StudentInformation Report Card Processing

Quick Reference – Report Card Processing

1. **Run the R302B for Missing Marks for the Current Reporting Term** (SIS > Marks > Marks Reports > Specified Marks By Teacher(R302B) 2

2. **Once there are no missing marks, verify that your Honor Rolls are pointing to the correct GPA Set for the Current Reporting Term.** (Management > School Administration > Marks Administration Menu > Honor Rolls)..... 3

3. With no missing marks and the correct GPA set selected in the Honor Roll Maintenance screens, you may now refresh the GPA set for the Current Reporting Term. Management > School Administration > Course History Administration > GPA Sets 3

4. **Check the report management screen and wait until the GPA Calculation shows Complete.** 4

5. Run Report Cards, Click on the Load Settings tab and select the most recent Report Card for the Same Reporting Term. SIS > Marks > Marks Reports > Report Card Formatter (R700)..... 4

6. Update the School Year for Credits, Absence Cut-Off Date, Homeroom Date and review all settings and Submit. 4

7. Review Report Cards for accuracy. 5

8. Once accurate, Archive Report Cards and Publish to Parent Access. (StudentInformation – SIS – Marks – Marks Reports – Report Card Formatter (R700) – Load Settings Tab) 5

a. Click the edit pencil on the current reporting term you wish to publish/Archive 5

b. On the add/edit version of the screen, ensure the Name field displays the name of the report card as you want it to display in ParentAccess. (For example, you may not want a name like “2nd run,” “3rd run,” etc.) 5

c. Select the Schedule Report Card checkbox. 5

d. Select the Term for which you want to publish the report card..... 5

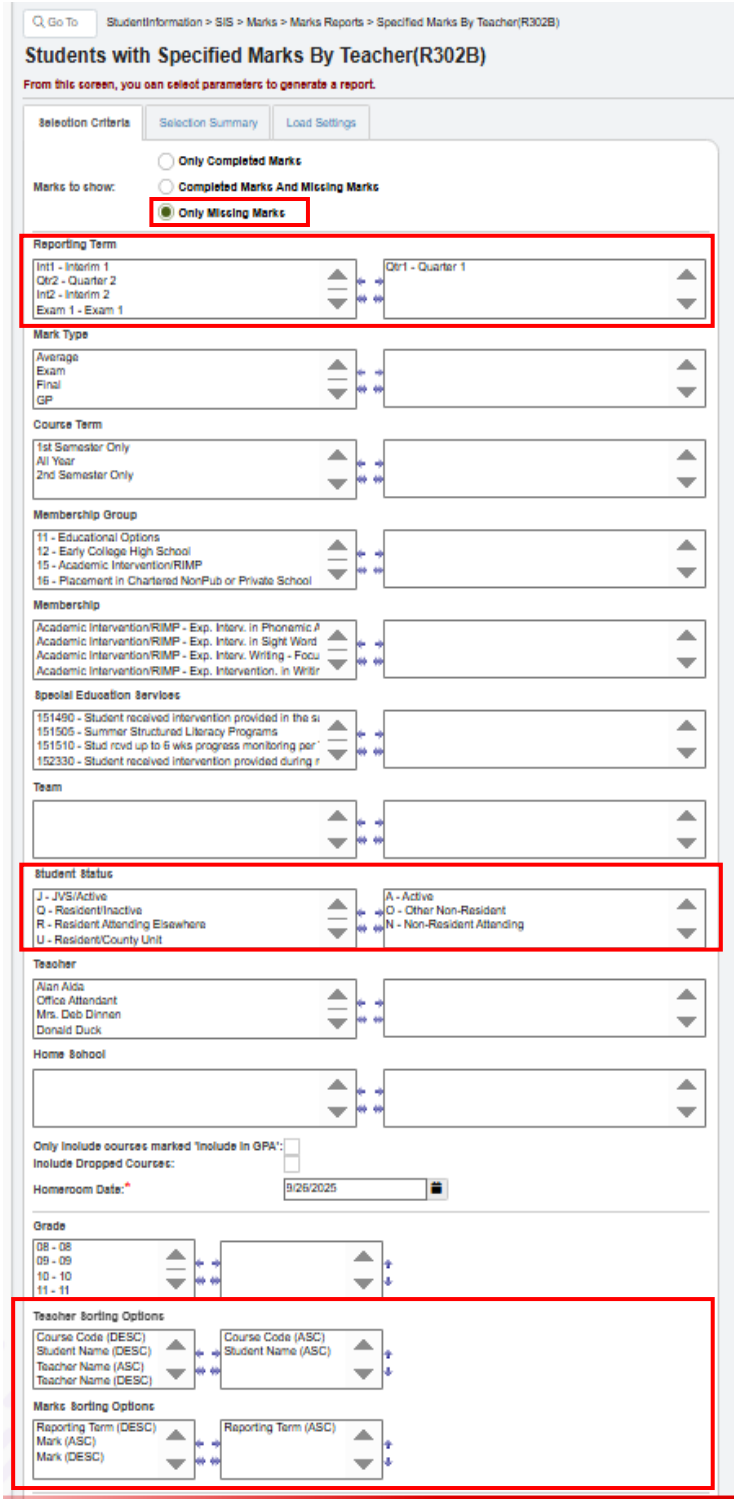
e. Optional: If the date that defaults in the Archive Date field is not the date you want the report card to be viewable by parents and students, enter or select a different date on which to publish the report card to ParentAccess. 5

