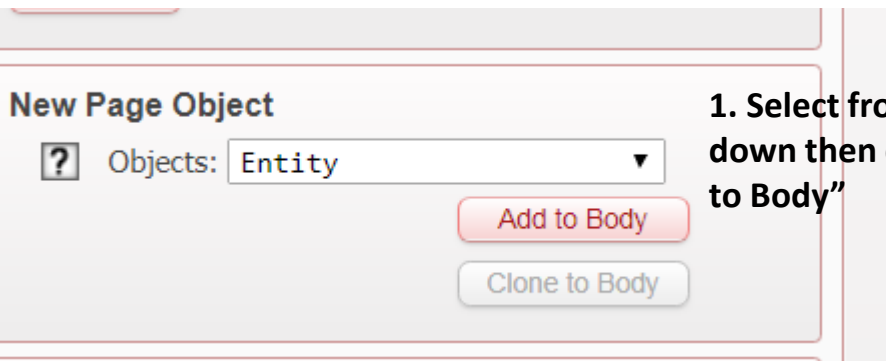
Background Image

Print Duplex?

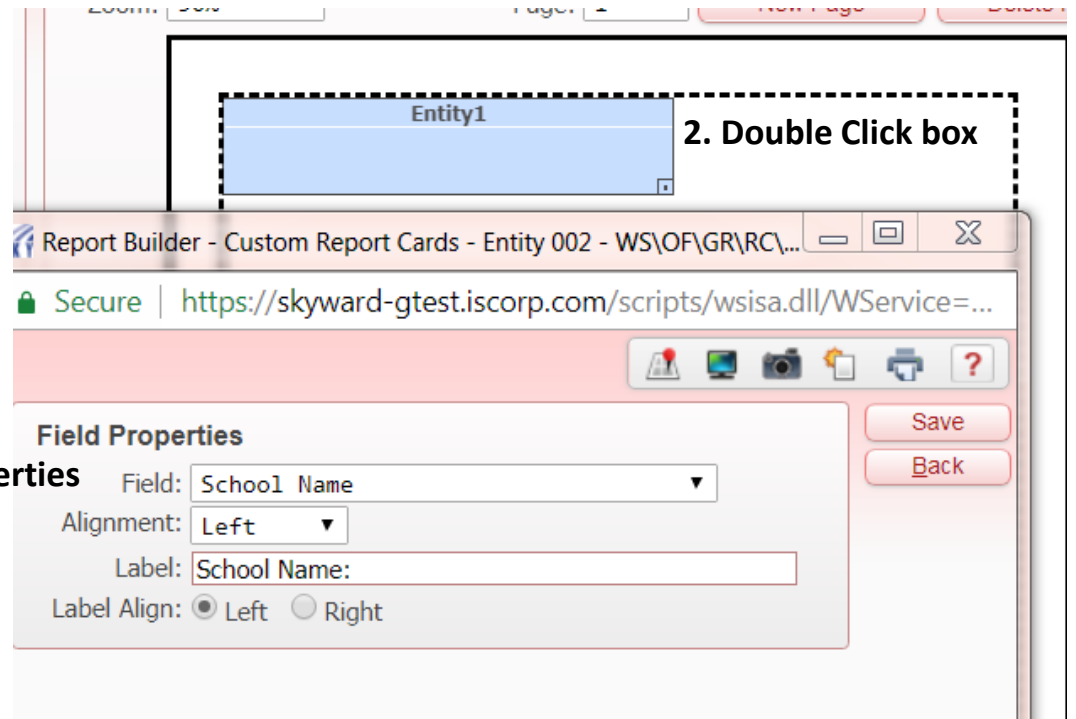
Custom Report Cards

Page Objects:

