Report Card Batch Report

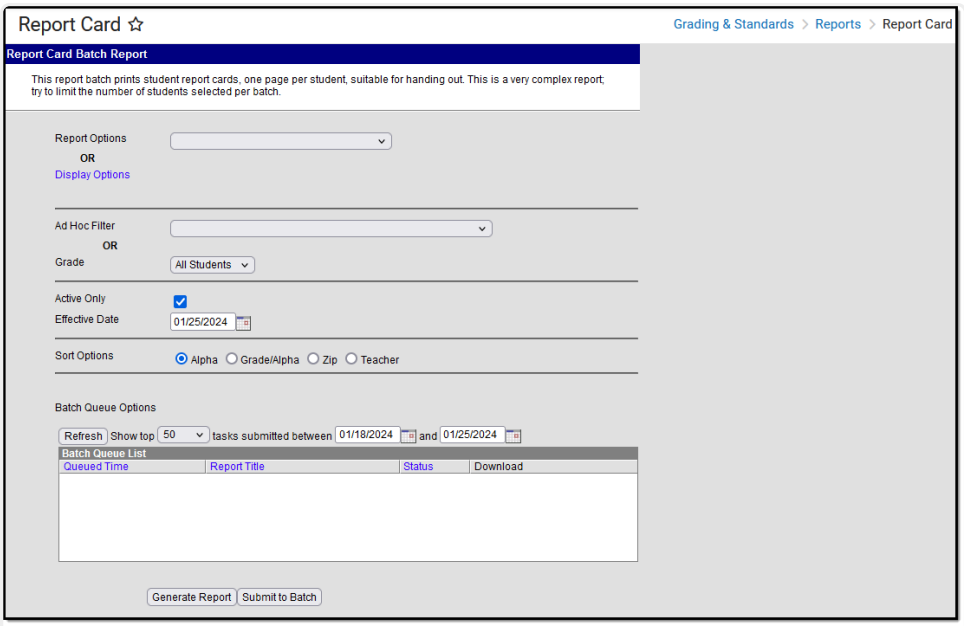
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Path: Grading & Standards > Reports > Report Card

Use the **Report Card Batch Report** to generate report cards for multiple students at one time. You can generate report cards using a saved report card configuration or by selecting display options directly in the report editor. This guide explains how to generate report cards and, optionally, submit them to the Batch Queue for processing.

Before you start

- Create and save a report card in Report Setup if you plan to generate report cards using the **Report Options** field.
- If using **Display Options**, ensure you have access to Report Setup to view and select display elements.
- If student attendance data must reflect the current day, run the Attendance Aggregation Refresh before generating report cards. Attendance information included in report card subreports is derived from the 'AttendanceDayAggregation' table.
- Set appropriate tool rights. See the Grading & Standards Reports Tool Rights article for more information



Configure, generate, and track batch report card requests for groups of students.

Generate report cards using report options

1. Select a report card from the **Report Options** dropdown list.

- If the Campus toolbar is set to **All Schedule Structures**, all available report cards display.
- If a specific schedule structure is selected, only report cards associated with that structure are displayed.

2. Select the students to include in the report:
   - Choose an **Ad hoc Filter** to generate report cards for students included in the filter.
   - Select a **Grade** level to generate report cards for all students in that grade.
3. Mark **Active Only** to include only students actively enrolled on the effective date.
4. Enter an **Effective Date**.
   - The report includes students actively enrolled on that date.
   - To include all students regardless of enrollment status, clear the **Active Only** checkbox.
   - If the effective date falls outside the calendar range, no records are returned.
5. Select a **Sort Option**:

Option	Description
Alphabetical	Sorts report cards by student last name.
Grade/Alpha	Sorts report cards by grade level and then by student last name.
Zip Code	Sorts report cards by ZIP code for mailing purposes.
Teacher	Sorts report cards by the assigned teacher's last name. ◦ When the **Teacher Sort** option is selected, options for selecting the **Calendar** of enrollment, the **Effective Date,** and the **Period** of the day appear. If a student does not have a teacher for the selected period in the calendar for the effective date chosen, the student's report card prints first and the teacher's name is blank.

6. Click **Generate Report**.

Impact

The report card batch report is generated and displayed as a PDF. For students with multiple enrollments during the same school year, a report card is printed for each school in which the student was enrolled.

Generate report cards using display options

Use this option when a saved report card is unavailable or does not contain the information you need.

1. Click **Display Options**.
2. Select the report card elements to include. Refer to the report card preferences articles for descriptions of these fields.
    - Conventional Report Card Preferences
    - Standards-Based Report Card Preferences
3. Select a **Grade** level or **Ad hoc Filter**.
4. Mark **Active Only** if needed.
5. Enter an **Effective Date**.
6. Select a **Sort Option**.
7. Click **Generate Report**.

Impact

The report is generated using the selected display options and opens as a PDF.

Submit report cards to the Batch Queue

Use Batch Queue when generating a large number of report cards or when they should be generated later.

1. Configure the report card options.
2. Click **Submit to Batch**.
3. Complete the Batch Queue Reporting Options window.
4. Submit the batch process.

Impact

The report card batch is submitted to the Batch Queue and generated according to the selected schedule. Users can continue working in Campus while the report processes.

What's next

- Review report cards to verify grades, attendance information, comments, and formatting before printing/distributing them to students and guardians
- Print report cards using the paper size and orientation defined in the report card setup. Default margin sizes vary by report card type (Conventional or Standards Based) and page orientation (Portrait or Landscape). Review the margin specifications to ensure the printed output aligns correctly on the page.
- Update report card layouts and display options in Report Card Preferences if changes are needed to the information or formatting included on future report cards.
- Generate additional report cards for other grade levels, Ad hoc populations, or schedule structures as needed.

Appendix: Default margin sizes

The following table describes the default margin size for portrait and landscape report cards:

Report Type	Portrait	Landscape
Conventional	Paper Size: Letter (8.5in X 11in) All Pages Top Margin: 0.333in All Pages Bottom Margin: 0.333in All Pages Left Margin: 0.5in All Pages Right Margin: 0.5in	Paper Size: A4 (210mm X 297mm) First Page Top Margin: 0.167in Remaining Pages Top Margin: 0.333in First Page Bottom Margin: 0.167in Remaining Pages Bottom Margin: 0.333in All Pages Left Margin: 0.5in All Pages Right Margin: 0.5in
Standards Based	Page Size: Letter (8.5in X 11in) All Pages Top Margin: 0.667in All Pages Bottom Margin: 0.5in All Pages Left Margin: 0.375in All Pages Right Margin: 0.375in	Page Size: Letter (8.5in X 11in) All Pages Top Margin: 0.25in All Pages Bottom Margin: 0.25in All Pages Left Margin: 0.375in All Pages Right Margin: 0.375in