Conventional Report Card Preferences

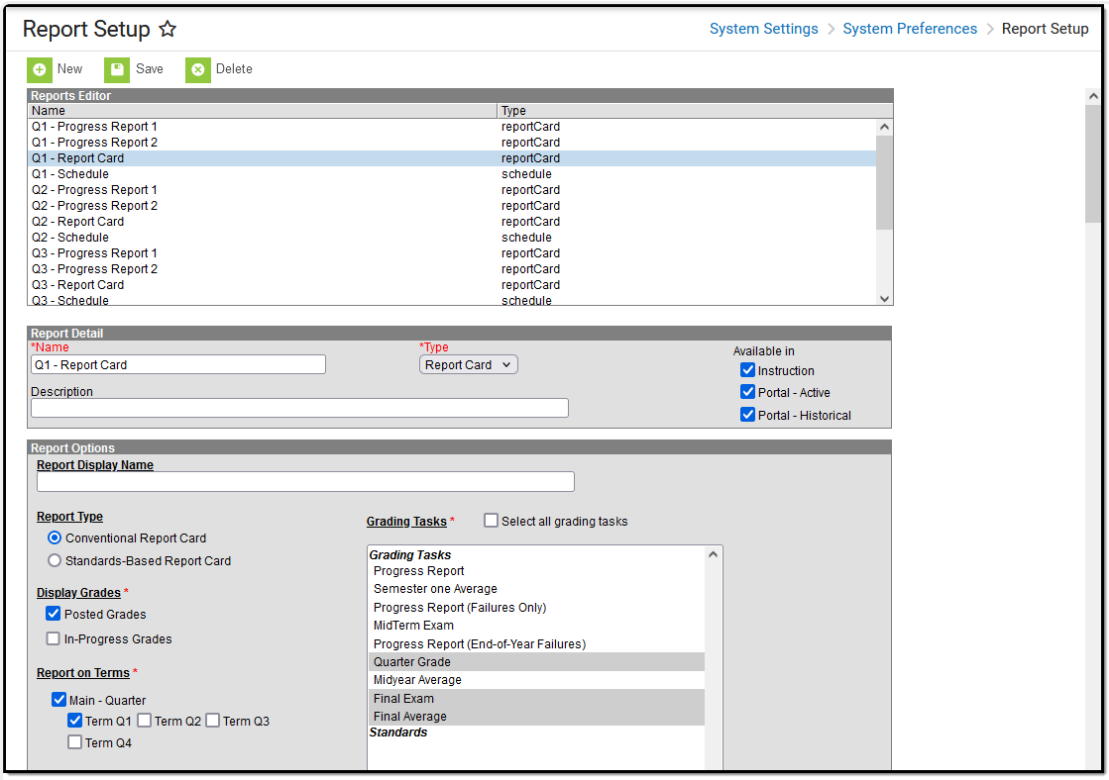
Last Modified on 12/14/2025 8:45 pm CST

Create a Report Card | Report Options | Conventional Report Card Examples | Troubleshooting - Why Aren't Posted Grades Displaying?

Tool Search: Report Setup

A report card summarizes a student's progress throughout a school year. Schools can generate report cards for each term within their calendar. Campus provides a standard report card format that prints, or schools can create a report card with the available options. This saved report card is available for selection from the Report Card Batch Report and the student's Grades tool.

A **Conventional Report Card** lists the grade report by course number and grading tasks for each selected term. Report cards can also be standards-based. See the Standards-Based Report Card article for more information.



Report Setup - Report Cards

Create a Report Card

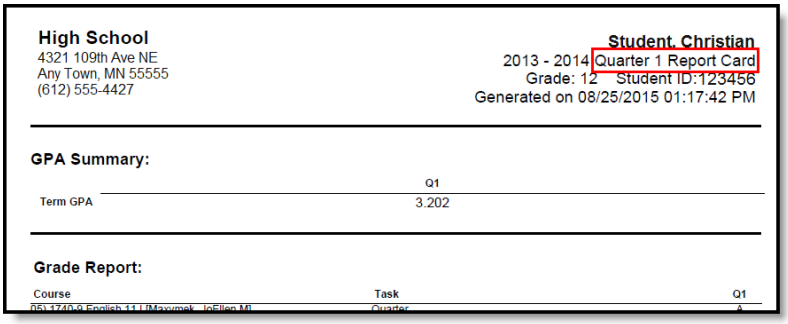
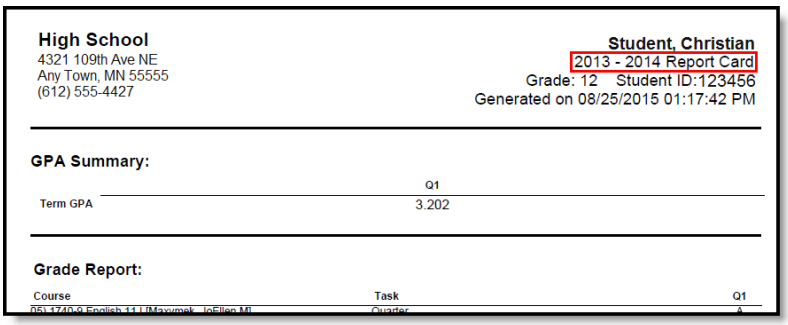
1. Select the **New** icon. The **Report Detail** and **Report Options** editors display.
2. Enter a **Name** for the report card being created. This name can be up to 50 characters in length.
3. Select the **Report Card** option from the **Type** dropdown list.
4. Determine whether or not this report should be available in Campus Instruction and Campus Parent/Campus Student. If so, mark the **Instruction** and **Portal** checkboxes for **Available In**. For information on these options, see the Report Setup article; for more information when

marking the Instruction checkbox, see the Report Cards (Instruction) article.

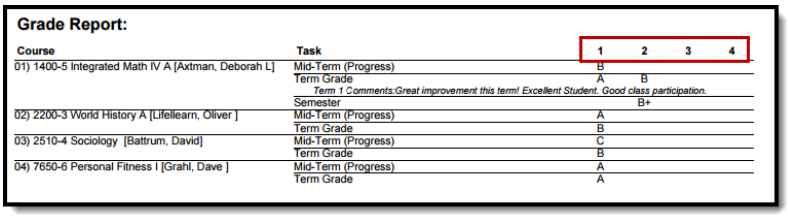
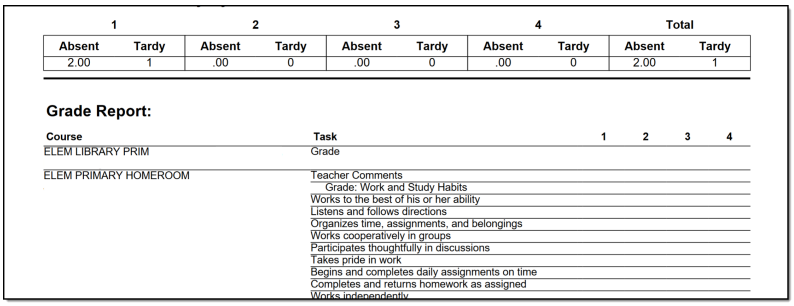
5. If desired, enter a **Description** for this report. This description can be up to 200 characters.
6. Select all appropriate **Report Options**, as defined below.
7. Click the **Save** icon when finished. Once saved, the report displays in the **Report Editor** and can be selected on the **Report Card** in the **Grading and Standards Reports** section.

