


District Report Cards & Transcripts

The District Report Cards & Transcripts screen is used to generate and publish report cards and transcripts at the district level, instead of at each individual school. School users may also be given access to this functionality.

 Report cards published from the District Report Cards screen are stored in the `published_district_report_cards` table.

Before Using District Report Cards & Transcripts

View and Edit profile permissions must be set for the profiles who will need access to the District Report Cards & Transcripts screen. Additionally, there are separate View and Edit permissions for each tab on the District Report Cards & Transcripts screen. Each item (report cards, standard report cards, and transcripts) have their own permissions to control whether the user can generate that item.

- The Generate permission allows the user to generate a zip file of PDF report cards/transcripts for one or multiple schools.
- The History permission allows the user to see the status and history of PDF generation.
- The Publish permission allows the user to publish report cards/transcripts for one or multiple schools to the Parent and/or Student Portal. If a school-based user has this permission, the user would only be able to publish for his or her school.
- The Report Cards, Standard Report Cards, and Transcripts permissions allow the user to generate that item.

Grades	View	Edit
Final Grades, GPA, & Class Rank	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Grade Details	<input checked="" type="checkbox"/>	
View GPA	<input checked="" type="checkbox"/>	
View Weighted GPA	<input checked="" type="checkbox"/>	
View Gradebook Assignments & Grades	<input checked="" type="checkbox"/>	
Progression Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Report Cards	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Template Settings		<input checked="" type="checkbox"/>
Email Report Cards		<input checked="" type="checkbox"/>
Publish Report Cards		<input checked="" type="checkbox"/>
District Report Cards & Transcripts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Generate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
History	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Publish	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Report Cards		<input checked="" type="checkbox"/>
Standard Report Cards		<input checked="" type="checkbox"/>
Transcripts		<input checked="" type="checkbox"/>
CTE Report Cards	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Transcripts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Approve Grade Changes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The existing profile permissions for the Report Cards screen must also be set for the appropriate profiles.

- The Edit Template Settings permission allows the user to change the report card options that are selected and saved as the default for the letterhead template.
- The Email Report Cards permission allows the user to email a PDF of the report card.
- The Publish Report Cards permission should be disabled if report cards will be published from the District Report Cards screen. This option would publish a different instance of the report card to the Portal.

Grades	View	Edit
Final Grades, GPA, & Class Rank	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Grade Details	<input checked="" type="checkbox"/>	
View GPA	<input checked="" type="checkbox"/>	
View Weighted GPA	<input checked="" type="checkbox"/>	
View Gradebook Assignments & Grades	<input checked="" type="checkbox"/>	
Progression Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Report Cards	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Template Settings		<input checked="" type="checkbox"/>
Email Report Cards		<input checked="" type="checkbox"/>
Publish Report Cards		<input checked="" type="checkbox"/>
District Report Cards & Transcripts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Generate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
History	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Publish	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Report Cards		<input checked="" type="checkbox"/>
Standard Report Cards		<input checked="" type="checkbox"/>
Transcripts		<input checked="" type="checkbox"/>
CTE Report Cards	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Transcripts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Approve Grade Changes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Similarly, the existing profile permissions for Standard Grades Report Cards screen must be set for the appropriate profiles, if applicable.

- The Edit Template Settings permission allows the user to change the report card options that are selected and saved as the default for the letterhead template.
- The Publish Report Cards permission should be disabled if report cards will be published from the District Report Cards screen. This option would publish a different instance of the report card to the Portal.

Assessment	View	Edit
Standard Grades Report Cards	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Template Settings		<input checked="" type="checkbox"/>
Publish Report Cards		<input checked="" type="checkbox"/>
Test History	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Test History Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Standard Grades	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

