



**INFORMATION MARKETING GROUP (IMG)**  
**IMPROVING K-12 EDUCATION THROUGH SOFTWARE**

*iPass*  
*Standard-based*  
*Report Cards*

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## Report Card Types

There are 3 types of competency report cards.

1. Competencies with Term Narratives
2. Competencies with Competency Narratives
3. Competencies with Specialist Narratives and Term Narratives

## Examples of Competency Report Card Types

### Competencies with Term Narratives

With this type of Report Card you will need to set up 1 course and 1 Competency Group. In that Competency group you will have the 8 Competencies listed below. In each of those Competencies you will have the 2 tasks listed below.

<b>Language Arts/Reading</b>	<b>T1</b>	<b>T2</b>	<b>T3</b>	<b>Term 1 Teacher Comments</b> Billy did well this term in all subjects. He works hard in Reading and Math. He needs work on Social Studies.
Read with fluency	P	S	S	
Shows reading Comprehension	P	S	S	
<b>MATH</b>	<b>T1</b>	<b>T2</b>	<b>T3</b>	<b>Term 2 Teacher Comments</b> Billy showed improvement in all subjects this term. He continues to be a joy in class.
Adds up to 20	P	S	S	
Subtracts double digits	P	S	S	
<b>Social Studies</b>	<b>T1</b>	<b>T2</b>	<b>T3</b>	<b>Term 3 Teacher Comments</b> Billy did well this term in all subjects. He works hard in Reading and Math.
Identifies State Names	U	S	S	
Identifies State Capitals	U	S	S	
<b>Science</b>	<b>T1</b>	<b>T2</b>	<b>T3</b>	<b>Term 4 Teacher Comments</b> Billy did well this term in all subjects. He will be moving on to Mrs. Jones Class next year.
Identifies different species	P	S	S	
Identifies properties of matter	P	S	S	
<b>Arts</b>	<b>T1</b>	<b>T2</b>	<b>T3</b>	
Identifies primary colors	P	S	S	
Participates in class projects	P	S	S	
<b>Music</b>	<b>T1</b>	<b>T2</b>	<b>T3</b>	
Identifies basic scales	P	S	S	
Participates in class	P	S	S	
<b>PE</b>	<b>T1</b>	<b>T2</b>	<b>T3</b>	
Performs calisthenics	P	S	S	
Participates in class	P	S	S	
<b>Health</b>	<b>T1</b>	<b>T2</b>	<b>T3</b>	
Identifies the bones in the body	P	S	S	
Participates in class	P	S	S	

## Competencies with Competency Narratives

With this type of Report Card you will need to setup 8 courses and 8 Competency Groups. Each Competency group will have 1 Competency with 2 tasks.

