Report Setup - Start here

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The Report Setup tool enables users to create and configure options for four report types: Report Cards, Schedules, Transcripts, and eTranscripts. These reports can be saved and made available to users, where data elements do not have to be selected again; instead, they can simply be chosen for generation and printing.

Saved reports can be selected in the Reports Roll Forward Wizard, eliminating the need to recreate reports across multiple calendars.

Getting started

- Report Setup

How-to guides

Create report templates

- Conventional Report Card
- Standards-Based Report Card
- Student Schedule
- eTranscript
  - eTranscript Workflow
- Transcript

Print saved reports

- Report Cards
  - Individual Student Report Card
  - Report Card Batch I Video
  - Student Report Cards *(Campus Instruction)*
- Student Schedule
  - Individual Student Schedule
  - Schedule Batch
- eTranscript Batch I Video
- Transcript
  - Individual Student Transcript
  - Transcript Batch I Video

Explanation

- Report Setup Editor

Reference

Report display options

- Conventional Report Card
- Standards-Based Report Card
- Student Schedule
- eTranscript
- Transcript

Troubleshooting

- Conventional Report Card
- Standards-Based Report Card
- eTranscript

Sample reports

- Conventional Report Card
- Standards-Based Report Card
- Student Schedule
- eTranscript (PESC XML Output)
- Transcript
    - Margin Size

Administrator setup

- Report Setup Tool Rights