f. Click Save..... 5

StudentInformation Report Card Processing

1. Run the R302B for Missing Marks for the Current Reporting Term

(SIS > Marks > Marks Reports > Specified Marks By Teacher(R302B)



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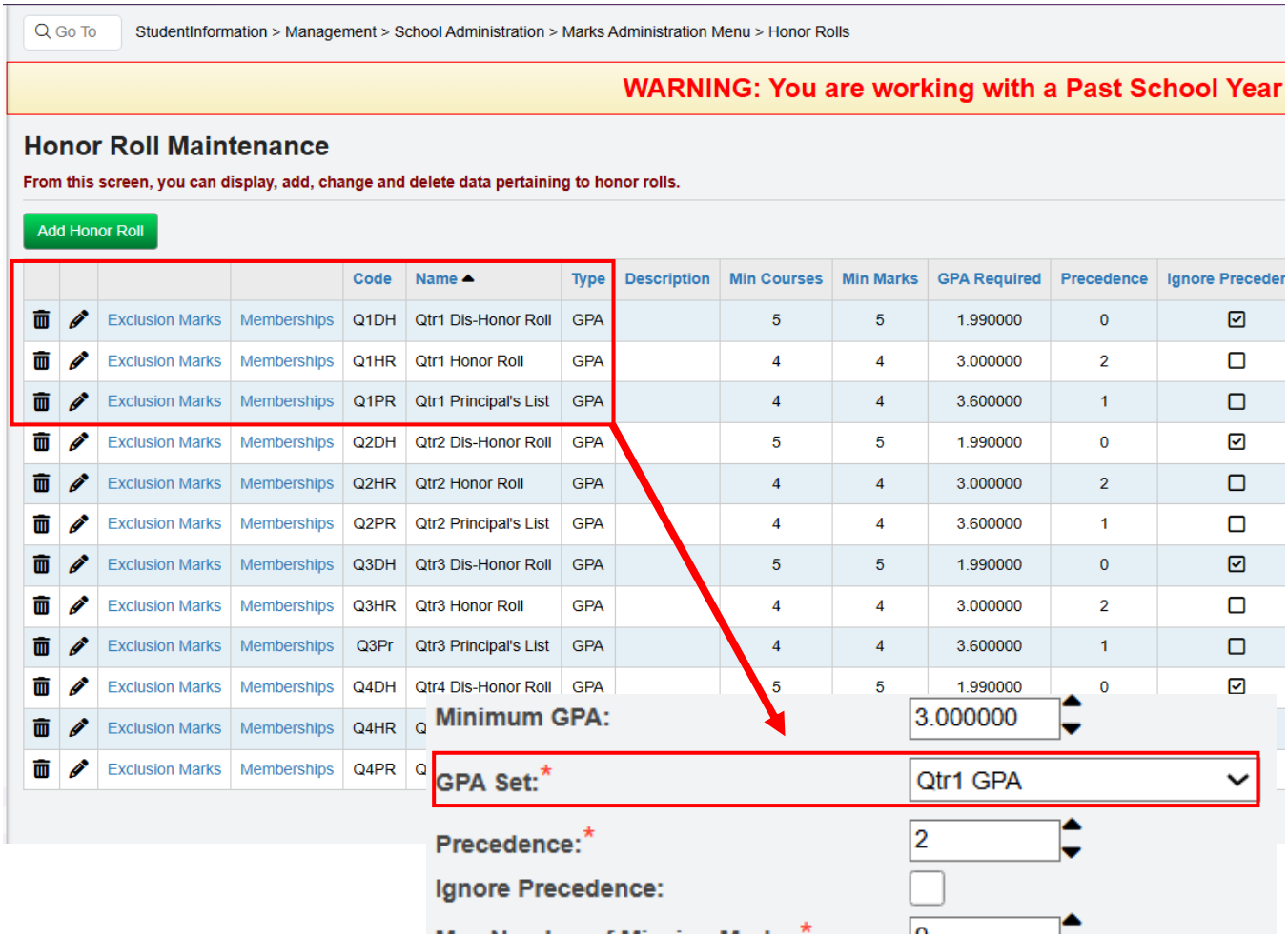
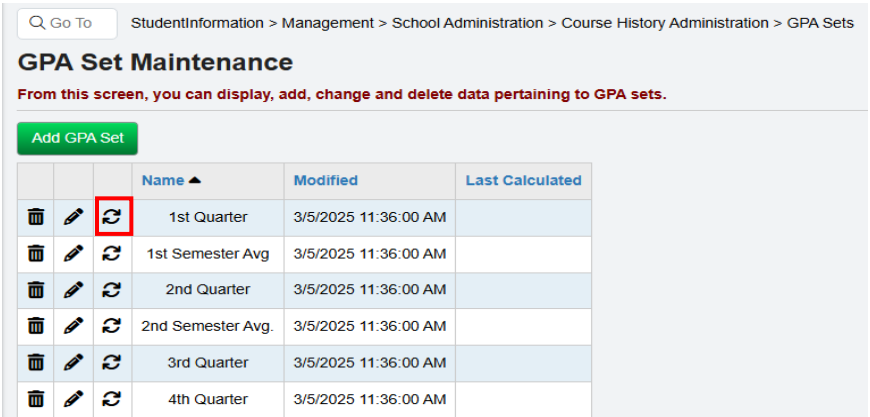
2. Once there are no missing marks, verify that your Honor Rolls are pointing to the correct GPA Set for the Current Reporting Term. (Skip if honor rolls are not used.)

