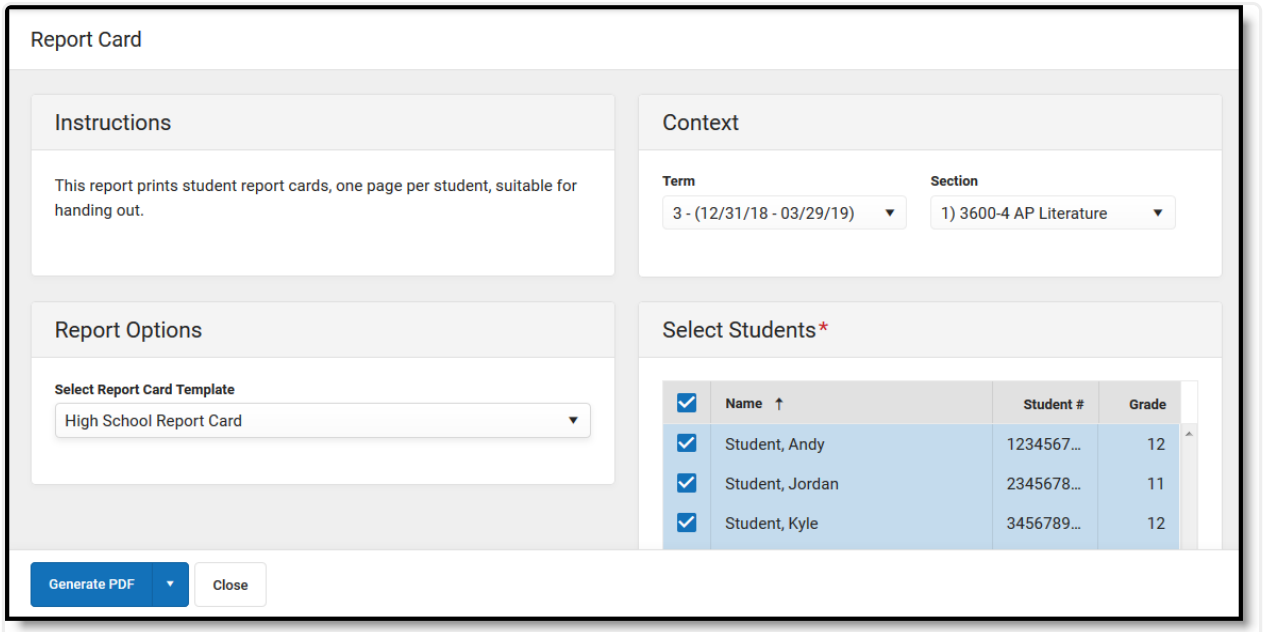
Report Cards (Instruction)

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Tool Search: Instruction Report Cards

This report allows teachers to print report cards for students in their sections. Report card templates are established at the district-level in Report Setup. Teachers need tool rights to access this report.



Generate report cards for students in a section.

Setup

Report card templates are established at the district-level in Report Preferences.These preferences determine which grading tasks and standards are included in the report card, as well as various other settings such as layout, grades, and terms.

Reports must have a **Type** of **Report Card** and must have **Available in Campus Instruction** marked to be available to generate here.

Generating Report Cards

1. Select the **Term** and **Section** to populate the student list.
2. Select a **Report Card Template**.
3. Indicate which **Students** to generate a report card for. Students are marked by default. Filter the student list by entering a Student Group if desired.
4. Click **Generate PDF** to view the report in PDF format or click the arrow button next to **Generate** to select a different format.