Here you may begin adding to the body of your custom report card



1. Select from drop down then click "Add to Body"



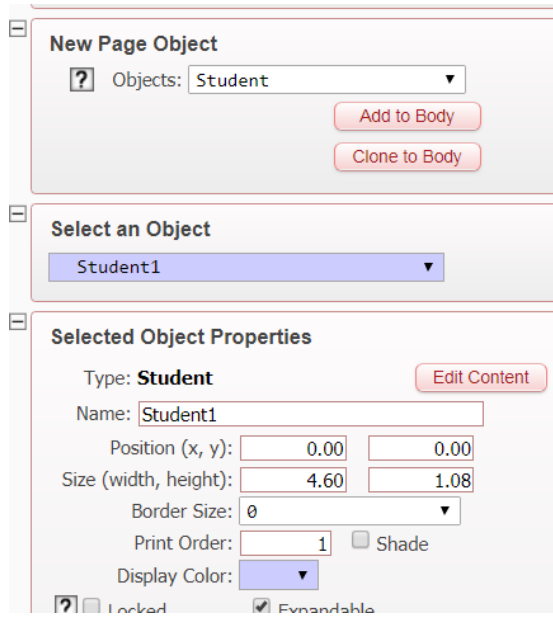
2. Double Click box

3. Select field properties

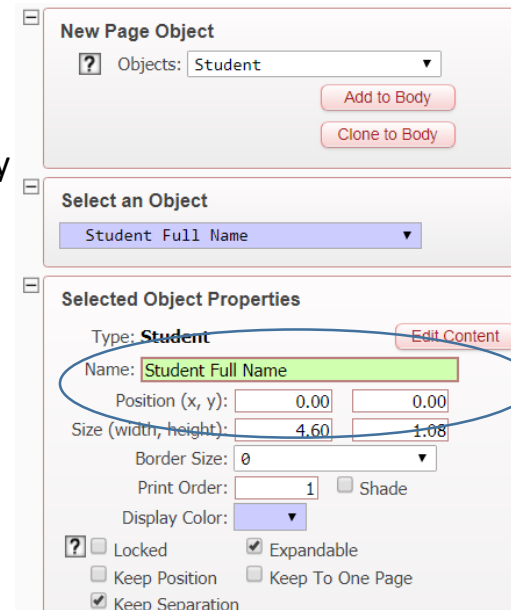
Custom Report Cards

Page options continued:

- Now you will continue to add objects that are important to your district.
- Rename fields to keep up what is inside an object.



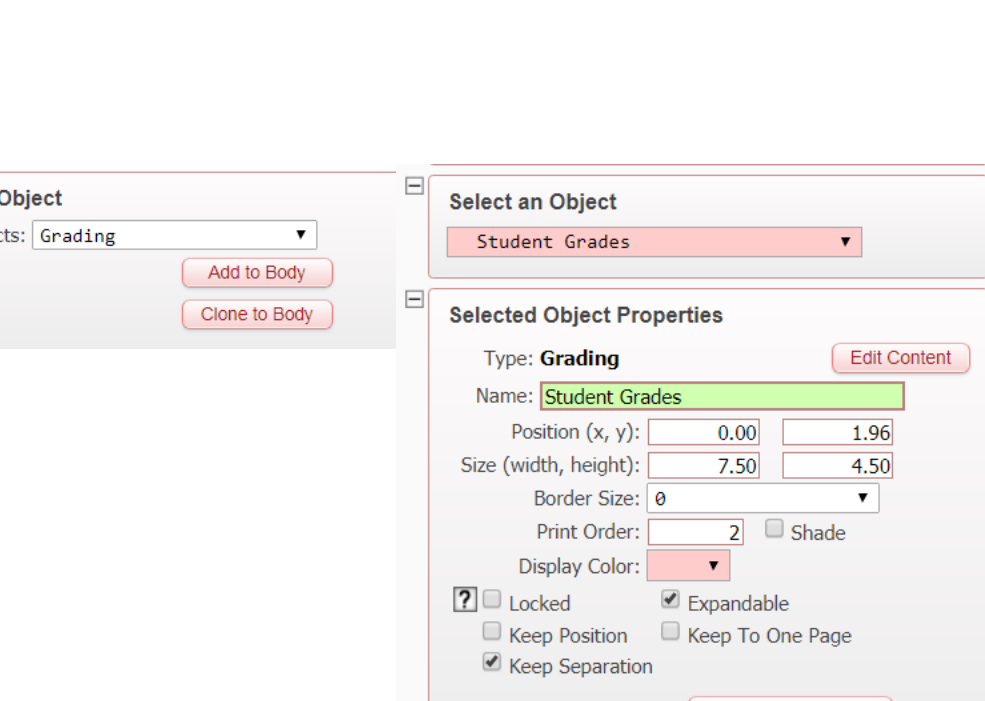
“Add to Body” Now you may name the object