Report Options

The following options are available for a Conventional Report Card and assumes the **Report Type** chosen is **Conventional Report Card**.

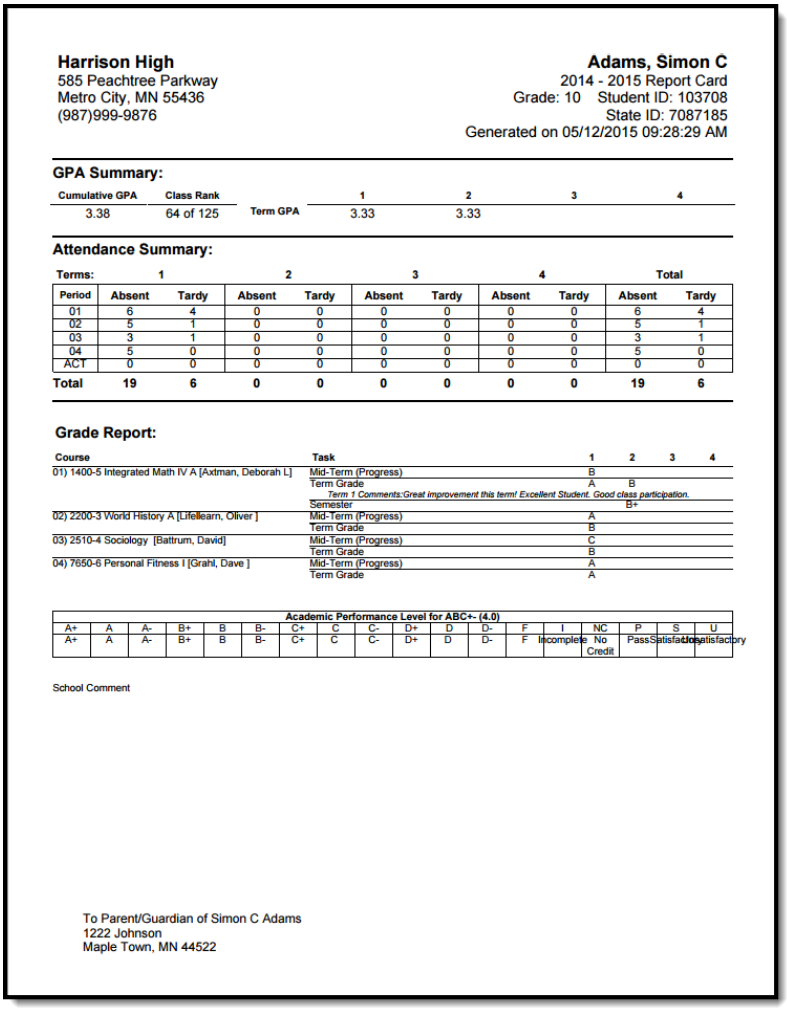
Option	Description
Report Display Name	Text entered in this field displays below the student's name in the upper right corner. It can be used to identify a specific grading term (e.g., Quarter 1 Report Card) instead of the default text of Report Card.  Use this field to indicate the report card contains in-progress term grades rather than final term grades. The default text of the Report Card text displays when no text is entered into this field. 

Option	Description
Display Grades At least one option must be selected, or BOTH options can be selected. This selection determines which calculated grade to print. • Posted Grades show only grades that have been posted. In-Progress shows all grades for the latest in-progress calculated grade • Choosing both options shows in-progress grades for any courses that have an in-progress calculation and the posted grade for any grades that have been posted.	
Posted Grades	When marked, posted scores to the selected grading tasks print. When only choosing Posted Grades, In-Progress scores DO NOT print.
In-Progress Grades	When marked, a student's score prints as of the current date. This grade has not been posted to any grading tasks. In-progress grades (scores) are printed with an asterisk. This option prints the last calculated grade, even if this has a posted grade. The in-progress grade could be different than the posted grade. If this is the only Display Grades option selected, the header on the printed report card reads *In-Progress Grades Report.* In the first example to the left, the header reads *Grades Report* because both Posted Grades and In-Progress Grades are selected. The second example to the left only included In-Progress Grades. When only choosing In-Progress Grades, posted grades and GPA selections DO NOT print. This image shows both In-Progress and Posted Grades. **Grade Report:** Course / Task / Q1 / Q2 / Q3 / Q4 EN9867-5 Comparative Literature — Yearly Progress — 4 AS3101-1 Aerospace 1 S1 — Yearly Progress — 10 Progress Report — B+ / B / B- / C+ Mid-Term Grade — A / A- End of Term Grade — B EN4911-2 Detective Fict/Gothic Tales S1 — End of Term Grade — B-* % — 80.00 RO3151-2 Computer Information Sys. S1 — Progress Report — B+ Mid-Term Grade — A- End of Term Grade — A+* % — 100.25 SS2410-1 United States Government — End of Term Grade — A+* % — 100.00 Scores with an asterisk (*) indicate an in-progress score. This image to the right shows ONLY In-Progress Grades. **In-Progress Grades Report:** Course / Task / Q1 / Q2 / Q3 / Q4 EN9867-5 Comparative Literature — Progress Report — A+* % — 100.00 EN2301-9 English 3 S1 — End of Term Grade — B-* % — 83.66 PE2201-4 Survey PE 10-12 S1 — End of Term Grade — A-* % — 93.75 SS2301-6 United States History S1 — End of Term Grade — B-* % — 81.06 Scores with an asterisk (*) indicate an in-progress score.
Report on Terms	

Option	Description
Main - Term Schedule	Mark this and the desired Term checkboxes (Term Q1, Term Q2, etc.). At least one term must be selected to have the report display in the dropdown list for selection on the Student Grades tool. Mark the Schedule Structure and Term, then mark the desired Term checkboxes (Term Q1, Term Q2, etc.). The name of the first checkbox depends on the name of the calendar Schedule Structure and Term Schedules. This could be *Main - Terms, Main - Grading Periods*, or another name schools use for terms. At least one term must be selected to have the report display in the dropdown list for selection on the Student Grades tool. • To print scores for all terms, mark all checkboxes for the terms. • To print scores for individual terms, mark the names of those terms only.  **Grade Report:** Course / Task / 1 / 2 / 3 / 4 01) 1400-5 Integrated Math IV A [Axtman, Deborah L] / Mid-Term (Progress) / B Term Grade / A / B *Term 1 Comments:Great improvement this term! Excellent Student. Good class participation.* Semester / B+ 02) 2200-3 World History A [Lifellearn, Oliver] / Mid-Term (Progress) / A Term Grade / B 03) 2510-4 Sociology [Battrum, David] / Mid-Term (Progress) / C Term Grade / B 04) 7650-6 Personal Fitness I [Grahl, Dave] / Mid-Term (Progress) / A Term Grade / A
Tasks to Display	
All Standards and Tasks	Prints the selected standards and grading tasks assigned to the courses into which the student is scheduled. Only some of the standards and grading tasks may have scores. In this example, there are grading tasks included that do not have scores, in addition to standards that do have scores.  1 / 2 / 3 / 4 / Total Absent / Tardy / Absent / Tardy / Absent / Tardy / Absent / Tardy / Absent / Tardy 2.00 / 1 / .00 / 0 / .00 / 0 / .00 / 0 / 2.00 / 1 **Grade Report:** Course / Task / 1 / 2 / 3 / 4 ELEM LIBRARY PRIM / Grade ELEM PRIMARY HOMEROOM / Teacher Comments Grade: Work and Study Habits Works to the best of his or her ability Listens and follows directions Organizes time, assignments, and belongings Works cooperatively in groups Participates thoughtfully in discussions Takes pride in work Begins and completes daily assignments on time Completes and returns homework as assigned Works independently

