



Your Partner For
Worry-Free Efficiency

Report Card Vault for Gradebook Report Cards

Setup

- The ability to view Report Cards through ParentAccess must be turned on in ProgressBook at the District Level before any cards will display.
- The District also has the ability to disable Report Cards on ParentAccess Portal for Students with Unpaid Fees through StudentInformation.
- You can designate in the Student Profile any students who may still require a paper copy of their Report Card.

Edit Student Profile

From this screen, you can display and change information regarding a student's profile.

The screenshot shows the 'Edit Student Profile' form with various tabs and fields. The 'Requires Paper Copy of Report Card' checkbox is located at the bottom left and is highlighted with a red arrow.

- To run a set of Report Cards for only those students that need paper copies printed, you would select "Print for Students Requesting Hard Copies" when running the R700.

The screenshot shows the R700 report card generation options. The 'Print for Students Requesting Hard Copies' checkbox is checked, and the 'Print Blank Report Card For Student With Unpaid Fees' checkbox is unchecked.

- Once setup in StudentInformation is complete, setup will need completed in Gradebook:
Administrative Home Page>ParentAccess Administration>Page Level Security>View Official Report Cards

Student	GradeBook	Parent	Student
Report Card	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Official Report Cards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- By checking Parent and Student, it will allow Report Cards to be viewed in the respective ParentAccess accounts.

Placing Report Cards in the Vault

- Run your Gradebook Report Cards in Preliminary mode as usual – Preview results and verify important items such as: Marks, Comments, Attendance, messages.
- If you are satisfied with the results of the Report Card run, go to “Run Report Cards” and re-run the same report utilizing the Final option.

Select a Report Card: Preliminary Final

Suggestions on what to select:

<p>Preliminary</p> <ul style="list-style-type: none"> • When report card will only be viewed by internal staff • When the reporting period is still open and you would like a draft copy for preview • When you need a draft copy to assist in identifying corrections to be made in a teacher's GradeBook • When you need a draft copy to assist in looking for formatting issues • Any time you need to view the formatted report card but do not intend to release it 	<p>Final</p> <ul style="list-style-type: none"> • When all grades have been entered • When the report card entry window is closed and you are ready to produce report cards • When you need to run a new report card to reflect corrected marks • When you want this report card to be viewable on ParentAccess and stored permanently • When in doubt choose this option <p>Note: You can always rerun report cards if corrections are made after run completes</p>
--	---

(Descriptions of when to run each are listed under the names of each type).

- After submitting the Report Card with the type of Final, users will notice the RTF report card is converted to a PDF.
- The PDF will turn Green and the status will change from Pending Conversion to a Finalize button once the PDF conversion is complete. (This process will automatically split the Report Card into individual student Report Cards).

Name	Description	Run Date	Process	Finalize
Report Card Grades 1-2		6/7/2019 9:38:36 AM	1 RTF 2 PDF 3 FINALIZE 4 DONE	Finalize
Report Card Grades 1-2		6/7/2019 9:30:17 AM	1 RTF 2 PDF 3 FINALIZE 4 DONE	Finalize
Elementary Grades 4-6	hickey	4/15/2019 3:13:08 PM	1 RTF 2 PDF 3 FINALIZE 4 DONE	Finalize
Elementary Grades 4-6	Kinney	4/15/2019 3:12:35 PM	1 RTF 2 PDF 3 FINALIZE 4 DONE	Finalize
Elementary Grades 4-6		4/10/2019 11:59:57 AM	1 RTF 2 PDF 3 FINALIZE 4 DONE	Finalize

- Select Finalize from Saved Report Card page.
 - A.** Current Reporting Period will default
 - B.** Available On
 - a. Will default to the Publish Date from the Report Card Entry Dates
 - b. If a Publish Date is not available, the date will default to the end date of the Reporting Period. (Most people print after the reporting period, so double check this).
 - c. This date may be modified if the district wishes to change the date the PDF version will be available on ParentAccess.
 - C.** Once OK is selected to finalize the Report Card. The Report Card will be sent to the queue to be picked up by the service to be copied to the Electronic Filing Cabinet.
 - D.** The Available On date determines when ParentAccess will allow the Report Card to be available to parents and students
 - E.** The date the Report Card is copied to the Electronic Filing Cabinet will be the AS OF date in Parent Access.

Final Report Cards

Actions: Hide Finalized Report Cards

Click on a Report Card name to view individual student report cards

Name	Description	Run Date	Process
<input type="checkbox"/> Report Card Grades 1-2		1/17/2020 8:55:33 AM	

Verify the display name and the date this report card will be available on ParentAccess. Click 'OK' to queue the report card for online viewing.

Display As:

Available On:

The report card will be available at 12:01 am on 1/24/2020.

- Once the Finalized Report Card is complete, the Finalize button will change to a PDF icon or it will display if any of the Report Cards had an error when copying to the Electronic Filing Cabinet.
 - PDF icon on the Saved Report Cards page will only contain students requiring a paper copy
 - The PDF icon will display for all the students requiring a paper copy
 - If an error message displays, click on the Report Card name to view the error messages for the individual students whose Report Card was not sent to the Electronic Filing Cabinet
 - If a student has an error, the service will continue to attempt to finalize the student's Report Card until it is error free
 - Click on the name of the Report Card to view or print individual student Report Cards, entire Report Card or Report Cards requiring a paper copy
- Once finalized you will see all 4 items in green. This indicates that the report card is safely in the Electronic Filing Cabinet and can no longer be modified.

Kindergarten Report Card	1/13/2020 10:41:00 AM	1 RTF	2 PDF	3 FINALIZE	4 DONE	Print
--------------------------	--------------------------	-------	-------	------------	--------	-------