(Management > School Administration > Marks Administration Menu > Honor Rolls)

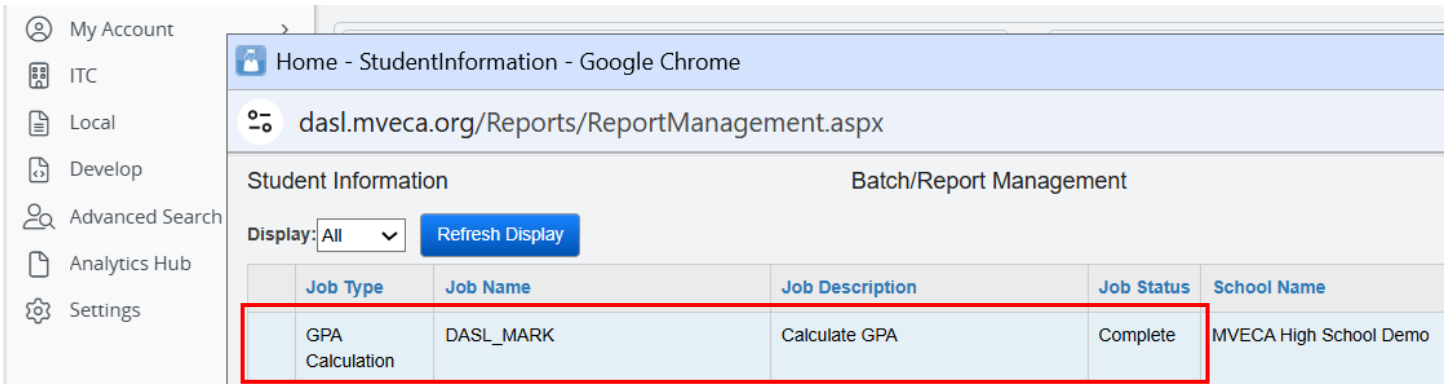


3. With no missing marks and the correct GPA set selected in the Honor Roll Maintenance screens, you may now refresh the GPA set for the Current Reporting Term.