Option	Description
Graded Standards and Tasks Only	Prints the selected standards and grading tasks assigned to the courses into which the student is scheduled that have scores. Grading tasks and standards that are not scored do not print. In this example, only grading tasks that have been scored are printed. **Grade Report:** **Course** / **Task** / **1** / **2** / **3** / **4** K-3 PRIMARY PHYSICAL EDUCATION / Grade / / / / S **Academic Performance Level for ZZ:EL:TS:Intermediate <=14/15** A Excellent Progress; B Good Progress; C Satisfactory Progress; D Little Progress; U Unsatisfactory (69-Below); O Outstanding; S Satisfactory; NI Needs Improvement
Placement and Signature Options Selections determine what placement or signature lines display at the end of the report card. All of these are manual entries.	
Next Year Placement Line	Provides a line for users to manually write in the student's next year placement.
Teacher Signature Line	Places a teacher signature line at the bottom of the report card.
Principal Signature Line	Places a principal signature line at the bottom of the report card.
Parent Signature Line	Places a parent signature line at the bottom of the report card.
612020-2 Personal Finance Semester Grade Progress Grade Term Grade Semester Grade Scores with an asterisk (*) indicate an in-progress score. **Placement for 2018 - 2019** Your child will be assigned to the _____ grade. Teacher Signature Principal Signature Parent Signature	
Page Layout	

Option	Description
Portrait	Prints on 8.5 x 11-inch paper (letter), with the following margin settings: • All Pages Top Margin: 0.333in • All Pages Bottom Margin: 0.333in • All Pages Left Margin: 0.5in • All Pages Right Margin: 0.5in



Harrison High
585 Peachtree Parkway
Metro City, MN 55436
(987)999-9876

Adams, Simon C
2014 - 2015 Report Card
Grade: 10 Student ID: 103708
State ID: 7087185
Generated on 05/12/2015 09:28:29 AM

GPA Summary:

Cumulative GPA	Class Rank		1	2	3	4
3.38	64 of 125	Term GPA	3.33	3.33		

Attendance Summary:

Terms:	1		2		3		4		Total	
Period	Absent	Tardy	Absent	Tardy	Absent	Tardy	Absent	Tardy	Absent	Tardy
01	6	4	0	0	0	0	0	0	6	4
02	5	1	0	0	0	0	0	0	5	1
03	3	1	0	0	0	0	0	0	3	1
04	5	0	0	0	0	0	0	0	5	0
ACT	0	0	0	0	0	0	0	0	0	0
Total	**19**	**6**	**0**	**0**	**0**	**0**	**0**	**0**	**19**	**6**

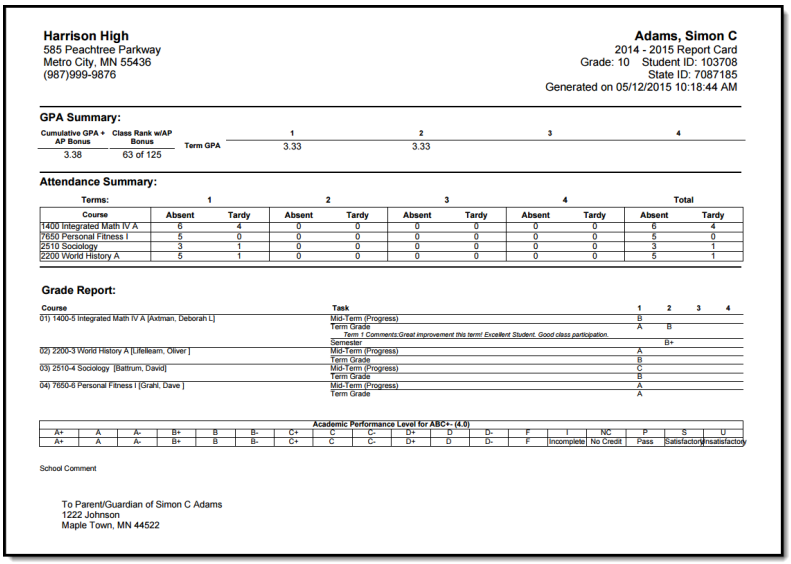
Grade Report:

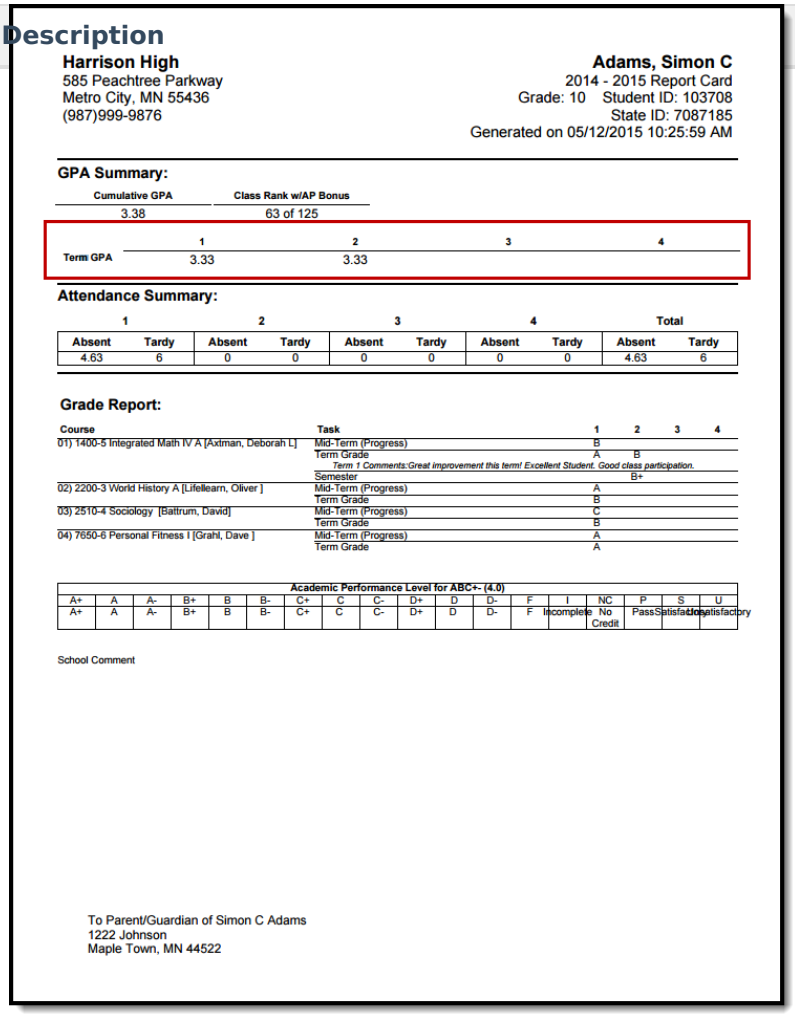
Course	Task	1	2	3	4
01) 1400-5 Integrated Math IV A [Axtman, Deborah L]	Mid-Term (Progress)	B			
	Term Grade	A	B		
	Term 1 Comments:Great improvement this term! Excellent Student. Good class participation.				
	Semester		B+		
02) 2200-3 World History A [Lifellearn, Oliver]	Mid-Term (Progress)	A			
	Term Grade	B			
03) 2510-4 Sociology [Battrum, David]	Mid-Term (Progress)	C			
	Term Grade	B			
04) 7650-6 Personal Fitness I [Grahl, Dave]	Mid-Term (Progress)	A			
	Term Grade	A			

