

Texas Skyward User Group Conference

Creating Custom Report Cards (Standards & Secondary)

Carlina Tesche



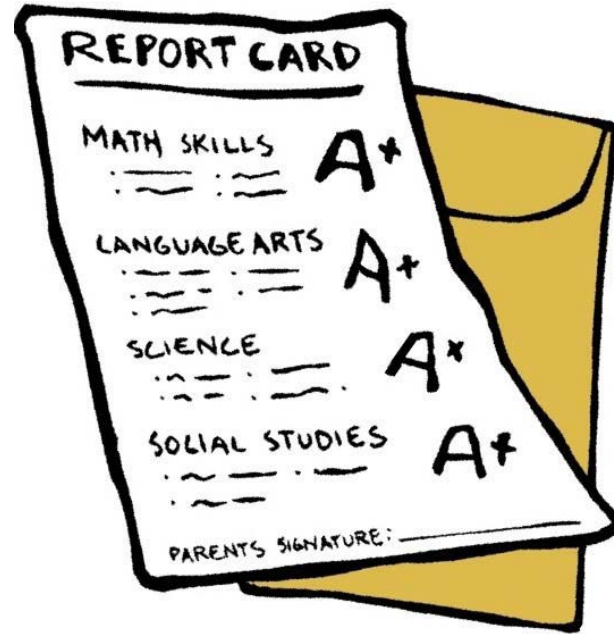
Creating Custom Report Cards (Standards & Secondary)

- **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:

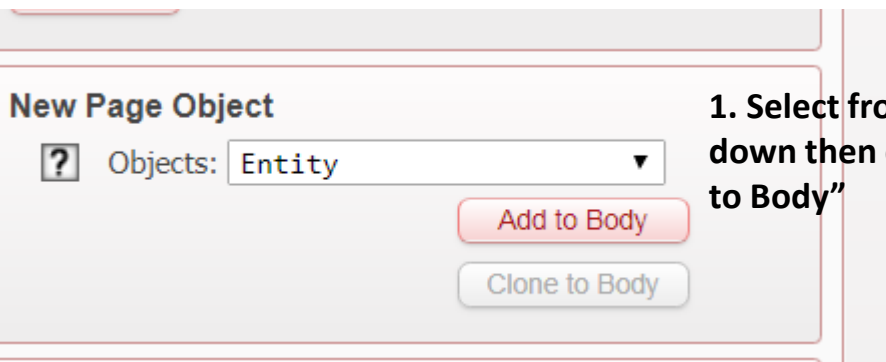
★ Design and Create



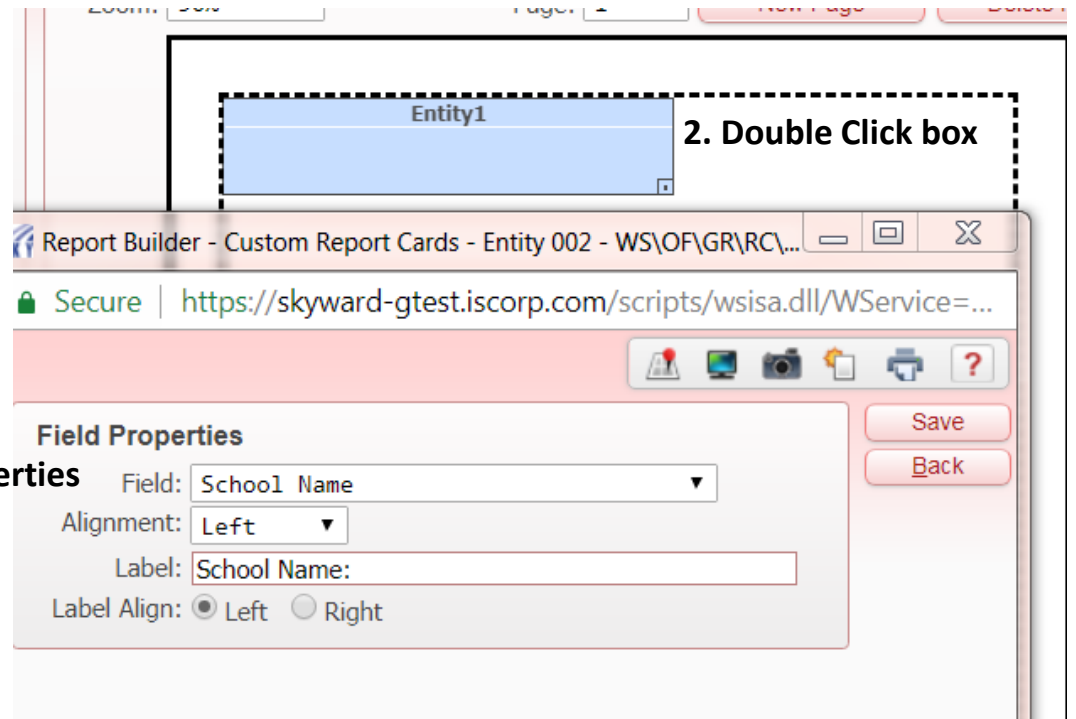
Custom Report Cards

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"