Custom Report Cards

Page options continued:

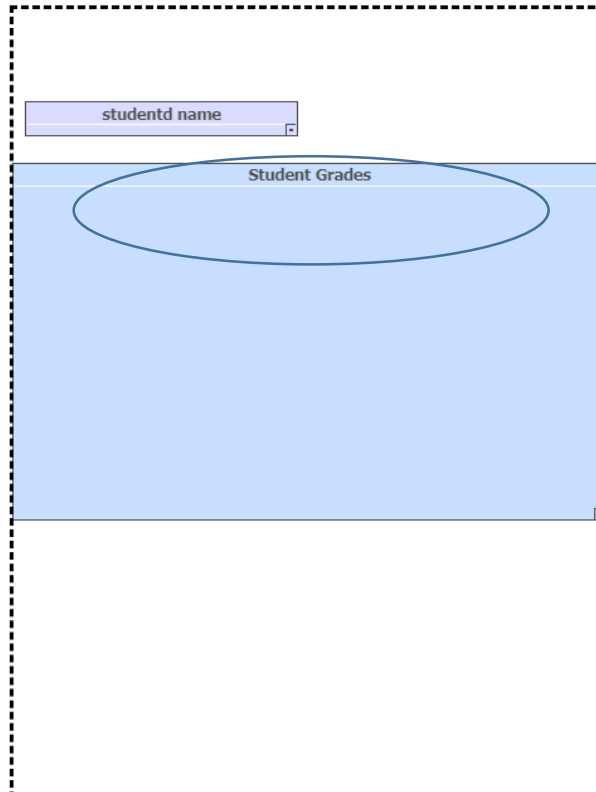
- Add a grading object to populate grades for report cards.



Object
Objects: Grading
Add to Body
Clone to Body

Select an Object
Student Grades

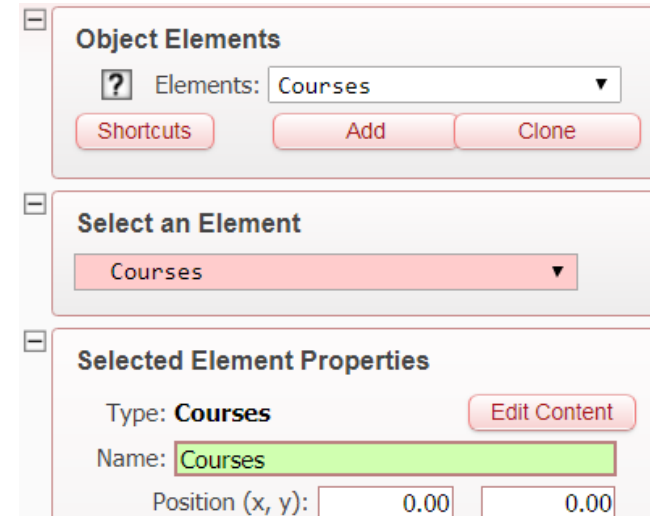
Selected Object Properties
Type: Grading Edit Content
Name: Student Grades
Position (x, y): 0.00 1.96
Size (width, height): 7.50 4.50
Border Size: 0
Print Order: 2 Shade
Display Color: [Red]
 Locked Expandable
 Keep Position Keep To One Page
 Keep Separation



studentd name

Student Grades

Double click
Student Grades to
add objects here,
for example courses



Object Elements
Elements: Courses
Shortcuts Add Clone

Select an Element
Courses

Selected Element Properties
Type: Courses Edit Content
Name: Courses
Position (x, y): 0.00 0.00

Custom Report Cards

Page options continued:

- Continue to drill down into the object course (double click). These still have more selections that need to be made.
- Object Elements are options you have for course and grades.