Academic Performance Level for ABC+- (4.0)																	
A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	I	NC	P	S	U
A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	Incomplete	No Credit	Pass	Satisfactory	Unsatisfactory

School Comment

To Parent/Guardian of Simon C Adams
1222 Johnson
Maple Town, MN 44522

Option	Description
Landscape	Prints on 11 x 8.5 inch paper, with the following margin settings: • 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  **Harrison High** 585 Peachtree Parkway Metro City, MN 55436 (987)999-9876 **Adams, Simon C** 2014 - 2015 Report Card Grade: 10 Student ID: 103708 State ID: 7087185 Generated on 05/12/2015 10:18:44 AM **GPA Summary:** Cumulative GPA + AP Bonus: 3.38 Class Rank w/AP Bonus: 63 of 125 Term GPA: 1 3.33; 2 3.33; 3; 4 **Attendance Summary:** Terms: 1, 2, 3, 4, Total Course: 1400 Integrated Math IV A — 1 Absent 6, Tardy 4; 2 Absent 0, Tardy 0; 3 Absent 0, Tardy 0; 4 Absent 0, Tardy 0; Total Absent 6, Tardy 4 7650 Personal Fitness I — 1 Absent 5, Tardy 0; 2 Absent 0, Tardy 0; 3 Absent 0, Tardy 0; 4 Absent 0, Tardy 0; Total Absent 5, Tardy 0 2510 Sociology — 1 Absent 3, Tardy 1; 2 Absent 0, Tardy 0; 3 Absent 0, Tardy 0; 4 Absent 0, Tardy 0; Total Absent 3, Tardy 1 2200 World History A — 1 Absent 5, Tardy 1; 2 Absent 0, Tardy 0; 3 Absent 0, Tardy 0; 4 Absent 0, Tardy 0; Total Absent 5, Tardy 1 **Grade Report:** Course / Task / 1 / 2 / 3 / 4 01) 1400-5 Integrated Math IV A [Axtman, Deborah L] — Mid-Term (Progress): B; Term Grade: A B *Term 1 Comments:Great improvement this term! Excellent Student. Good class participation.* Semester: B+ 02) 2200-3 World History A [Lifelleam, Oliver] — Mid-Term (Progress): A; Term Grade: B 03) 2510-4 Sociology [Battrum, David] — Mid-Term (Progress): C; Term Grade: B 04) 7650-6 Personal Fitness I [Grahl, Dave] — Mid-Term (Progress): A; Term Grade: A Academic Performance Level for ABC+- (4.0) A+ A A- B+ B B- C+ C C- D+ D D- F I NC P S U A+ A A- B+ B B- C+ C C- D+ D D- F Incomplete No Credit Pass Satisfactory Unsatisfactory School Comment To Parent/Guardian of Simon C Adams 1222 Johnson Maple Town, MN 44522
Additional space for terms	If a calendar has more than five terms that are being included on the report card, mark this checkbox. This adjusts the PDF layout for readability. When all terms or standards/grading tasks are included in a report card, it prints on multiple pages. Print on both sides to save paper.

Option	Description
	

Harrison High
585 Peachtree Parkway
Metro City, MN 55436
(987)999-9876

Adams, Simon C
2014 - 2015 Report Card
Grade: 10 Student ID: 103708
State ID: 7087185
Generated on 05/12/2015 10:25:59 AM

GPA Summary:

Cumulative GPA	Class Rank w/AP Bonus
3.38	63 of 125

	1	2	3	4
Term GPA	3.33	3.33		

Attendance Summary:

1		2		3		4		Total	
Absent	Tardy	Absent	Tardy	Absent	Tardy	Absent	Tardy	Absent	Tardy
4.63	6	0	0	0	0	0	0	4.63	6

Grade Report:

Course	Task	1	2	3	4
01) 1400-5 Integrated Math IV A [Axtman, Deborah L]	Mid-Term (Progress)	B			
	Term Grade	A	B		
	Term 1 Comments:Great improvement this term! Excellent Student. Good class participation.				
	Semester		B+		
02) 2200-3 World History A [Lifelearn, Oliver]	Mid-Term (Progress)	A			
	Term Grade	B			
03) 2510-4 Sociology [Battrum, David]	Mid-Term (Progress)	C			
	Term Grade	B			
04) 7650-6 Personal Fitness I [Grahl, Dave]	Mid-Term (Progress)	A			
	Term Grade	A			

Academic Performance Level for ABC+- (4.0)																	
A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	I	NC	P	S	U
A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	Incomplete	No Credit	Pass	Satisfactory	Unsatisfactory

School Comment

To Parent/Guardian of Simon C Adams
1222 Johnson
Maple Town, MN 44522

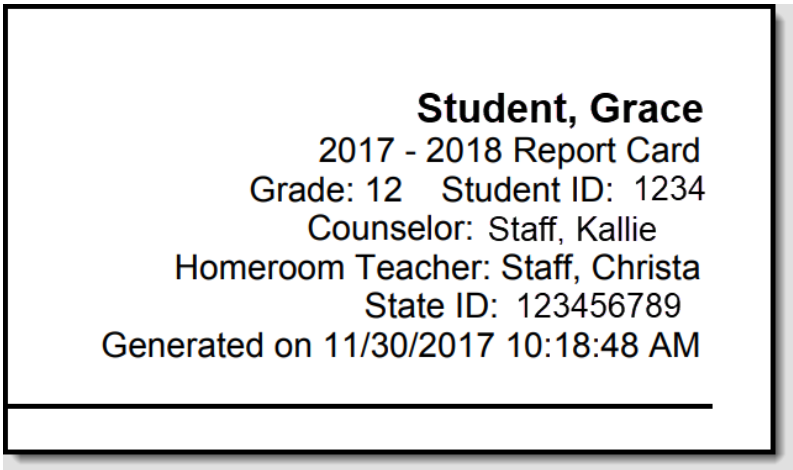
Prepare report for full duplex printing	When marked, all of the report cards in the selection are formatted to print on both the front and back sides of the paper. This also applies when a student or parent prints the report card from the Campus Portal.

Header Options
Selections indicate which student identifiers print at the beginning of the report card.

Also included in the Header is identifying information, like the student's name, grade level and the name of the report card.

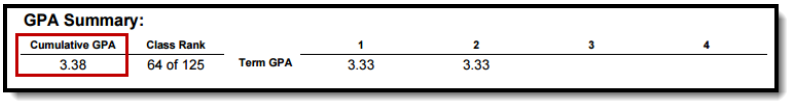
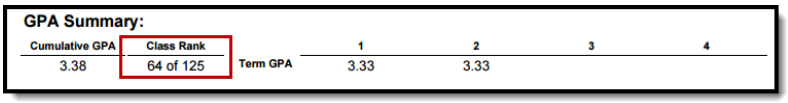
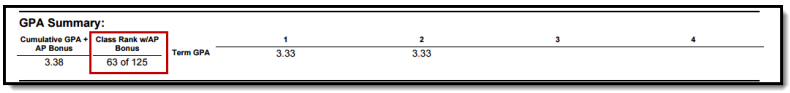
Student ID	Student's local identification number populated on the Demographics tool.
State ID	Student's state identification number populated on the Demographics tool.