<b>Language Arts/Reading</b>	<b>T1</b>	<b>T2</b>	<b>T3</b>
Read with fluency	P	S	S
Shows reading Comprehension	P	S	S
<b>Term 1 Language Arts/Reading Teacher Comments</b> In Reading Billy has been working hard. He is a joy to have in class.			
<b>Term 2 Language Arts/Reading Teacher Comments</b> In reading Billy has been working hard. He is a joy to have in class.			
<b>MATH</b>	<b>T1</b>	<b>T2</b>	<b>T3</b>
Adds up to 20	P	S	S
Subtracts double digits	P	S	S
<b>Term 1 Math Teacher Comments</b> In Math Billy has been working hard. He is a joy to have in class.			
<b>Term 2 Math Teacher Comments</b> In Math Billy has been working hard. He is a joy to have in class.			
<b>Social Studies</b>	<b>T1</b>	<b>T2</b>	<b>T3</b>
Can identify State Names	U	S	S
Can identify State Capitals	U	S	S
<b>Term 1 Social Studies Teacher Comments</b> In Social Studies Billy has been working hard. He is a joy to have in class.			
<b>Term 2 Social Studies Teacher Comments</b> In Social Studies Billy has been working hard. He is a joy to have in class.			
<b>Science</b>	<b>T1</b>	<b>T2</b>	<b>T3</b>
Identifies different species	P	S	S
Identifies properties of matter	P	S	S
<b>Arts</b>	<b>T1</b>	<b>T2</b>	<b>T3</b>
Identifies primary colors	P	S	S
Participates in class projects	P	S	S
<b>Term 1 Art Teacher Comments</b> In Art Billy has been working hard. He is a joy to have in class.			
<b>Term 2 Art Teacher Comments</b> In Art Billy has been working hard. He is a joy to have in class.			
<b>Music</b>	<b>T1</b>	<b>T2</b>	<b>T3</b>
Identifies basic scales	P	S	S
Participates in class	P	S	S
<b>Term 1 Music Teacher Comments</b> In Music Billy has been working hard. He is a joy to have in class.			
<b>Term 2 Music Teacher Comments</b> In Music Billy has been working hard. He is a joy to have in class.			
<b>PE</b>	<b>T1</b>	<b>T2</b>	<b>T3</b>
Performs calisthenics	P	S	S
Participates in class	P	S	S
<b>Term 1 PE Teacher Comments</b> In PE Billy has been working hard. He is a joy to have in class.			
<b>Term 2 PE Teacher Comments</b> In PE Billy has been working hard. He is a joy to have in class.			
<b>Health</b>	<b>T1</b>	<b>T2</b>	<b>T3</b>
Identifies the bones in the body	P	S	S
Participates in class	P	S	S
<b>Term 1 Health Teacher Comments</b> In Health Billy has been working hard. He is a joy to have in class.			
<b>Term 2 Health Teacher Comments</b> In Health Billy has been working hard. He is a joy to have in class.			

## Competencies with Specialist Narratives and Term Narratives

With this type of Report card you will need to setup 5 courses and 5 Competency Groups (1 for the Core and 4 Specialty). The Core Competency Group will have the 4 Competencies listed below with the 2 tasks for each. The Specialty Competency Groups will have the 1 Competency listed below with the 2 tasks for each.

<b>Language Arts/Reading</b>	<b>T1</b>	<b>T2</b>	<b>T3</b>	<b>Term 1 Teacher Comments</b> Billy did well this term in all subjects. He works hard in Reading and Math. He needs work on Social Studies.
Read with fluency	P	S	S	
Shows reading Comprehension	P	S	S	
<b>MATH</b>	<b>T1</b>	<b>T2</b>	<b>T3</b>	
Adds up to 20	P	S	S	<b>Term 2 Teacher Comments</b> Billy showed improvement in all subjects this term. He continues to be a joy in class.
Subtracts double digits	P	S	S	
<b>Social Studies</b>	<b>T1</b>	<b>T2</b>	<b>T3</b>	
Can identify State Names	U	S	S	
Can identify State Capitals	U	S	S	<b>Term 3 Teacher Comments</b> Billy did well this term in all subjects. He works hard in Reading and Math.
<b>Science</b>	<b>T1</b>	<b>T2</b>	<b>T3</b>	
Identifies different species	P	S	S	
Identifies properties of matter	P	S	S	
<b>Arts</b>	<b>T1</b>	<b>T2</b>	<b>T3</b>	<b>Term 4 Teacher Comments</b> Billy did well this term in all subjects. He will be moving on to Mrs. Jones Class next year.
Identifies primary colors	P	S	S	
Participates in class projects	P	S	S	
<b>Term 1 Art Teacher Comments</b> In Art Billy has been working hard. He is a joy to have in class.				
<b>Term 2 Art Teacher Comments</b> In Art Billy has been working hard. He is a joy to have in class.				
<b>Music</b>	<b>T1</b>	<b>T2</b>	<b>T3</b>	
Identifies basic scales	P	S	S	
Participates in class	P	S	S	
<b>Term 1 Music Teacher Comments</b> In Music Billy has been working hard. He is a joy to have in class.				
<b>Term 2 Music Teacher Comments</b> In Music Billy has been working hard. He is a joy to have in class.				
<b>PE</b>	<b>T1</b>	<b>T2</b>	<b>T3</b>	<b>Term 4 Teacher Comments</b> Billy did well this term in all subjects. He will be moving on to Mrs. Jones Class next year.
Performs calisthenics	P	S	S	
Participates in class	P	S	S	
<b>Term 1 PE Teacher Comments</b> In PE Billy has been working hard. He is a joy to have in class.				
<b>Term 2 PE Teacher Comments</b> In PE Billy has been working hard. He is a joy to have in class.				
<b>Health</b>	<b>T1</b>	<b>T2</b>	<b>T3</b>	
Identifies the bones in the body	P	S	S	
Participates in class	P	S	S	
<b>Term 1 Health Teacher Comments</b> In Health Billy has been working hard. He is a joy to have in class.				
<b>Term 2 Health Teacher Comments</b> In Health Billy has been working hard. He is a joy to have in class.				