Object Options

Use Entities: 002

You must add each entity a grade could possibly come from.

Object Elements

Elements:

Select an Element

Selected Element Properties

Type: **Course Table**

Name:

Position (x, y):

Add "Course Table" and double click that box.

Table Columns

Columns:

Select a Column

Selected Column Properties

Select a Column to View its Properties

Record Detail Properties

Select a Record Detail to View its Properties

Now your grading area is taking shape. Add Table Columns to create the actual subject period and teacher information. These items are in your main Course object.

Table Setup

Zoom: **Red Columns** have Locked Width have Unlocked Width

Header	Header	Header
Subject	Grades	Teacher

Custom Report Cards

Selected Column Properties

- Here you may select the font type and size for your data field and the header of the field.
- You may also move columns to the Right or Left.

Column Properties

Selected Column Properties

Type: **Subject Desc** [Edit Content](#)

Name:

Width: Locked Width

Column Order:

Font for Header

Font Type:

Font Size:

Bold Italic Shaded

Font for Data

Font Type:

Font Size:

Bold Italic Shaded

[Delete Column](#)

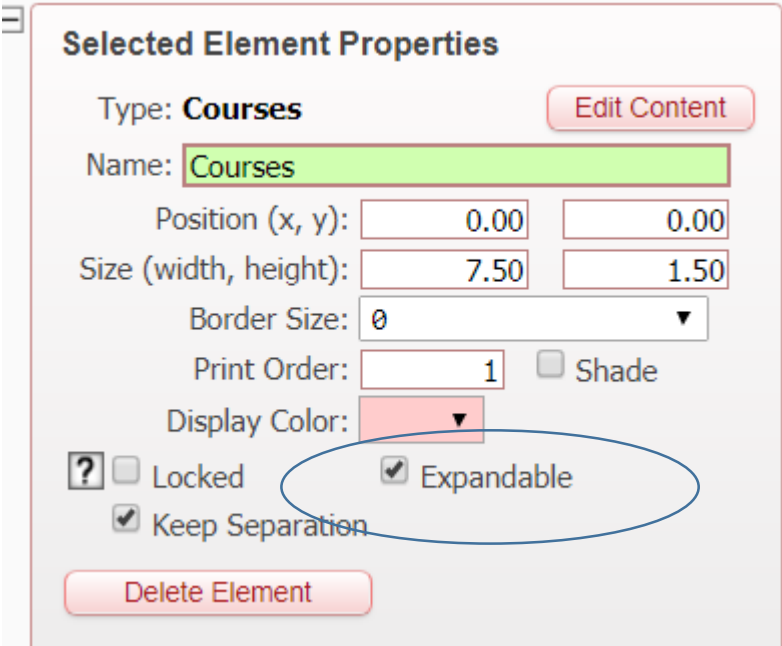
[Move Column Left](#) [Move Column Right](#)

Custom Report Cards

Element Properties:

- Inside each object you have setting that will help you line of your objects and or make them expandable. You may also create a border if you like.
- This is also the area if you would like to delete an element.
- Its important for the Grading type Elements to be expandable.