Option	Description
Student Counselor	Student's school-assigned Counselor as listed on the student's Team Members (Counseling) tool.
Homeroom Teacher	When marked, the student's homeroom teacher prints on the report card. • Homeroom must be marked on the Course Editor and/or Section Editor. • If a student is scheduled into multiple sections marked as homeroom, the teacher with the last name that is higher in the alphabet prints. For example, a homeroom teacher of Ferguson is printed when a student is in Teacher Ferguson's homeroom and Teacher Williams' homeroom. **Homeroom Teacher** The Teacher's name prints when the Homeroom checkbox is marked on the Course Editor or the Section editor. • If more than one teacher is assigned to a section, the first two names print on the Report Card. • If no teacher is assigned to the section, no teacher name prints on the Report Card. • If a student moves to a new homeroom section, the teacher of the new homeroom prints on the Report Card. • If the student is NOT enrolled in a Course/Section marked as homeroom, N/A prints on the Report Card. • If the student ended enrollment in the Course/Section, the former homeroom teacher's name prints on the Report Card.
Date/Time Stamp	Prints the date and time when the report was generated.

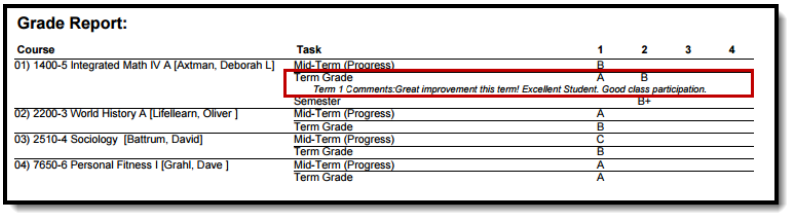


Display Options

Option	Description
Attendance Summary Selections indicate how the attendance information displays on the report card. To include Attendance information, mark the Attendance Summary checkbox first, then mark the terms to include. When only one term is selected, no Total column of attendance events prints; a total column only prints when more than one term is selected. Attendance entered for non-instructional periods and courses not marked for attendance do NOT appear on the report card. The information in the letter sub-reports uses data stored in the AttendanceDayAggregation table. This means that attendance data for the current date is accurate as of the previous night's attendance calculation or the last time the Attendance Aggregation Refresh was run. If needed, the Attendance Aggregation Refresh tool can be run to force an attendance recalculation to pull in the current day's data.	
Select Terms	Select the terms for which to print attendance. Mark the Schedule Structure and Term, then mark the desired Term checkboxes (Term Q1, Term Q2, etc.). The report card does not print a total column if only one term is selected (first image). If more than one term is selected, a Total column prints, in addition to the selected terms (second image). **Attendance Summary By Term:** Q2 Absent: 0.38 Tardy: 0 **Attendance Summary By Term:** Q1: Absent 0, Tardy 1 Q2: Absent 0.38, Tardy 0 Total: Absent 0.38, Tardy 1
Cumulative GPA Cumulative GPA is based on students' historical grades, or grades posted on the student's Transcript. Options are available for displaying normal GPA and unweighted GPA, and either can display bonus points. See the GPA Calculations article for detailed information on the calculations used to find GPA.	

Option	Description
GPA Calculation	Allows selection of either the Campus Cumulative GPA (most districts use this) or a Custom GPA Calculation (where a special stored procedure or course weighting is used). Using the Campus Cumulative GPA option allows the selection of a Calculation Type. Using a custom GPA calculation does not allow selection of a calculation type.  GPA Summary: Cumulative GPA 3.38 | Class Rank 64 of 125 | Term GPA 1: 3.33 | 2: 3.33 | 3 | 4
GPA Calculation Type	When using the Campus Cumulative GPA option is selection, a Calculation Type must be chosen. See the GPA Calculations in Campus article for explanations on weighted vs. unweighted.
Class Rank	
Class Rank	Class Rank is the student's placement in the class and is based on transcript scores.  GPA Summary: Cumulative GPA 3.38 | Class Rank 64 of 125 | Term GPA 1: 3.33 | 2: 3.33 | 3 | 4
with Bonus Points	Printing the class rank with bonus points changes the student's ranking in the grade level. Bonus points are awarded at the score/mark level of a particular course. Students receive bonus points based on the score earned (e.g., an "A" may receive a bonus point, whereas a "C" may not). See the Using Bonus Points section of the GPA Calculations article for more information.  GPA Summary: Cumulative GPA + AP Bonus 3.38 | Class Rank w/AP Bonus 63 of 125 | Term GPA 1: 3.33 | 2: 3.33 | 3 | 4 When bonus points are marked to print with the GPA, the Class Rank should also include bonus points.
If the student is not included in class rank calculations or if the settings of the report card do not allow the class rank calculation to occur, the printed report card reads *Excluded* instead of a ranking (a rank appears as 5 of 250, where the student is ranked as number 5 in a class of 250 other students included in the class rank calculation). If the class rank option is not selected, the column for Class Rank does not display.	
Period	

Option	Description
This selection adds the period number or name before the Course Section name.	
Score Comments A teacher can enter grades for the grading task as well as comments related to that score, the student's behavior, etc. This mark displays the comment on the report card for the selected terms. When more than one term is selected, an indication of that term displays on the report card. Mark the option to print **Score Comments** and then select the terms for which to print the comments. If no terms are selected, no comments print.	
One Term	Displaying comments for one term only prints the comments for the selected term.
Multiple Terms	Displaying comments for multiple terms prints the comments in term order (Term 1 comments, Term 2 comments, etc.).

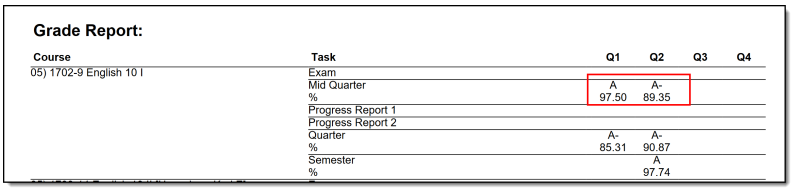


Grade Report:

Course	Task	1	2	3	4
01) 1400-5 Integrated Math IV A [Axtman, Deborah L]	Mid-Term (Progress)	B			
	Term Grade	A	B		
	Term 1 Comments:Great improvement this term! Excellent Student. Good class participation.				
	Semester		B+		
02) 2200-3 World History A [Lifellearn, Oliver]	Mid-Term (Progress)	A			
	Term Grade	B			
03) 2510-4 Sociology [Battrum, David]	Mid-Term (Progress)	C			
	Term Grade	B			
04) 7650-6 Personal Fitness I [Grahl, Dave]	Mid-Term (Progress)	A			
	Term Grade	A			

Show Score Percentage

This preference shows the score and prints the student's percentage (up to four decimal places) for that score in parentheses. When those preferences are also chosen, the percentage can be printed for both posted and in-progress scores.

