

Conventional Report Card Preferences

Last Modified on 10/21/2024 8:20 am CDT

[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.

The screenshot shows the 'Report Setup' interface with the following sections:

- Reports Editor:** A table listing various report types and their names. The 'Q1 - Report Card' is highlighted.
- Report Detail:** Fields for Name (Q1 - Report Card), Type (Report Card), and Description. It also includes 'Available in' checkboxes for Instruction, Portal - Active, and Portal - Historical.
- Report Options:** Includes 'Report Display Name', 'Report Type' (Conventional Report Card selected), 'Display Grades' (Posted Grades checked), 'Report on Terms' (Main - Quarter, Term Q1 checked), and a 'Grading Tasks' list (Progress Report, Semester one Average, etc.).

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																								
<p>Report Display Name</p>	<p>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.</p> <div data-bbox="507 846 1289 1160" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>High School 4321 109th Ave NE Any Town, MN 55555 (612) 555-4427</p> <p style="text-align: right;">Student, Christian 2013 - 2014 Quarter 1 Report Card Grade: 12 Student ID:123456 Generated on 08/25/2015 01:17:42 PM</p> <hr/> <p>GPA Summary:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="text-align: center; width: 10%;">Q1</td> <td style="width: 10%;"></td> </tr> <tr> <td>Term GPA</td> <td style="text-align: center;">3.202</td> <td></td> </tr> </table> <hr/> <p>Grade Report:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><small>Course</small></td> <td style="width: 30%;"><small>Task</small></td> <td style="width: 10%; text-align: right;"><small>Q1</small></td> </tr> <tr> <td><small>EN-1270-9 English 11 I Macomb InFlight 11</small></td> <td><small>Quarter</small></td> <td style="text-align: right;"><small>A</small></td> </tr> </table> </div> <p>Use this field to indicate the report card contains in-progress term grades rather than final term grades.</p> <p>The default text of the Report Card text displays when no text is entered into this field.</p> <div data-bbox="507 1433 1289 1747" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>High School 4321 109th Ave NE Any Town, MN 55555 (612) 555-4427</p> <p style="text-align: right;">Student, Christian 2013 - 2014 Report Card Grade: 12 Student ID:123456 Generated on 08/25/2015 01:17:42 PM</p> <hr/> <p>GPA Summary:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="text-align: center; width: 10%;">Q1</td> <td style="width: 10%;"></td> </tr> <tr> <td>Term GPA</td> <td style="text-align: center;">3.202</td> <td></td> </tr> </table> <hr/> <p>Grade Report:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><small>Course</small></td> <td style="width: 30%;"><small>Task</small></td> <td style="width: 10%; text-align: right;"><small>Q1</small></td> </tr> <tr> <td><small>EN-1270-9 English 11 I Macomb InFlight 11</small></td> <td><small>Quarter</small></td> <td style="text-align: right;"><small>A</small></td> </tr> </table> </div>		Q1		Term GPA	3.202		<small>Course</small>	<small>Task</small>	<small>Q1</small>	<small>EN-1270-9 English 11 I Macomb InFlight 11</small>	<small>Quarter</small>	<small>A</small>		Q1		Term GPA	3.202		<small>Course</small>	<small>Task</small>	<small>Q1</small>	<small>EN-1270-9 English 11 I Macomb InFlight 11</small>	<small>Quarter</small>	<small>A</small>
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<p>Display Grades</p> <p>At least one option must be selected, or BOTH options can be selected. This selection determines which calculated grade to print.</p> <ul style="list-style-type: none"> • 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. 																																																																																																																																																							
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Tasks to Display