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

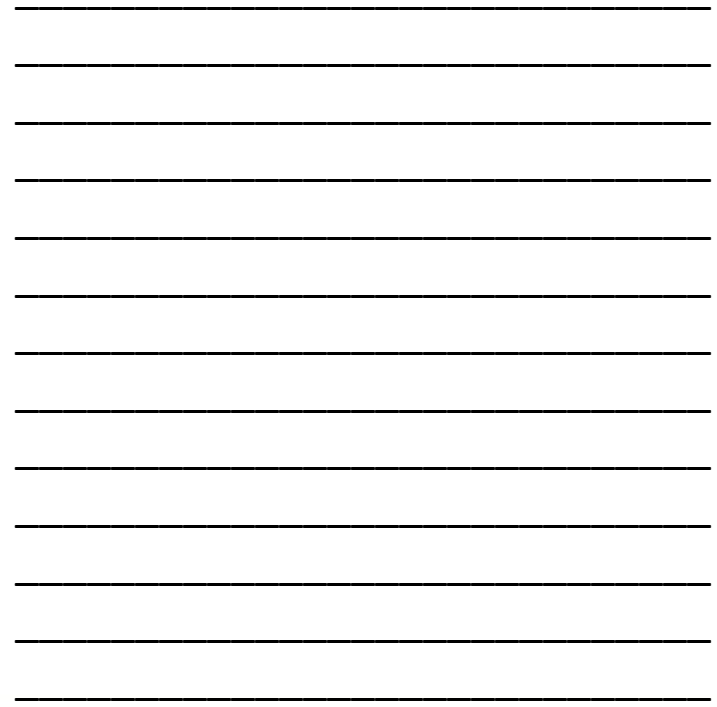
Keep Separation

Delete Element

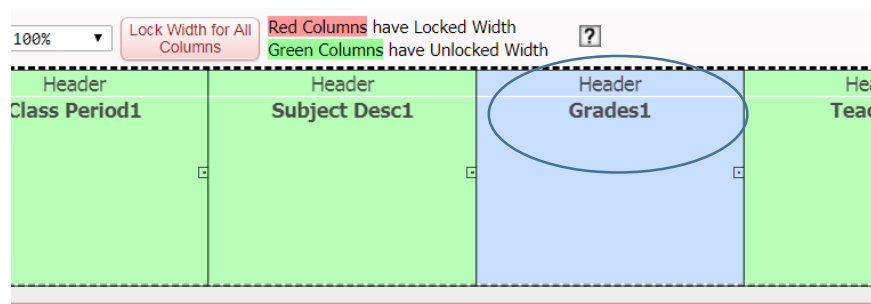
Custom Report Cards

Object Options Cont.

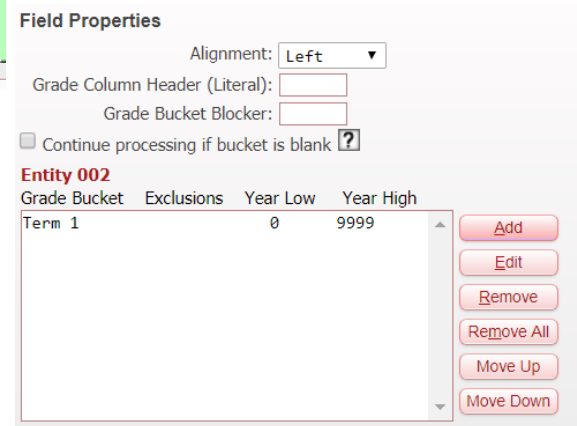
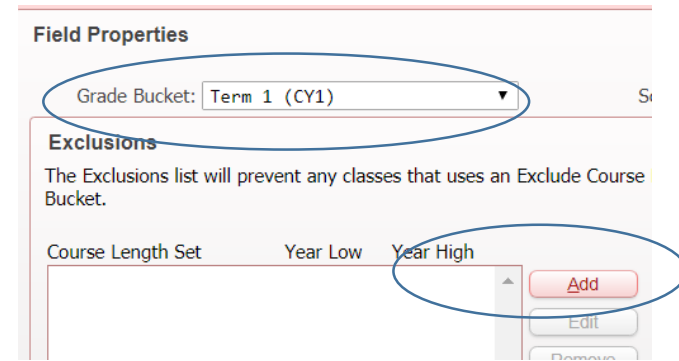
- **IMPORTANT REMINDER-** While in the grades column, you **MUST** double click and select a grading bucket for each entity that will be using this layout for each grading period.
- If you do not do this set, you will **NOT** have grades appear.