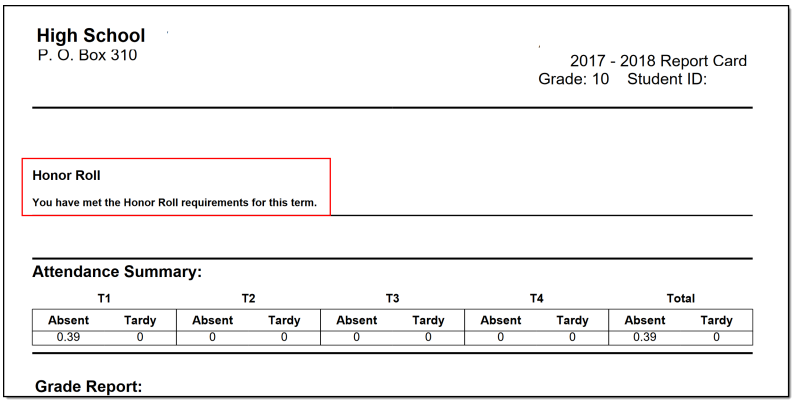


Grade Report:

Course	Task	Q1	Q2	Q3	Q4
05) 1702-9 English 10 I	Exam				
	Mid Quarter	A	A-		
	%	97.50	89.35		
	Progress Report 1				
	Progress Report 2				
	Quarter	A-	A-		
	%	85.31	90.87		
	Semester		A		
	%		97.74		

Show Report Comments

Displays any report comments established for the student in the Report Comments tool.



High School
P. O. Box 310

2017 - 2018 Report Card
Grade: 10 Student ID:

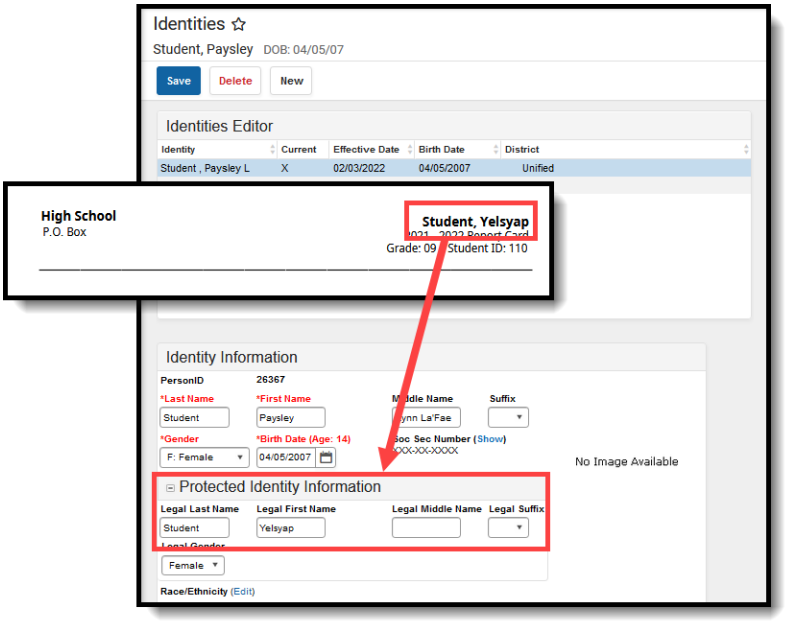
Honor Roll

You have met the Honor Roll requirements for this term.

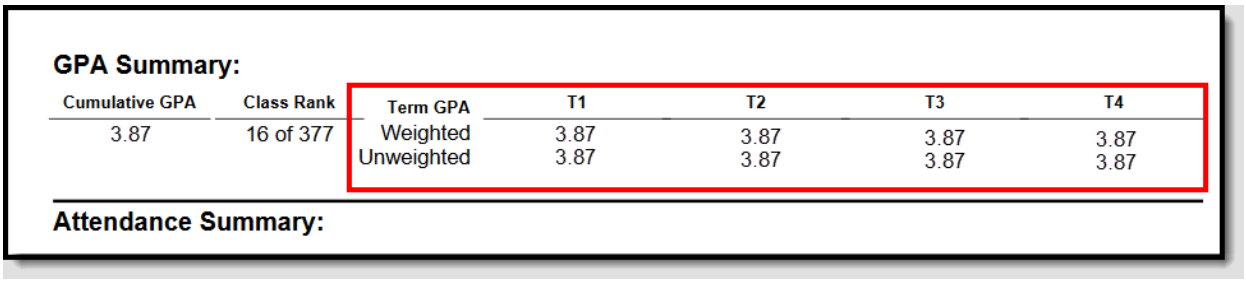
Attendance Summary:

T1		T2		T3		T4		Total	
Absent	Tardy	Absent	Tardy	Absent	Tardy	Absent	Tardy	Absent	Tardy
0.39	0	0	0	0	0	0	0	0.39	0

Grade Report:

Option	Description
Legal Name	
When selected, the student's legal first name, legal middle name, legal last name and legal suffix print if entered in the Protected Identity information and if the user has tool rights to Protected Identity Information (users need at least Read rights to Protected Identity Information). The Effective Date on the Identity Record is not considered when printing the Protected Identity information on a report card. As long as those protected identity fields are populated on the current Identity record, the legal first/last/middle/suffix values print. When the legal first name or legal last name is not populated or if the user does not have tool rights to this information, the student's first name and last name report from the First Name and Last Name fields on the student's current Identity record.  When the **Portal - Active** checkbox is marked on the Report Detail editor AND the Legal Name option is marked, the Report Card prints the student's Legal Name on the report card generated from Campus Student or Campus Parent.	
Term GPA This number reflects the grades given for the term and does not use transcript information to calculate. This can also be displayed with bonus points. See the GPA Calculations article for detailed information on the calculations used to find GPA.	
Weighted, Unweighted	This value is the student's average of scores within a specified term.

Option	Description
with Bonus Points	Prints the Term GPA with Bonus Points changes the student's GPA. Bonus points are awarded at a particular course's score/mark level. Students receive bonus points based on the score earned (e.g., an “A” may receive a bonus point, whereas a “C” may not). See the Using Bonus Points section of the GPA Calculations article for more information.



GPA Summary:

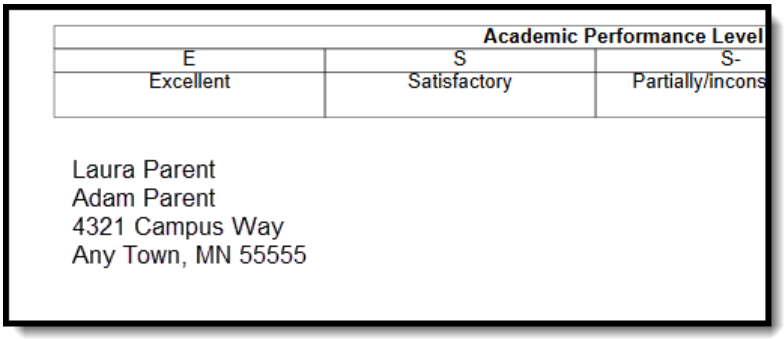
Cumulative GPA	Class Rank	Term GPA	T1	T2	T3	T4
3.87	16 of 377	Weighted	3.87	3.87	3.87	3.87
		Unweighted	3.87	3.87	3.87	3.87

Attendance Summary:

Mailing Label Options

Report cards can be printed for mailing or handing out in class. They can also be printed with or without an address to the student's parent/guardian.

Student's Primary Household Only	Print report cards for the student's primary household. Any individual in that household or related to that household who is marked for mailing on the relationship receives a report card. Household addresses can be primary or secondary.
No Mailing Label	Prints the report card without an address. This can be used to hand out report cards in class. This should not be marked if the other mailing label options are marked.
Recipient Names	Prints the names of the individuals receiving the report card instead of 'To the parent/guardian of'. Names print on the first two lines of the address with first and last names.