<p>All Standards and Tasks</p>	<p>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.</p> <p>In this example, there are grading tasks included that do not have scores, in addition to standards that do have scores.</p> <div data-bbox="507 1485 1297 1783" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th colspan="2">1</th> <th colspan="2">2</th> <th colspan="2">3</th> <th colspan="2">4</th> <th colspan="2">Total</th> </tr> <tr> <th>Absent</th> <th>Tardy</th> <th>Absent</th> <th>Tardy</th> <th>Absent</th> <th>Tardy</th> <th>Absent</th> <th>Tardy</th> <th>Absent</th> <th>Tardy</th> </tr> </thead> <tbody> <tr> <td>2.00</td> <td>1</td> <td>.00</td> <td>0</td> <td>.00</td> <td>0</td> <td>.00</td> <td>0</td> <td>2.00</td> <td>1</td> </tr> </tbody> </table> <p>Grade Report:</p> <table border="1"> <thead> <tr> <th>Course</th> <th>Task</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> </tr> </thead> <tbody> <tr> <td>ELEM LIBRARY PRIM</td> <td>Grade</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>ELEM PRIMARY HOMEROOM</td> <td>Teacher Comments</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Grade: Work and Study Habits</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Works to the best of his or her ability</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Listens and follows directions</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Organizes time, assignments, and belongings</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Works cooperatively in groups</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Participates thoughtfully in discussions</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Takes pride in work</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Begins and completes daily assignments on time</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Completes and returns homework as assigned</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Works independently</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	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	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				
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A	B	C	D	U	O	S	NI																														
Excellent Progress	Good Progress	Satisfactory Progress	Little Progress	Unsatisfactory (89-Below)	Outstanding	Satisfactory	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	<p>Prints on 8.5 x 11-inch paper (letter), with the following margin settings:</p> <ul style="list-style-type: none"> All Pages Top Margin: 0.333in All Pages Bottom Margin: 0.333in All Pages Left Margin: 0.5in All Pages Right Margin: 0.5in <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Harrison High 585 Peachtree Parkway Metro City, MN 55436 (987)999-9876</p> <p style="text-align: right;">Adams, Simon C 2014 - 2015 Report Card Grade: 10 Student ID: 103708 State ID: 7087185 Generated on 05/12/2015 09:28:29 AM</p> <hr/> <p>GPA Summary:</p> <table border="1"> <thead> <tr> <th>Cumulative GPA</th> <th>Class Rank</th> <th>Term GPA</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> </tr> </thead> <tbody> <tr> <td>3.38</td> <td>64 of 125</td> <td></td> <td>3.33</td> <td>3.33</td> <td></td> <td></td> </tr> </tbody> </table> <hr/> <p>Attendance Summary:</p> <table border="1"> <thead> <tr> <th>Terms:</th> <th colspan="2">1</th> <th colspan="2">2</th> <th colspan="2">3</th> <th colspan="2">4</th> <th colspan="2">Total</th> </tr> <tr> <th>Period</th> <th>Absent</th> <th>Tardy</th> <th>Absent</th> <th>Tardy</th> <th>Absent</th> <th>Tardy</th> <th>Absent</th> <th>Tardy</th> <th>Absent</th> <th>Tardy</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>6</td> <td>4</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>6</td> <td>4</td> </tr> <tr> <td>02</td> <td>5</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>5</td> <td>1</td> </tr> <tr> <td>03</td> <td>3</td> <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>3</td> <td>1</td> </tr> <tr> <td>04</td> <td>5</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>5</td> <td>0</td> </tr> <tr> <td>ACT</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Total</td> <td>19</td> <td>6</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>19</td> <td>6</td> </tr> </tbody> </table> <hr/> <p>Grade