Management > School Administration > Course History Administration > GPA Sets

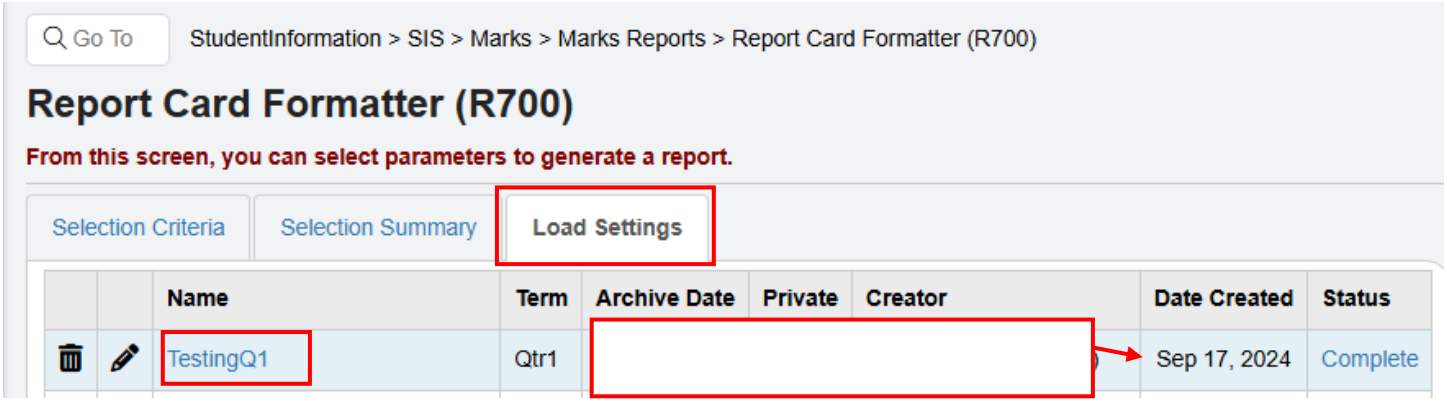


4. Check the report management screen and wait until the GPA Calculation shows Complete.

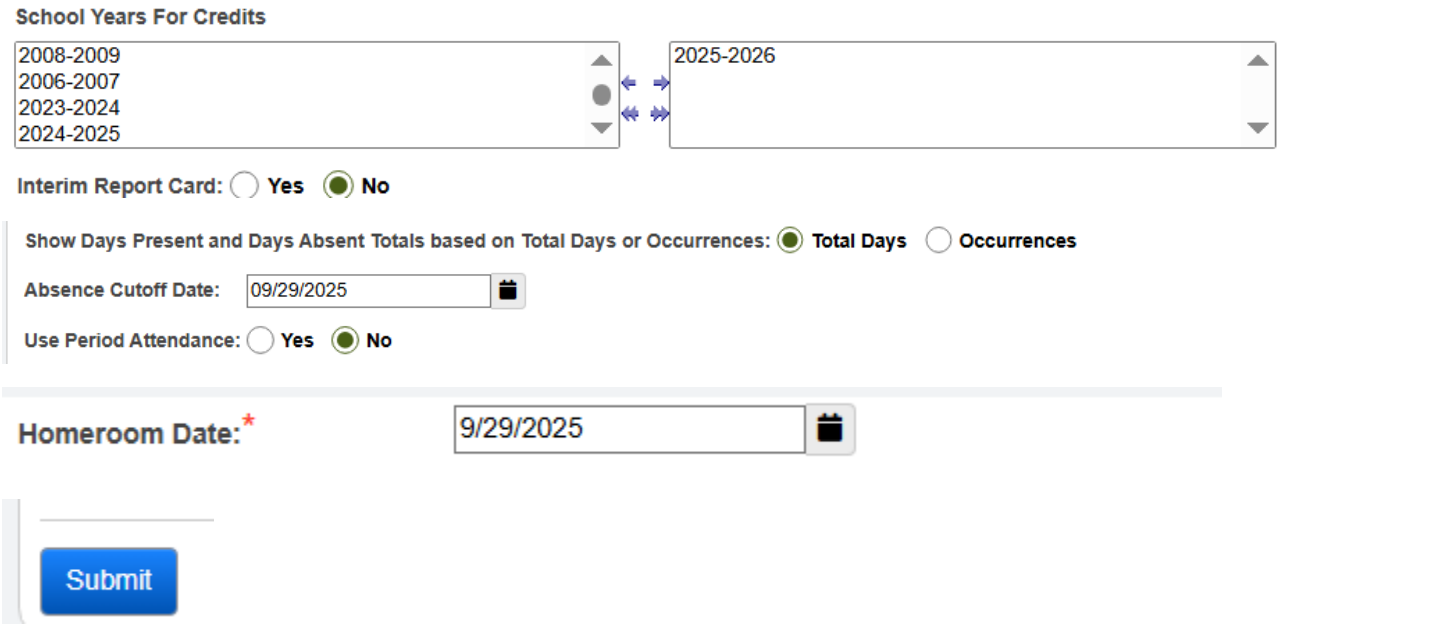


5. Run Report Cards, Click on the Load Settings tab and select the most recent Report Card for the Same Reporting Term.

SIS > Marks > Marks Reports > Report Card Formatter (R700)