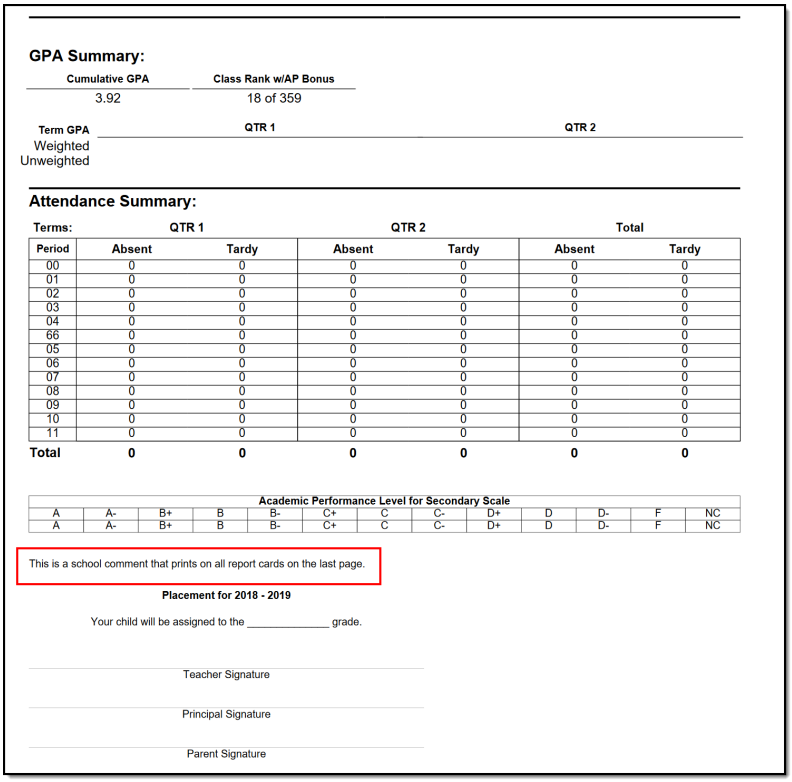


Academic Performance Level		
E	S	S-
Excellent	Satisfactory	Partially/incons

Laura Parent
Adam Parent
4321 Campus Way
Any Town, MN 55555

School Comment (printed on all)

Option	Description
An entry here displays in bold on ALL report cards generated. Users can indicate the date of parent/teacher conferences, after-school activities, or anything else the user feels the parent should know. This prints at the end of the report card.	



GPA Summary:

Cumulative GPA	Class Rank w/AP Bonus
3.92	18 of 359

Term GPA	QTR 1	QTR 2
Weighted		
Unweighted		

Attendance Summary:

Terms:	QTR 1		QTR 2		Total	
Period	Absent	Tardy	Absent	Tardy	Absent	Tardy
00	0	0	0	0	0	0
01	0	0	0	0	0	0
02	0	0	0	0	0	0
03	0	0	0	0	0	0
04	0	0	0	0	0	0
66	0	0	0	0	0	0
05	0	0	0	0	0	0
06	0	0	0	0	0	0
07	0	0	0	0	0	0
08	0	0	0	0	0	0
09	0	0	0	0	0	0
10	0	0	0	0	0	0
11	0	0	0	0	0	0
Total	**0**	**0**	**0**	**0**	**0**	**0**

Academic Performance Level for Secondary Scale												
A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	NC
A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	NC

This is a school comment that prints on all report cards on the last page.

Placement for 2018 - 2019

Your child will be assigned to the _____ grade.

Teacher Signature

Principal Signature

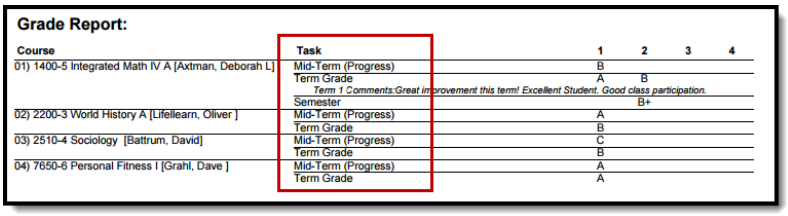
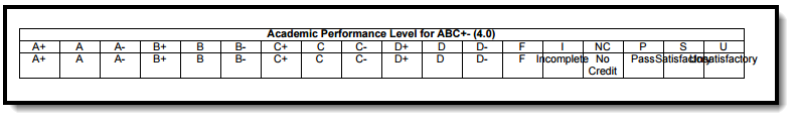
Parent Signature

Grading Tasks and Standards

All items on which the student is graded display in the Grading Tasks list, whether they are Grading Tasks or Standards.

Grading Tasks and Standards are assigned to Courses and are used to assign students a grade in the appropriate Course Section. Grading Tasks are usually term-based and are posted at the end of a Quarter or Semester. Schools could also have Process Grades or Weekly grades. All of these tasks can be selected to display on the report card. Depending on the school's needs, there may be one report card per grading term. Or, there could be a report card for the end of the semester that only lists the semester grades.

Standards are skills the student must learn throughout the course of the year and determine the student's success in the given course and/or grade level. Skills like "Reading at grade level" or "Comprehends written material" are considered standards and vary from district to district.

Option	Description
Select all grading tasks	This option prints each grading task/standard on the report card assigned to a course in which the student is enrolled. If no score is given to the student for the standard, the fields are blank. Standards display on the report card in Standard Group Name order. See the Standards Bank article for information on organizing and maintaining standards. Depending on how grading tasks and standards are set up at the district, there may be one-time tasks/standards (items that are assessed only once during the student's career at the school). These can also be selected to print on the report card.  **Grade Report:** Course / Task / 1 / 2 / 3 / 4 01) 1400-5 Integrated Math IV A [Axtman, Deborah L] — Mid-Term (Progress): B; Term Grade: A B *Term 1 Comments:Great improvement this term! Excellent Student. Good class participation.* Semester: B+ 02) 2200-3 World History A [Lifellearn, Oliver] — Mid-Term (Progress): A; Term Grade: B 03) 2510-4 Sociology [Battrum, David] — Mid-Term (Progress): C; Term Grade: B 04) 7650-6 Personal Fitness I [Grahl, Dave] — Mid-Term (Progress): A; Term Grade: A
Score Groups/Rubrics	
Select the score groups and rubrics to print on the report card. This option prints the letter grade associated with each point value or percentage. The GPA values associated with the scores can also be printed. Multiple score groups and rubrics can be selected.    Academic Performance Level for ABC+- (4.0) A+ A A- B+ B B- C+ C C- D+ D D- F I NC P S U A+ A A- B+ B B- C+ C C- D+ D D- F Incomplete No Credit Pass Satisfactory Unsatisfactory

Conventional Report Card Examples

The following images provide examples of Conventional Report Cards. They include examples from elementary schools, middle schools, and high schools, with a variety of options.

Be aware there is limited header space (six lines) when printing the report card. Only choose the absolutely necessary options to include on a report card.

When all Header Options are selected, when student names are long and wrap to a second line, when counselor names are long and wrap to a second line, when the report card is sorted in a specific way, information included in the header of the report card (the information that includes the student name and other preferences) may not display all chosen information.