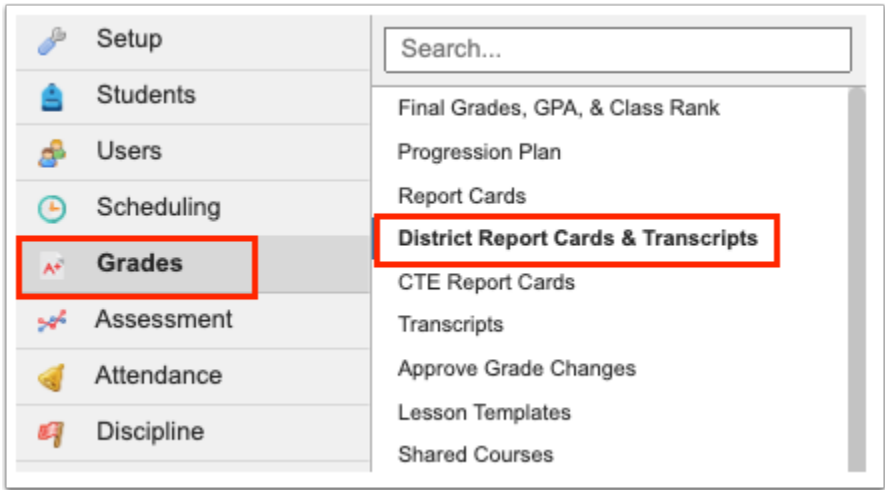
Before generating report cards and transcripts, the letterhead templates that will be used for report cards and transcripts will need to be set up in Setup > [Letterhead Templates](#) for each school.

In addition, the report card options need to be selected and saved as the default for the letterhead template in Grades > [Report Cards](#) and Assessments > [Standard Grades Report Cards](#) for each school, if applicable. The transcript settings also need to be selected and saved as the default for the letterhead template in Grades > [Transcripts](#).

Generating District Report Cards and Transcripts

The Generate tab of the District Report Cards & Transcripts screen is used to generate a zip file of district report cards or transcripts. Each school is generated as a separate PDF file included in the zip file.

1. In the **Grades** menu, click **District Report Cards & Transcripts**.



The Generate tab is opened by default.

Generate

History

Publish

Generate Report Cards

Adding schools to the table will run each school as an independent process. After each schools' report cards have fully been processed, they will be compressed and zipped into a single file.

Zip File Name: (Optional)

Mass Update

File Name	School	Grade Levels	Report Card Types	Letterhead Templates	Has Multilingual Template?	Include Inactive	Sort Order	Rotation Days
Focus High Sc	Focu...		Report Cards	Acceptance Letter	<input type="checkbox"/>	<input type="checkbox"/>	Alphabetic...	

Clear All

Generate

2. If desired, enter a **Zip File Name**.

If no zip file name is entered, the zip file will be given the default name "District Report Cards & Transcripts - (Date)."

Generate
History
Publish

Generate Report Cards

Adding schools to the table will run each school as an independent process. After each schools' report cards have fully been processed, they will be compressed and zipped into a single file.

Mass Update

Zip File Name: (Optional)									
File Name	School	Grade Levels	Report Card Types	Letterhead Templates	Has Multilingual Template?	Include Inactive	Sort Order	Rotation Days	
Focus High Sc	Focu...		Report Cards	Acceptance Letter	<input type="checkbox"/>	<input type="checkbox"/>	Alphabetic...		

Clear All
Generate

3. In the blank row, enter a **File Name**.

The name of the school selected in the School field will be used by default if no file name is entered.

4. Select the **School** for which to generate report cards or transcripts.

The school selected at the top-right of the screen is automatically selected.

5. Select the **Grade Levels** for which to generate report cards or transcripts.

The options that are displayed for selection depend on the school selected in the School field. If no grade levels are selected, then students in all grade levels will be included.

6. Select the **Report Card Type**: Report Cards, Standard Based Report Cards, or Transcripts.

7. Select the letterhead template to use in the **Letterhead Templates** pull-down.

The options saved as default for the letterhead template on the Report Cards screen, Standard Grades Report Cards screen, or Transcripts screen will be used to generate the report cards or transcripts.

8. Select **Has Multilingual Template?** to generate report cards using the student's primary language.

Ensure the [system preference](#) "Enable multi-lingual report cards" is enabled, the letterhead template is set up for the appropriate languages in Setup > Letterhead Templates, and the "Multilingual Report Cards" option is saved as default to the letterhead template on the Report Cards or Standards Grades Report Cards screen.

9. Select **Include Inactive** to include inactive students.

10. Select a **Sort Order** option to sort report cards or transcripts.

11. If applicable, select the **Rotation Days** for which to sort report cards or transcripts.

12. Press **Enter** to add the row.

Generate History Publish

Generate Report Cards

Adding schools to the table will run each school as an independent process. After each schools' report cards have fully been processed, they will be compressed and zipped into a single file.