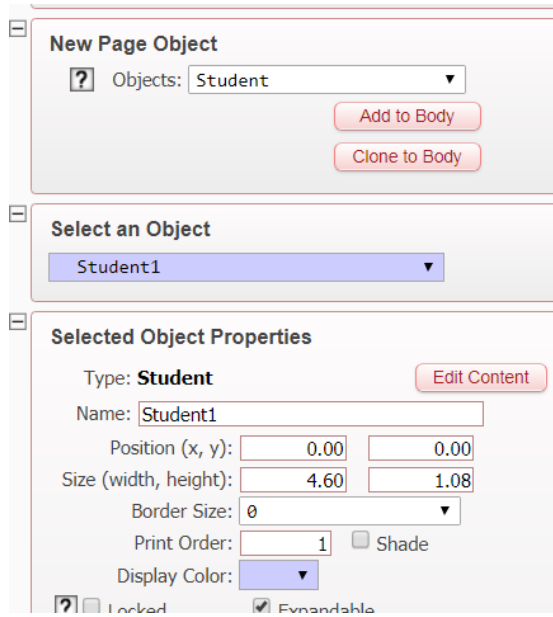


3. Select field properties

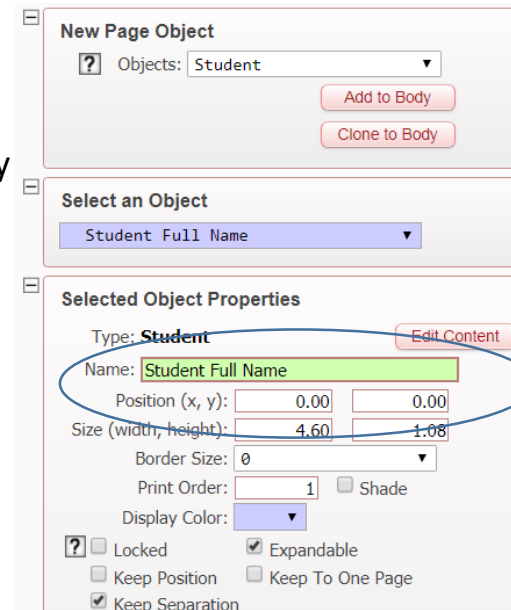
Custom Report Cards

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.



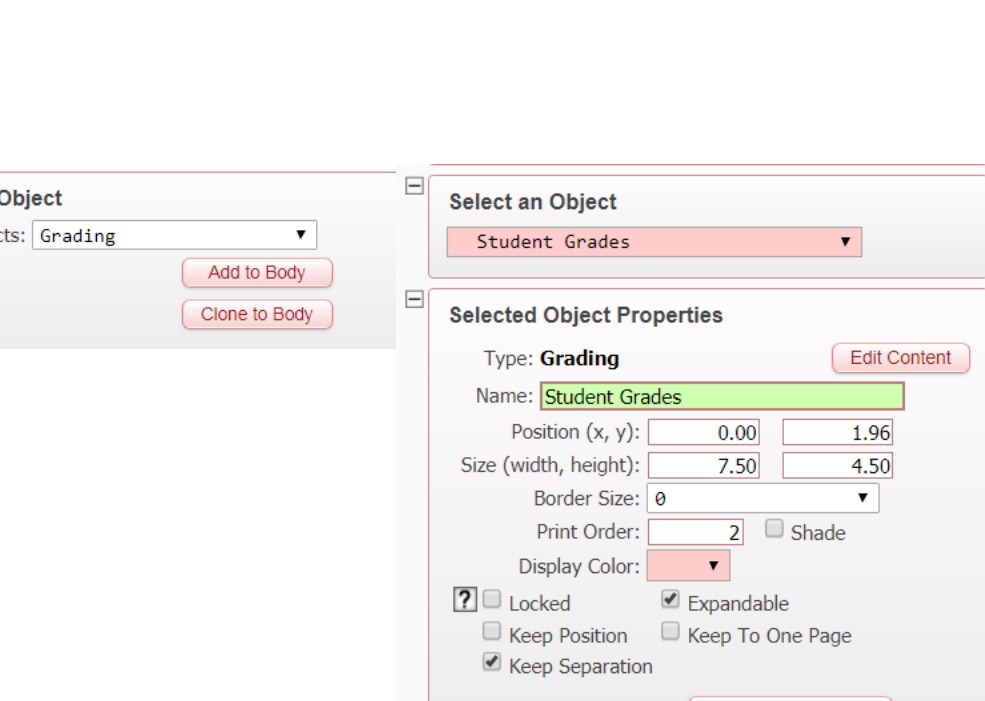
“Add to Body” Now you may name the object