Abbott Elementary School
1000 School Ave S
Campus Town, MN 55555
(612) 555-1212

Student, Emily
2017-18 Report Card
Grade: 05 Student ID: 123456789
State ID: 123456789
Generated on 11/09/2017 10:28:51 AM

Attendance Summary:

Terms: A

Course	Absent	Tardy
A001S Art	0	0
80005S Fifth Grade	0	0
M001S Music	0	0
P001S Physical Education	0	0

Grade Report:

Course	Task	A
Reading) 80005S-3 Fifth Grade	Mathematics Habits of Engaged Learners	ME
	Reading/Language Habits of Engaged Learners	ME
	Science Habits of Engaged Learners	ME
	Social Studies Habits of Engaged Learners	ME
	5-Mathematics	NYC
	Term 1 Comments:We will continue to work on Number and Numeration in Base Ten Opderation.	
	5-Operations and Algebraic Thinking	C
	5-Number and Numeration in Base Ten/Fractions	NYC
	5-Measurement	C
	5-Data	NR
	5-Geometry	NR
	5-Fact Fluency	NYC
	5-Reading/Language Arts	NYC
	Term 1 Comments:We will continue to work on Informational Texts.	
	5-Literary Texts	C
	5-Informational Texts	NYC
	5-Foundations	C
	5-Writing	C
	5-Speaking, Listening and Viewing	B
	5-Language	C
	5-Reading Fluency	NYC
	Term 1 Comments:PROGRESS MONITORING	
	45-Science	B
	45-Social Studies	B
Art) A001S-12 Art	Art Habits of Engaged Learners	EE

To Parent/Guardian of Emily Student
2020 Ave A
Campus Town, MN 55555

Conventional Report Card Elementary Example

DuPont Middle School
47 Brock Street
Campus Town, MN 55555
(612) 555-3434

Student, Kallie
2017-18 Report Card
Grade: 08 Student ID: 123456789
State ID:123456789

Attendance Summary:

A		B		C		Total	
Absent	Tardy	Absent	Tardy	Absent	Tardy	Absent	Tardy
1	0	3	0	1	0	5	0

Grade Report:

Course	Task	A	B	C
ELA) 1002-2 Grade 8 English/Language Arts	English/Language Arts Habits of Engaged Learners	ME	ME	ME
	8-English/Language Arts	C	C	C
	Term 1 Comments:Currently in English, we have just completed the novel Schooled and have completed Character Analysis Essays. The final grades for this essay will be reflected on the next progress report. Independent Book Project #2 is due on December 18. *Term 2 Comments:Students have recently completed a research project on an important and influential American -- this was a large project paired with history that yielded one overall grade. We have recently begun a unit on Figurative Language, and will be delving into reading Shakespeare in April. Book project #4 is due on April 8th.* *Term 3 Comments:I have had a great time teaching you English this year!! I wish you all the very best of luck in the future!*			
	8-Reading Literature	C	C	C
	8-Reading Informational Text	NR	C	C
	8-Writing	NR	C	C
	8-Speaking, Listening & Viewing	NR	C	B
	8-Language	C	C	C
Math) 1102-3 Grade 8 Math	Mathematics Habits of Engaged Learners	ME	EE	EE
	Term 1 Comments:8th Grade Math students are expected to be active learners in and out of the classroom. Habits of Engaged Learners grades are determined by work completion, participation, and cooperative classroom behavior. A score of NI is indicative of work not being completed. *Term 2 Comments:8th Grade Math students are expected to be active learners in and out of the classroom. Habits of Engaged Learners grades are determined by work completion, participation, and cooperative classroom behavior. A score of NI is indicative of work not being completed and/or behavior issues.* *Term 3 Comments:8th Grade Math students are expected to be active learners in and out of the classroom. Habits of Engaged Learners grades are determined by work completion, participation, and cooperative classroom behavior. A score of NI is indicative of work not being completed and/or behavior issues.*			
	8-Mathematics	C	C	C
	Term 1 Comments:In 8th grade math we have covered two competencies, The Number System and Expressions and Equations. *Term 2 Comments:In 8th grade math we have covered three competencies, The Number System, Expressions and Equations, and Geometry. We will begin work in Functions next reporting period.* *Term 3 Comments:In 8th grade math we have covered all five competencies, The Number System, Expressions and Equations, and Geometry, Functions and Statistics and Probability.*			
	8-Functions	NR	NR	C
	Term 1 Comments:8th Grade Math has had no Summatives in Functions. *Term 2 Comments:Functions will be reported next term.*			
	8-The Number System	C	C	C
	8-Expressions and Equations	C	C	C
	8-Geometry	NR	C	C
	Term 1 Comments:8th Grade Math has had no Summatives in Geometry.			
	8-Statistics and Probability	NR	NR	C
	Term 1 Comments:8th Grade Math has had no Summatives in Statistics and Probability. *Term 2 Comments:Statistics and Probability will be reported next term.* *Term 3 Comments:We are currently working in this competency but no summatives have been administered yet to determine a competency grade.*			

To Parent/Guardian of Student, Kallie
987 Main Street
Campus Town, MN 55555

Conventional Report Card Middle School Example

Franklin High School
6000 Campus Drive
Campus Town, MN 55555
(612) 555-5656

Student, Abraham
2017-2018 Report Card
Grade 12 Student ID: 123456789
Counselor: Staff, Karen
Generated on 11/09/2017 10:50:00 AM

GPA Summary:

Cumulative GPA	Class Rank	Term GPA	Q1	Q2	Q3	Q4
3.87	16 of 377	Weighted	3.87	3.87	3.87	3.87
		Unweighted	3.87	3.87	3.87	3.87

Attendance Summary:

Q1		Q2		Q3		Q4		Total	
Absent	Tardy	Absent	Tardy	Absent	Tardy	Absent	Tardy	Absent	Tardy
6.55	3	8.63	3	5.69	2	6.23	1	27.1	9

Grade Report:

Course	Task	Q1	Q2	Q3	Q4
010302-2 CREATIVE WRITING WORKSHOP ENR	Final Grade		C 70.00		
	Term 2 Comments:Excellent class participation. Always willing to help others. Inconsistent effort. Great job on completed stories!				
	Progress Report		C 70.00		
	Term 2 Comments:Works hard on assignments. Good class participation.				
	Reading Comprehension CWW ENR		C 70.00		
	Writing for a Variety of Purposes & Audiences CWW ENR		C 70.00		
	Understanding Standard English Grammar & Vocabulary CWW ENR		C 70.00		
	Speaking, Listening & Viewing Critically CWW ENR		A 97.13		
	SHS Habits of Engaged Learners		EE		
020171-1 TRIGONOMETRY	Progress Report				NYC
	Fundamentals of Trigonometry*				NYC
	Fluency				NYC
030052-1 CHEMISTRY ENR	Final Grade		C 70.00		
	Term 2 Comments:Good Work!				
	Progress Report		C 70.00		
	Term 2 Comments:Please check Infinite campus regularly for up to date grades!				
	Scientific Inquiry ENR		C 70.00		
	Matter & Atomic Structure ENR		C 70.00		
	Bonding & Reactions ENR		C 70.00		
	Moles & Stoichiometry ENR		C 70.00		
	Kinetic Theory ENR		C 70.00		
	SHS Habits of Engaged Learners		EE		

To Parent/Guardian of Abraham Student
5050 Main Street
Campus Town, MN 55555

Conventional Report Card High School Example

Troubleshooting - Why Aren't Posted Grades Displaying?

If posted grades are not displaying in report cards as desired, verify that the following steps have been completed:

- The Grading Task for which grades are posted is marked as **Include in Report Card**.
- The report card has the requisite **grading task** selected in the report card options described above and the correct **terms** selected.
- Printing report cards in batches requires an **Effective Date** that is an Instructional Day.

- If the report card is set to 'Display only graded tasks and standards,' then the grade must already be posted for the task/standard to display on the report card.