Report:</p> <table border="1"> <thead> <tr> <th>Course</th> <th>Task</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> </tr> </thead> <tbody> <tr> <td>01) 1400-5 Integrated Math IV A [Axtman, Deborah L]</td> <td>Mid-Term (Progress)</td> <td colspan="4">B</td> </tr> <tr> <td></td> <td>Term Grade</td> <td colspan="4">A</td> </tr> <tr> <td></td> <td>Semester</td> <td colspan="4">B</td> </tr> <tr> <td></td> <td>Term 1 Comments</td> <td colspan="4">Great improvement this term! Excellent Student. Good class participation.</td> </tr> <tr> <td>02) 2200-3 World History A [Liflearn, Oliver]</td> <td>Mid-Term (Progress)</td> <td colspan="4">A</td> </tr> <tr> <td></td> <td>Term Grade</td> <td colspan="4">B</td> </tr> <tr> <td>03) 2510-4 Sociology [Batrum, David]</td> <td>Mid-Term (Progress)</td> <td colspan="4">C</td> </tr> <tr> <td></td> <td>Term Grade</td> <td colspan="4">B</td> </tr> <tr> <td>04) 7650-6 Personal Fitness I [Grah, Dave]</td> <td>Mid-Term (Progress)</td> <td colspan="4">A</td> </tr> <tr> <td></td> <td>Term Grade</td> <td colspan="4">A</td> </tr> </tbody> </table> <hr/> <p style="text-align: center;">Academic Performance Level for ABC+- (4.0)</p> <table border="1"> <thead> <tr> <th>A+</th> <th>A</th> <th>A-</th> <th>B+</th> <th>B</th> <th>B-</th> <th>C+</th> <th>C</th> <th>C-</th> <th>D+</th> <th>D</th> <th>D-</th> <th>F</th> <th>I</th> <th>NC</th> <th>P</th> <th>S</th> <th>U</th> </tr> </thead> <tbody> <tr> <td>A+</td> <td>A</td> <td>A-</td> <td>B+</td> <td>B</td> <td>B-</td> <td>C+</td> <td>C</td> <td>C-</td> <td>D+</td> <td>D</td> <td>D-</td> <td>F</td> <td>Incomplete</td> <td>No Credit</td> <td>Pass</td> <td>Satisfactory</td> <td>Unsatisfactory</td> </tr> </tbody> </table> <p>School Comment</p> <p style="text-align: right; margin-top: 20px;">To Parent/Guardian of Simon C Adams 1222 Johnson Maple Town, MN 44522</p> </div>	Cumulative GPA	Class Rank	Term GPA	1	2	3	4	3.38	64 of 125		3.33	3.33			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	Course	Task	1	2	3	4	01) 1400-5 Integrated Math IV A [Axtman, Deborah L]	Mid-Term (Progress)	B					Term Grade	A					Semester	B					Term 1 Comments	Great improvement this term! Excellent Student. Good class participation.				02) 2200-3 World History A [Liflearn, Oliver]	Mid-Term (Progress)	A					Term Grade	B				03) 2510-4 Sociology [Batrum, David]	Mid-Term (Progress)	C					Term Grade	B				04) 7650-6 Personal Fitness I [Grah, Dave]	Mid-Term (Progress)	A					Term Grade	A				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
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<p>Prepare report for full duplex printing</p>	<p>When marked, all of the report cards in the selection are formatted to print on both the front and back sides of the paper.</p> <p>This also applies when a student or parent prints the report card from the Campus Portal.</p>																																																																																																																																																																		
<p>Header Options</p> <p>Selections indicate which student identifiers print at the beginning of the report card.</p> <p>Also included in the Header is identifying information, like the student's name, grade level and the name of the report card.</p>																																																																																																																																																																			
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Option	Description
Student Counselor	Student's school-assigned Counselor as listed on the student's Team Members (Counseling) tool.
Homeroom Teacher	<p>When marked, the student's homeroom teacher prints on the report card.</p> <ul style="list-style-type: none"> • 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. <p>Homeroom Teacher</p> <p>The Teacher's name prints when the Homeroom checkbox is marked on the Course Editor or the Section editor.</p> <ul style="list-style-type: none"> • 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.