Add Grade Bucket



In your grade bucket you have several options. You will need to add a grade field for each Grade Bucket. For instance Cycle 1, Cycle 2, Sem 1 etc.



Custom Report Cards

Grade Column Properties Cont.

- Continue to add a grade column until you get all the Cycles/Terms and Semesters you need. Make sure you double click them and set the proper grade bucket for each grade column.
- You have the ability to set the width, for instance you know period does not need much room.

Column Properties

Zoom: 100% Lock Width for All Columns Red Columns have Locked Width Green Columns have Unlocked Width ?

Header	Header	Header	Header	Header	Header	Header
Class Period1	Subject Desc1	Teacher1	Cycle1	Cycle2	Cycle 3	Sem1

Custom Report Cards

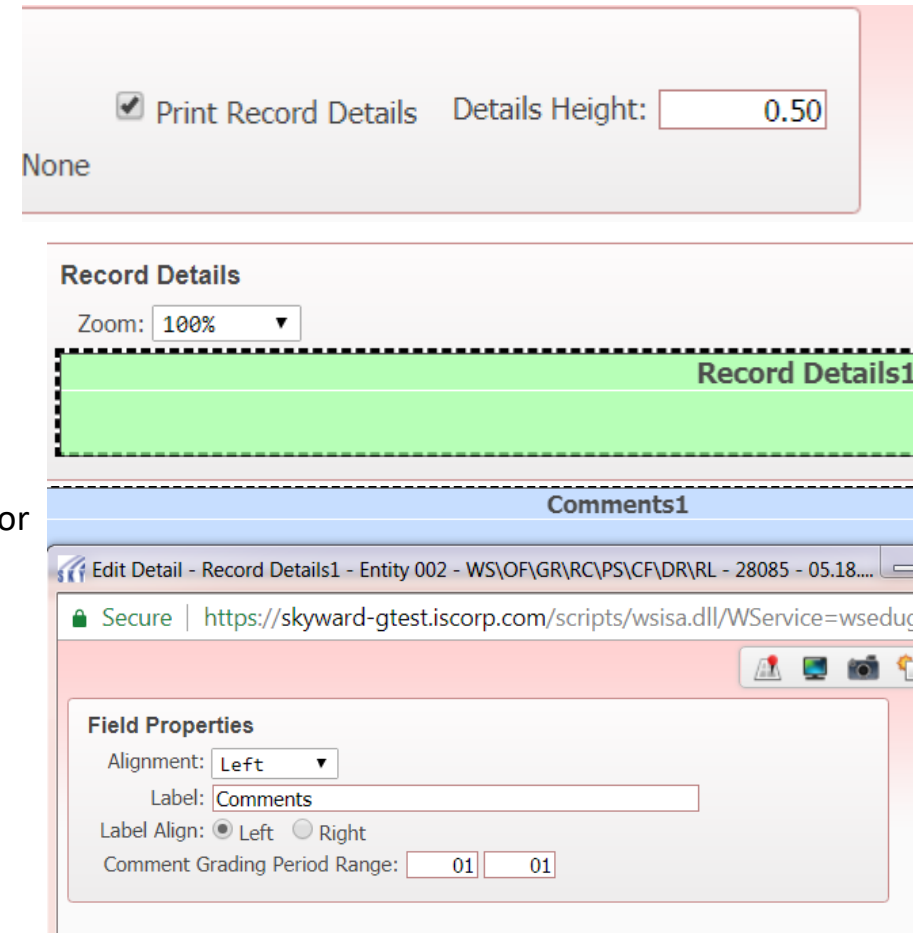
Teacher Comments:

Another very important step is to add an area for Teacher Comments. At Garland ISD we treat this area differently between our Secondary and Elementary levels. Elementary the comments go under the course on the front page but our Secondary which I will show will go on page 2.