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

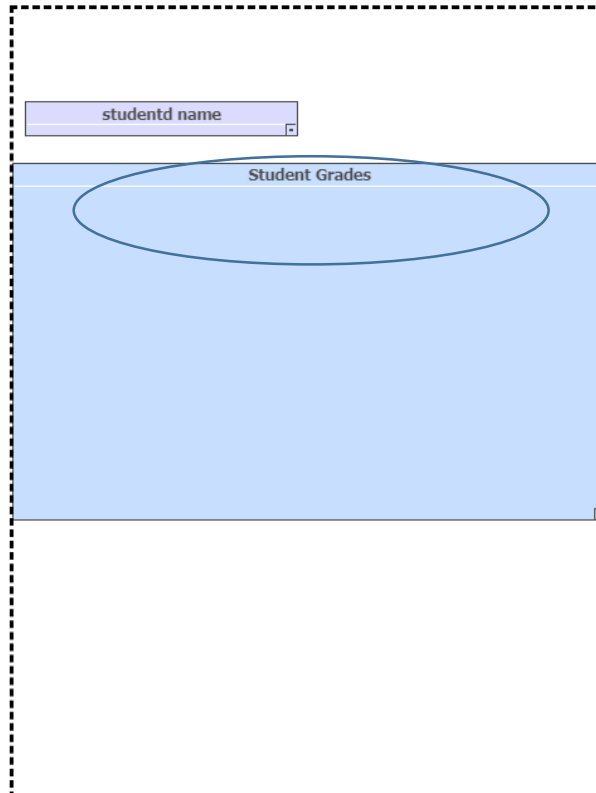
Print Order: 2 Shade

Display Color:

Locked Expandable

Keep Position Keep To One Page

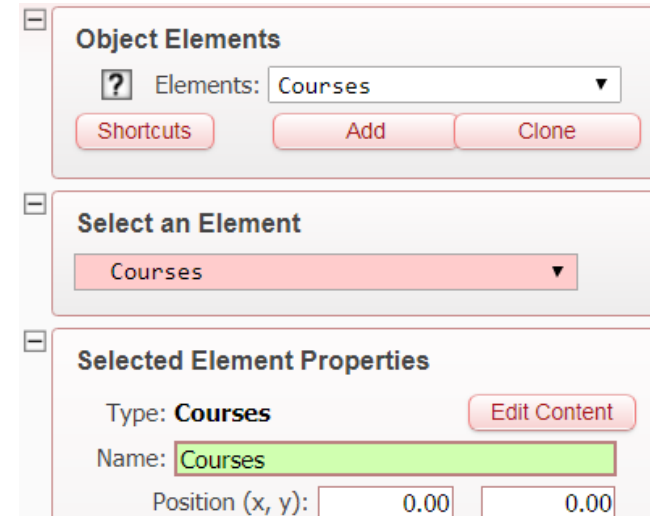
Keep Separation



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

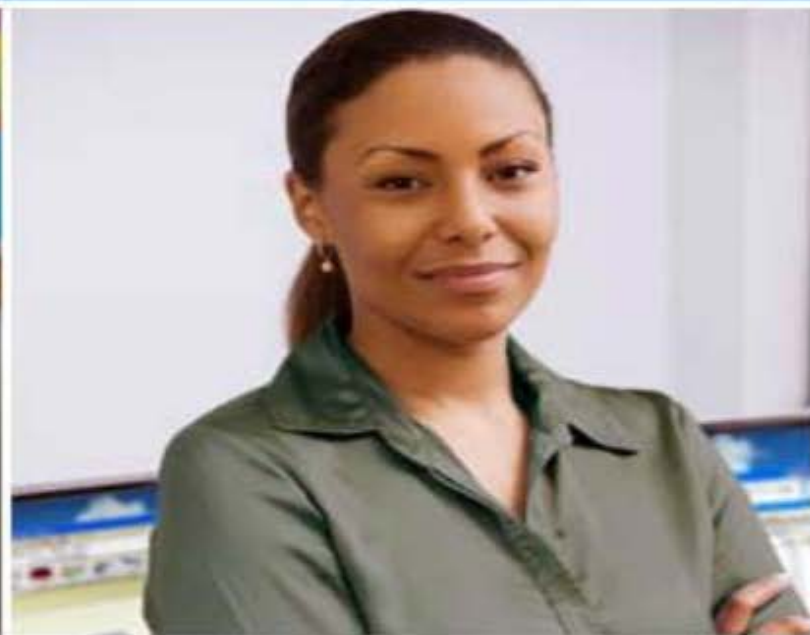
Grade Column Properties Cont.

- 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



Texas Skyward User Group Conference

THANK YOU FOR ATTENDING!