Student, Grace
 2017 - 2018 Report Card
 Grade: 12 Student ID: 1234
 Counselor: Staff, Kallie
 Homeroom Teacher: Staff, Christa
 State ID: 123456789
 Generated on 11/30/2017 10:18:48 AM

Display Options

Option	Description																								
	<p>Attendance Summary</p> <p>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.</p> <p>Attendance entered for non-instructional periods and courses not marked for attendance do NOT appear on the report card.</p> <p>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.</p>																								
<p>Select Terms</p>	<p>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.).</p> <p>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).</p> <div data-bbox="507 1126 1297 1274" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Attendance Summary By Term:</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th colspan="2">Q2</th> </tr> <tr> <th>Absent</th> <th>Tardy</th> </tr> </thead> <tbody> <tr> <td>0.38</td> <td>0</td> </tr> </tbody> </table> </div> <div data-bbox="507 1319 1297 1473" style="border: 1px solid black; padding: 5px;"> <p>Attendance Summary By Term:</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th colspan="2">Q1</th> <th colspan="2">Q2</th> <th colspan="2">Total</th> </tr> <tr> <th>Absent</th> <th>Tardy</th> <th>Absent</th> <th>Tardy</th> <th>Absent</th> <th>Tardy</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>1</td> <td>0.38</td> <td>0</td> <td>0.38</td> <td>1</td> </tr> </tbody> </table> </div>	Q2		Absent	Tardy	0.38	0	Q1		Q2		Total		Absent	Tardy	Absent	Tardy	Absent	Tardy	0	1	0.38	0	0.38	1
Q2																									
Absent	Tardy																								
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Absent	Tardy	Absent	Tardy	Absent	Tardy																				
0	1	0.38	0	0.38	1																				
	<p>Cumulative GPA</p> <p>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.</p> <p>See the GPA Calculations article for detailed information on the calculations used to find GPA.</p>																								

Option	Description														
<p>GPA Calculation</p>	<p>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).</p> <p>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.</p> <div data-bbox="507 566 1289 656" style="border: 1px solid black; padding: 5px;"> <p>GPA Summary:</p> <table border="1"> <thead> <tr> <th>Cumulative GPA</th> <th>Class Rank</th> <th>Term GPA</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> </tr> </thead> <tbody> <tr> <td>3.38</td> <td>64 of 125</td> <td>3.33</td> <td>3.33</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	Cumulative GPA	Class Rank	Term GPA	1	2	3	4	3.38	64 of 125	3.33	3.33			
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<p>GPA Calculation Type</p>	<p>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.</p>														
<p>Class Rank</p>															
<p>Class Rank</p>	<p>Class Rank is the student’s placement in the class and is based on transcript scores.</p> <div data-bbox="507 1037 1289 1126" style="border: 1px solid black; padding: 5px;"> <p>GPA Summary:</p> <table border="1"> <thead> <tr> <th>Cumulative GPA</th> <th>Class Rank</th> <th>Term GPA</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> </tr> </thead> <tbody> <tr> <td>3.38</td> <td>64 of 125</td> <td>3.33</td> <td>3.33</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	Cumulative GPA	Class Rank	Term GPA	1	2	3	4	3.38	64 of 125	3.33	3.33			
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3.38	64 of 125	3.33	3.33												
<p>with Bonus Points</p>	<p>Printing the class rank with bonus points changes the student's ranking in the grade level.</p> <p>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.</p> <div data-bbox="507 1462 1289 1552" style="border: 1px solid black; padding: 5px;"> <p>GPA Summary:</p> <table border="1"> <thead> <tr> <th>Cumulative GPA + AP Bonus</th> <th>Class Rank w/AP Bonus</th> <th>Term GPA</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> </tr> </thead> <tbody> <tr> <td>3.38</td> <td>63 of 125</td> <td>3.33</td> <td>3.33</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> <p>When bonus points are marked to print with the GPA, the Class Rank should also include bonus points.</p>	Cumulative GPA + AP Bonus	Class Rank w/AP Bonus	Term GPA	1	2	3	4	3.38	63 of 125	3.33	3.33			
Cumulative GPA + AP Bonus	Class Rank w/AP Bonus	Term GPA	1	2	3	4									
3.38	63 of 125	3.33	3.33												
<p>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 <i>Excluded</i> 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).</p> <p>If the class rank option is not selected, the column for Class Rank does not display.</p>															
<p>Period</p>															