Teacher Comments

Once you have page 2 created by clicking new page.

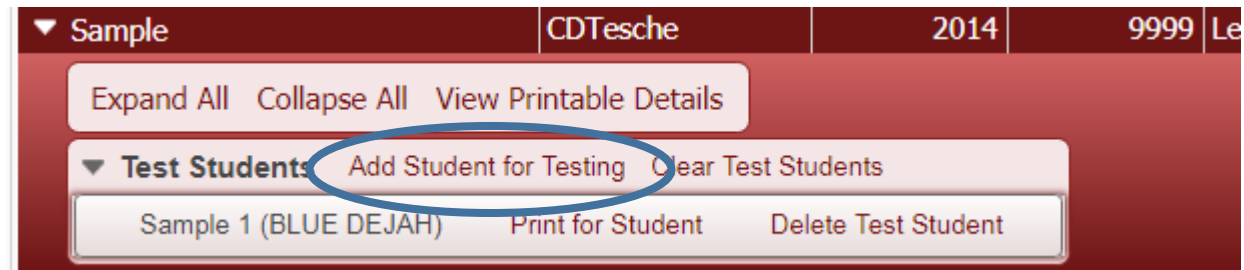
- Add a new Grading Object double click .
- Add the Courses Element double click
- Add Course Table.
- Add your table columns (don't forget grade bucket for grade column, if you use it).
- Check the "Print Record Details" at the top of this screen.
- Double click Record Details, now select Detail Sub-Details drop down and select the "Comments".
- The "Comment Grading Period Range" is the key to getting the proper cycle comments. The 01 here represents PR1 not Cyc 1. Count accordingly.



Custom Report Cards

Add Student for Testing (Printing Test Pages):

Add Student by clicking the “Add Student for Testing”

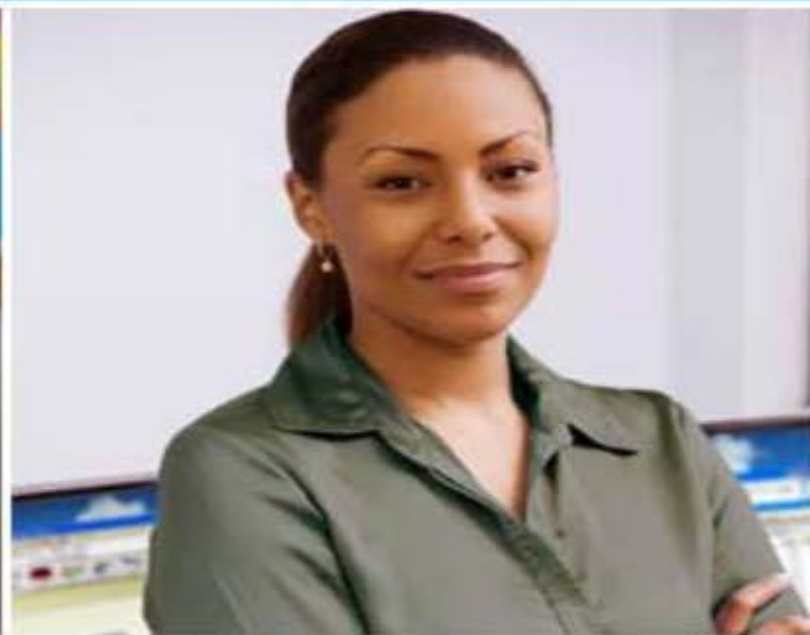


▼ Sample CDTesche 2014 9999 Le

Expand All Collapse All View Printable Details

▼ **Test Students:** Add Student for Testing Clear Test Students

Sample 1 (BLUE DEJAH) Print for Student Delete Test Student



Texas Skyward User Group Conference

THANK YOU FOR ATTENDING!