Mass Update

File Name	School	Grade Levels	Report Card Types	Letterhead Templates	Has Multilingual Template?	Include Inactive	Sort Order	Rotation Days
Focus High Sc	Focu...				<input type="checkbox"/>	<input type="checkbox"/>		
Focus High Sc	Focu...	09, 10, 11, 12	Report Cards	High School Report Card	<input type="checkbox"/>	<input type="checkbox"/>	Alphabetic...	

Clear All Generate

13. Continue adding additional rows as needed.

14. When ready to generate the report cards or transcripts, click **Generate**.

Generate History Publish

Generate Report Cards

Adding schools to the table will run each school as an independent process. After each schools' report cards have fully been processed, they will be compressed and zipped into a single file.

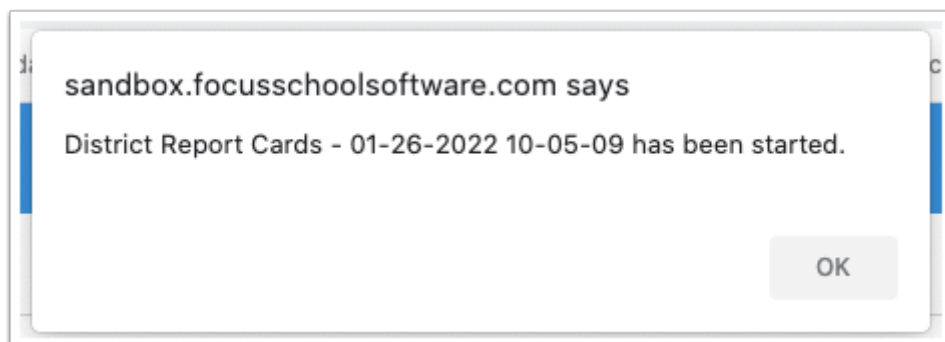
Mass Update

File Name	School	Grade Levels	Report Card Types	Letterhead Templates	Has Multilingual Template?	Include Inactive	Sort Order	Rotation Days
Focus High Sc	Focu...				<input type="checkbox"/>	<input type="checkbox"/>		
Focus West Hi	Focu...	09, 10, 11, 12	Report Cards	High School Report Card	<input type="checkbox"/>	<input type="checkbox"/>	Alphabetic...	
Focus High Sc	Focu...	09, 10, 11, 12	Report Cards	High School Report Card	<input type="checkbox"/>	<input type="checkbox"/>	Alphabetic...	

Clear All **Generate**

The History tab is opened. A pop-up message will display indicating the file generation has started.

15. Click **OK** to close the pop-up window.



The History tab displays the progress of the file. See [Viewing History and Downloading District Report Cards or Transcripts](#) for more information.

Generate
History
Publish

Report Card History

Active and inactive report card tasks. You may resume, pause and delete tasks as well as preview and download completed report cards.

Filter: OFF

	File Name	Progress	Actions	Run Time	Created By	Preview	Download	Errors
	District Report Cards - 01-26-2022 10-05-09	100%		00:00:06	Patricia	Preview	Download	Errors

Viewing History and Downloading District Report Cards or Transcripts

The History tab displays active and inactive report card or transcript tasks. Active tasks can be paused and resumed. Tasks can be previewed, downloaded, and deleted.

1. In the **Grades** menu, click **District Report Cards & Transcripts**.

Setup
 Students
 Users
 Scheduling
 Grades
 Assessment
 Attendance
 Discipline

Search...

Final Grades, GPA, & Class Rank
Progression Plan
Report Cards
District Report Cards & Transcripts
CTE Report Cards
Transcripts
Approve Grade Changes
Lesson Templates
Shared Courses

2. Click the **History** tab.

The percentage of completion for each task displays in the Progress field. The Run Time is also displayed.

Generate
History
Publish

Report Card History

Active and inactive report card tasks. You may resume, pause and delete tasks as well as preview and download completed report cards.

Filter: OFF

	File Name	Progress	Actions	Run Time	Created By	Preview	Download	Errors
	District Report Cards - 01-26-2022 10-05-09	100%	▶	00:00:06	Patricia	Preview	Download	Errors

3. To pause and resume an in-progress task, click the **Pause** and **Play** buttons.

i The Pause and Play buttons are grayed out if the task is already completed.