Option	Description
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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.				
02) 2200-3 World History A [Lifellearn, Oliver]	Semester		B+		
	Mid-Term (Progress)	A			
	Term Grade	B			
03) 2510-4 Sociology [Batrum, David]	Mid-Term (Progress)	C			
	Term Grade	B			
	Mid-Term (Progress)	A			
04) 7650-6 Personal Fitness I [Grahil, 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:									

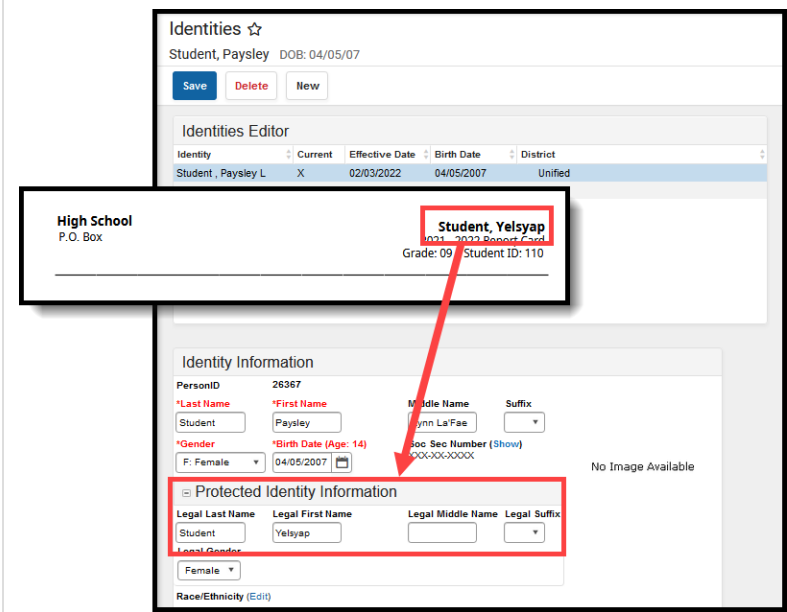
Option	Description
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Legal Name

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	<p>Prints the Term GPA with Bonus Points changes the student's GPA.</p> <p>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.</p>

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						
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
<div style="border: 1px solid red; padding: 2px; margin: 5px 0;"> This is a school comment that prints on all report cards on the last page. </div> <p style="text-align: center;">Placement for 2018 - 2019</p> <p>Your child will be assigned to the _____ grade.</p> <p>_____</p> <p style="text-align: center;">Teacher Signature</p> <p>_____</p> <p style="text-align: center;">Principal Signature</p> <p>_____</p> <p style="text-align: center;">Parent Signature</p>												