6. Update the School Year for Credits, Absence Cut-Off Date, Homeroom Date and review all settings and Submit.



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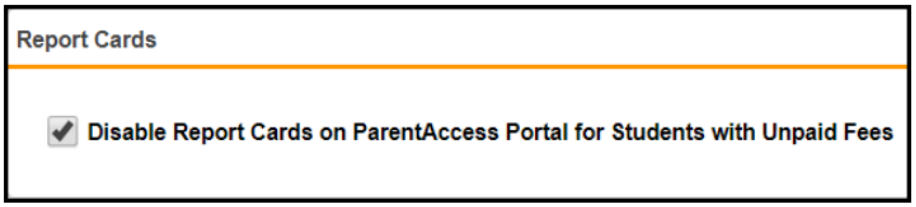
7. Review Report Cards for accuracy.

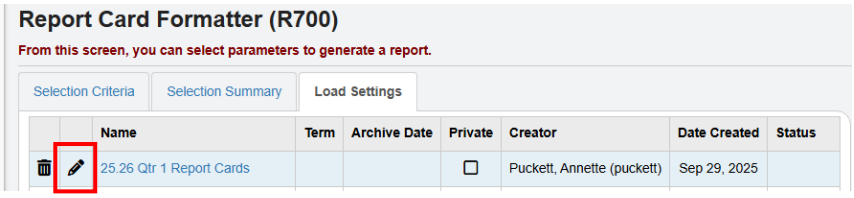
8. Once accurate, Archive Report Cards and Publish to Parent Access.

(StudentInformation – SIS – Marks – Marks Reports – Report Card Formatter (R700) – Load Settings Tab)

Optional: If you do not want report cards to display in ParentAccess for students with unpaid fees, navigate to StudentInformation > Management > District Administration > District Options and ensure the Disable Report Cards on ParentAccess Portal for Students with Unpaid Fees option is selected.



a. Click the edit pencil on the current reporting term you wish to publish/Archive



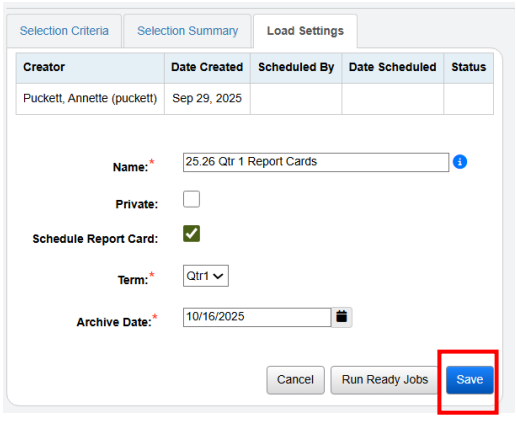
b. On the add/edit version of the screen, ensure the Name field displays the name of the report card as you want it to display in ParentAccess. (For example, you may not want a name like “2nd run,” “3rd run,” etc.)

c. Select the Schedule Report Card checkbox.

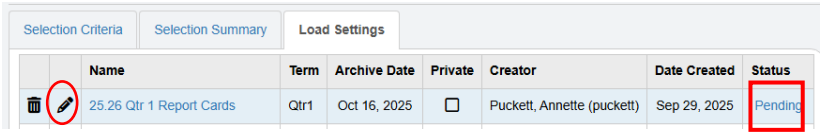
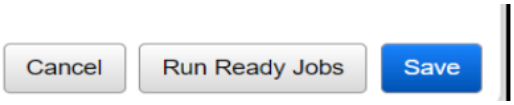
d. Select the Term for which you want to publish the report card.

e. Optional: If the date that defaults in the Archive Date field is not the date you want the report card to be viewable by parents and students, enter or select a different date on which to publish the report card to ParentAccess.

f. Click Save.



Note: The report card now shows a status of “Pending” until the JAMS job runs on or after the Archive Date.



If you do not want to wait for the next JAMS job to process, you may click the edit pencil and click the Run Ready Jobs button.