

## Report Card Vault for R700

### 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.

Generals Additional Custom Private IS-Standing IS-Attendance ID-Attributes I-N-Attributes FN-Graduate Transportation

Save Cancel

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Primary Building: NEOrat High School Country of Origin:

Special Ed: 0

Citizenship:

Building/Progression Track: NE - NEIS - NEIS Graduation Year:

New School:

PA Graduation Role:  All Graduation Role:

Counselor: Select Counselor Scheduling Priority: 5

Show grade appropriate counselor only. [Assign Primary Label](#)

Leisure Assignments:

Teams:  Homeroom:  OR [Auto-Assign](#)

Include in Honor Roll:  Flgs:

Include in Rankings:

Include in GPA:

Requires Paper Copy of Report Card:

- 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.

Student ID(s):

Homeroom Date: 9/10/2015

Common Text For Report Cards:

Grading Scale:

Print Blank Report Card For Student With Unpaid Fees:  Yes  No

Print for Students Requesting Hard Copies:

Omit Unlisted Phone Numbers:

### Placing Report Cards in the Vault

- Run your R700 Report Cards as usual – Preview results and verify important items such as: Marks, Comments, Attendance, GPA, messages.
- If you are satisfied with the results of your R700, go to “Load Settings” and save your settings with the name field labeled how you want the name of the report to appear in ParentAccess and click SAVE.

- Next, click the pencil next to your Load Settings file to edit.

Selection Criteria Selection Summary Load Settings

	Name	Term	Archive Date	Private	Creator	Date Created	Status
X	End Of Year			<input checked="" type="checkbox"/>	Baker, Michele (baker)	Sep 10, 2015	

Default Settings On Startup: Load Last Parameters

**Current Settings**

Name: End Of Year

Private:

Save

- Check the Schedule Report Card box and the Term to schedule the Report Card to be archived into the Electronic Filing Cabinet and active in ParentAccess.

Specify the Archive Date that you would like for the cards to be placed in the Vault/Parent Access. (Please note that once this date approaches, the job will be kicked off automatically at 8pm to send the Report Cards to the Vault/Parent Access.)

Selection Criteria Selection Summary Load Settings

Creator	Date Created	Scheduled By	Date Scheduled	Status
Baker, Michele (baker)	Sep 10, 2015			

Name: End Of Year

Private:

**Schedule Report Card:**

Term: Qtr4

Archive Date: 06/03/2016

It is optional to click the Run Ready Jobs button, which will immediately run the report defined in Load Settings. (The date MUST be the Current Date for this to work).

Run Ready Jobs

Save Cancel

- Once the job is kicked off, it will be visible on your Management screen with a status of Pending. Once the job is finished, the status will change to Complete.

- To rerun Report Cards due to changes/mistakes:

- Click "Load Settings"
- Click pencil to edit
- Change the Archive Date
- Click SAVE
- Click Rerun

Selection Criteria Selection Summary Load Settings

Creator	Date Created	Scheduled By	Date Scheduled	Status
Cottrill, Jennifer (COTTRILL)	Sep 8, 2015	Cottrill, Jennifer (COTTRILL)	Sep 9, 2015	✓ Rerun

Name: End of Year

Private:

**Schedule Report Card:**

Term: Qtr4

Archive Date: 09/08/2015

Save Cancel

Run Ready Jobs