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	<p>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.</p> <p>Standards display on the report card in Standard Group Name order. See the Standards Bank article for information on organizing and maintaining standards.</p> <p>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).</p> <p>These can also be selected to print on the report card.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Grade Report:</p> <table border="1"> <thead> <tr> <th>Course</th> <th>Task</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> </tr> </thead> <tbody> <tr> <td rowspan="4">01) 1400-5 Integrated Math IV A [Axtman, Deborah L]</td> <td>Mid-Term (Progress)</td> <td></td> <td>B</td> <td></td> <td></td> </tr> <tr> <td>Term Grade</td> <td></td> <td>A</td> <td>B</td> <td></td> </tr> <tr> <td colspan="5">Term 1 Comments: Great improvement this term! Excellent Student. Good class participation.</td> </tr> <tr> <td>Semester</td> <td></td> <td></td> <td>B+</td> <td></td> </tr> <tr> <td rowspan="2">02) 2200-3 World History A [Lifellearn, Oliver]</td> <td>Mid-Term (Progress)</td> <td></td> <td>A</td> <td></td> <td></td> </tr> <tr> <td>Term Grade</td> <td></td> <td>B</td> <td></td> <td></td> </tr> <tr> <td rowspan="2">03) 2510-4 Sociology [Batrum, David]</td> <td>Mid-Term (Progress)</td> <td></td> <td>C</td> <td></td> <td></td> </tr> <tr> <td>Term Grade</td> <td></td> <td>B</td> <td></td> <td></td> </tr> <tr> <td rowspan="2">04) 7650-6 Personal Fitness I [Grahl, Dave]</td> <td>Mid-Term (Progress)</td> <td></td> <td>A</td> <td></td> <td></td> </tr> <tr> <td>Term Grade</td> <td></td> <td>A</td> <td></td> <td></td> </tr> </tbody> </table> </div>	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 [Batrum, David]	Mid-Term (Progress)		C			Term Grade		B			04) 7650-6 Personal Fitness I [Grahl, Dave]	Mid-Term (Progress)		A			Term Grade		A		
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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
A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
												Incomplete
												No Credit
												Pass
												Satisfactory
												U

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	
	<i>Term 1 Comments: We will continue to work on Number and Numeration in Base Ten Operation.</i>		
	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	
	<i>Term 1 Comments: We will continue to work on Informational Texts.</i>		
	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		
<i>Term 1 Comments: PROGRESS MONITORING</i>			
4S-Science	B		
4S-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
	<i>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.</i>			
	<i>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.</i>			
	<i>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!</i>			
	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
	<i>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.</i>			
	<i>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.</i>			
	<i>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.</i>			
	8-Mathematics	C	C	C
	<i>Term 1 Comments:In 8th grade math we have covered two competencies, The Number System and Expressions and Equations.</i>			
	<i>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.</i>			
	<i>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.</i>			
	8-Functions	NR	NR	C
	<i>Term 1 Comments:8th Grade Math has had no Summatives in Functions.</i>			
	<i>Term 2 Comments:Functions will be reported next term.</i>			
	8-The Number System	C	C	C
	8-Expressions and Equations	C	C	C
	8-Geometry	NR	C	C
	<i>Term 1 Comments:8th Grade Math has had no Summatives in Geometry.</i>			
8-Statistics and Probability	NR	NR	C	
<i>Term 1 Comments:8th Grade Math has had no Summatives in Statistics and Probability.</i>				
<i>Term 2 Comments:Statistics and Probability will be reported next term.</i>				
<i>Term 3 Comments:We are currently working in this competency but no summatives have been administered yet to determine a competency grade.</i>				

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		
		<i>Term 2 Comments: Excellent class participation. Always willing to help others. Inconsistent effort. Great job on completed stories!</i>			
	Progress Report		C		
			70.00		
		<i>Term 2 Comments: Works hard on assignments. Good class participation.</i>			
	Reading Comprehension CWW ENR		C		
			70.00		
	Writing for a Variety of Purposes & Audiences CWW ENR		C		
			70.00		
020171-1 TRIGONOMETRY	Understanding Standard English Grammar & Vocabulary CWW ENR		C		
			70.00		
	Speaking, Listening & Viewing Critically CWW ENR		A		
			97.13		
	SHS Habits of Engaged Learners Progress Report		EE		NYC
030052-1 CHEMISTRY ENR	Fundamentals of Trigonometry*				NYC
	Fluency				NYC
	Final Grade		C		
		70.00			
	<i>Term 2 Comments: Good Work!</i>				
Progress Report		C			
		70.00			
	<i>Term 2 Comments: Please check infinite campus regularly for up to date grades!</i>				
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.
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