Generate
History
Publish

Report Card History

Active and inactive report card tasks. You may resume, pause and delete tasks as well as preview and download completed report cards.

Filter: OFF

	File Name	Progress	Actions	Run Time	Created By	Preview	Download	Errors
	District Report Cards - 01-26-2022 10-05-09	100%	▶	00:00:06	Patricia	Preview	Download	Errors

4. To download the zip file of the district report cards or transcripts, click **Download**.

Generate
History
Publish

Report Card History

Active and inactive report card tasks. You may resume, pause and delete tasks as well as preview and download completed report cards.

Filter: OFF

	File Name	Progress	Actions	Run Time	Created By	Preview	Download	Errors
	District Report Cards - 01-26-2022 10-05-09	100%	▶	00:00:06	Patricia	Preview	Download	Errors

The zip file is downloaded to your computer.

5. To preview the district report cards or transcripts, click **Preview**.

Generate

History

Publish

Report Card History

Active and inactive report card tasks. You may resume, pause and delete tasks as well as preview and download completed report cards.

Filter: OFF

	File Name	Progress	Actions	Run Time	Created By	Preview	Download	Errors
	District Report Cards - 01-26-2022 10-05-09	100%		00:00:06	Patricia	Preview	Download	Errors

Each individual file included in the zip file will display in its own row in the table.

X

Filter: OFF

	File Name	Progress	Actions	Run Time	Created By	Preview	Download	Errors
	Focus High School - 0041	100%		00:00:01	Patricia	Preview	Download	Errors

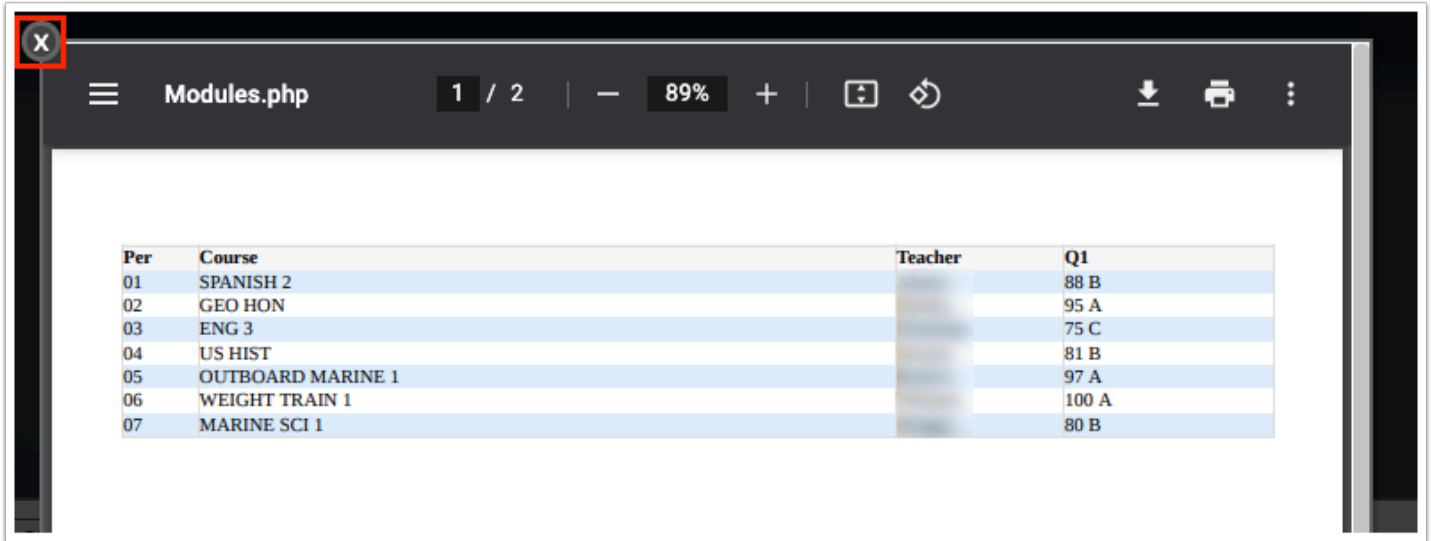
6. To preview an individual file, click **Preview**.

X

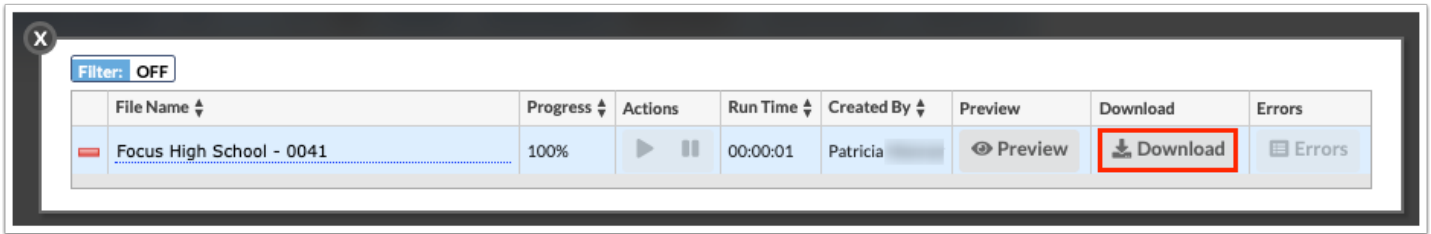
Filter: OFF

	File Name	Progress	Actions	Run Time	Created By	Preview	Download	Errors
	Focus High School - 0041	100%		00:00:01	Patricia	Preview	Download	Errors

The report cards or transcripts display in a pop-up window. Click the **X** to close the window.

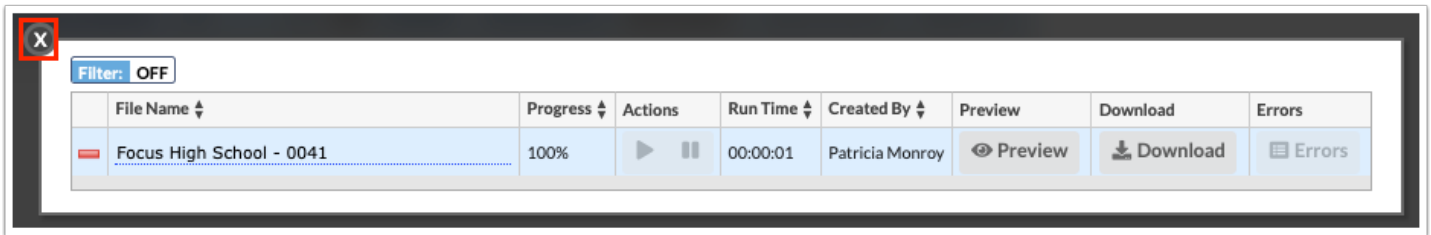


7. To download an individual file, click **Download**.



The PDF is downloaded to your computer.

8. Click the **X** to close the pop-up window.



If there were any errors while generating the district zip file or an individual report card/transcript file, the **Errors** button will be enabled and can be clicked to view the errors in a pop-up window.

Generate
History
Publish

Report Card History

Active and inactive report card tasks. You may resume, pause and delete tasks as well as preview and download completed report cards.

Filter: OFF

	File Name	Progress	Actions	Run Time	Created By	Preview	Download	Errors
	District Report Cards - 01-26-2022 10-05-09	100%	▶	00:00:06	Patricia	Preview	Download	Errors
	District Report Cards - 01-26-2022 10-45-22	100%	▶	00:00:01	Patricia	Preview	Download	Errors

Publishing District Report Cards or Transcripts to the Portal

The Publish tab is used to publish report cards or transcripts to the Parent Portal and/or Student Portal.

1. In the **Grades** menu, click **District Report Cards & Transcripts**.

Setup
Students
Users
Scheduling
Grades
Assessment
Attendance
Discipline

Search...

Final Grades, GPA, & Class Rank

Progression Plan

Report Cards

District Report Cards & Transcripts

CTE Report Cards

Transcripts

Approve Grade Changes

Lesson Templates

Shared Courses

2. Click the **Publish** tab.

Generate History **Publish**

Published Report Cards

Publish report cards for parents and students on the Portal page under Reports tab.

Filter: OFF Mass Update

School	Grade Levels	Report Card Types	Letterhead Templates	Marking Period	Start Date	Start Time	End Date	End Time	Portal	Include Inactive Students
Focus High School - 0041		Report Cards	District						Both	<input type="checkbox"/>

3. In the blank row, select the **School**.

The school you are currently logged into at the top-right of the screen is automatically selected. It is recommended to select all schools unless you are only publishing report cards/transcripts for a specific school. The selections in the following columns will limit the schools correctly for publishing.

4. Select the **Grade Levels**.

The grade levels available for selection are based on the school(s) selected in the School field. The grade levels selected should correspond to the report card type and letterhead template that will be selected. For example, when publishing a middle school report card, the grade levels selected will be 06, 07, and 08, with the middle school letterhead template selected.

5. In the **Report Card Types** pull-down, select **Report Cards**, **Standard Based Report Cards**, or **Transcripts**.

Depending on the option selected, Focus will look to the settings saved to the letterhead template in the Grades > [Report Cards](#) screen, Assessment > [Standard Grades Report Cards](#) screen, or Grades > [Transcripts](#) screen. The title of the PDF that displays to parents and students will also differ depending on the type of report cards/transcripts generated.

i When all marking periods on the template are Gradebook, or a progress period is included on the template, the title of the PDF will display as "Progress Report" rather than "Report Card."

6. Select the **Marking Period**.

The selected marking period will be used as the prefix for the report card title that is displayed on the PDF to parents and students. The marking period that is used to generate the report card/transcript is determined using the marking period saved to the letterhead template in Grades > [Report Cards](#), Assessment > [Standard Grades Report Cards](#), and Grades > [Transcripts](#).

Generate History **Publish**

Published Report Cards

Publish report cards for parents and students on the Portal page under Reports tab. Save

Filter: OFF Mass Update

School	Grade Levels	Report Card Types	Letterhead Templates	Marking Period	Start Date	Start Time	End Date	End Time	Portal	Include Inactive Students
Focus High School - 0041	09, 10, 11, 12	Report Cards	District	S1					Both	<input type="checkbox"/>

7. Enter or select the **Start Date** when the report card/transcript will be available on the Portal for parents and/or students.

8. Enter the **Start Time** when the report card/transcript will be available on the Portal for parents and/or students.

9. Enter or select the **End Date** when the report card/transcript will be removed from the Portal for parents and/or students.

10. Enter the **End Time** when the report card/transcript will be removed from the Portal for parents and/or students.

11. Select whether the report card/transcript will be available on the **Parent** Portal, **Student** Portal, or **Both**.

12. Select **Include Inactive Students** if a report card/transcript should be available to parents and/or students for inactive students.

If a student has grades at school A, and is now enrolled at school B, this option needs to be selected so the student grades from school A are available.

Generate History **Publish**

Published Report Cards

Publish report cards for parents and students on the Portal page under Reports tab. Save

Filter: OFF Mass Update

School	Grade Levels	Report Card Types	Letterhead Templates	Marking Period	Start Date	Start Time	End Date	End Time	Portal	Include Inactive Students
Focus High School - 0041	09, 10, 11, 12	Report Cards	District	S1	01/04/2022	08:00 am			Both	<input type="checkbox"/>

13. Press **Enter** to add the row.

14. Click **Save**.

Generate History **Publish**

Published Report Cards


Publish report cards for parents and students on the Portal page under Reports tab.

Filter: OFF **Mass Update**

School	Grade Levels	Report Card Types	Letterhead Templates	Marking Period	Start Date	Start Time	End Date	End Time	Portal	Include Inactive Students
Focus High School - 0041										<input type="checkbox"/>
Focus High School - 0041	09, 10, 11, 12	Report Cards	District	S1	01/04/2022	08:00 am			Both	<input type="checkbox"/>

Save

15. Add additional rows as needed.

 The Mass Update function can be used to mass update all the rows. For example, the End Date can be updated for all report cards/transcripts. Click **Mass Update**. Select the **Column** to be updated and enter the **Value**. Click **Update**. The value will display for all the rows. Click **Save**.

X

Mass Update


Column

End Date

Value

12/17/2021

Update

 Parents and/or students will see the report card/transcript in the Reports tab on the Portal. The title of the report card will be prefaced with the marking period selected in the Publish tab of the District Report Cards & Transcripts screen. The title will say "Report Card," "Standard Report Card," "Progress Report," "Standard Progress Report," or "Transcript," depending on the selected report card type and the marking periods included. If no end date was set for the report card/transcript, parents and students will see all report cards/transcripts published; the previous report card/transcript will not be replaced when the new one is published.



Antercon

Elementary

Grades

News

Reports



11/01
12:00 AM

MP1 Standard Report Card