## Create Competencies

Competencies have 3 sections. The Competency Group is usually the name of the course that the group will be assigned to. The Competency is a sub-section of the group. The Competency Tasks are the actual action the student is graded on. There can be several Competency Tasks linked to one Competency.

### Example:

**Competency Group = English Language**

**Competency = Reading**

**Competency Tasks = Student can read with fluency  
Student can identify the plot of the story  
Student shows comprehension of story**

## <Competency Group> Tab

The Competency Group is a category that Competencies are assigned to and are usually named after the course they will be linked to.

Go to <Competency><Competency Maintenance><Competency Group>

Competency Groups are school specific; make sure you select the school before you click the Add button.

Competency Groups Filters

Click search or Press Enter

School: i-PASS Elementary School

Name:

SEARCH CLEAR

Name	Display Order
Art	0
Grade 1	1

<< Prev Next >>

ADD

⇒ Click the  button to add a

**Name:**

⇒ Enter a name.

**Description:**

⇒ Enter a description. The Description is what is printed on the Report Card.

**School:**

⇒ Select a School.

**Display Order**

⇒ Enter a Display Order.

**Inactivate Competency Group:**

⇒ Click this box to inactivate a competency group. This will make it not print on the report Card.

**Delete Competency Group:**

⇒ Click this box to delete a competency group.

⇒ **Click**  **to save your changes.**

**Competencies**

Competencies are the sub-sections of the Competency Group.

Go to <Competency><Competency Maintenance><Competency Group>

⇒ Click on a Competency Group that you want to add a competency to.

⇒ Click on **Create New Competency**

**Code:**

⇒ Enter a code.

**Description:**

⇒ Enter a description. The Description is what is printed on the Report Card.

**Display Order:**

⇒ Enter a Display Order.

⇒ **Click**  **to save your changes.**

**Competency Tasks**

The Competency tasks are the actual achievements or goals the student is graded on.

Go to <Competency><Competency Maintenance><Competency Group>

⇒ Click on a Competency Group that you want to add a competency tasks to.



⇒ Under the Competency that you want to add a task to, Click on **Add Task**

**Task:**

⇒ Enter a Task. This is a code for the tasks. Example: A-1, 1-1

**Description:**

⇒ Enter a description. The Description is what is printed on the Report Card.

**Display Order:**

⇒ Enter a Display Order.

⇒ **Click**  **to save your changes**

**Set up Competency Grades**

You must set up grades to be used when grading Competencies. These differ from the grades found in the Grading System.

Go to <Competency System><Maintenance Competency><Competency Grades>

**<Competency Grades>Tab**

Use this tab to add grades to the Competency Grade Table. The Competency Grade Table is School Specific and will need to be set up for each school.

Code	Value	Display Order
1	1	1
2	2	2
3	3	3

⇒ Click the **ADD** button to add a grade to the table.

**Create A New Competency Grade**

School: i-PASS Elementary School

Code: S

Description: Satisfactory

Value: 0

Display Order: 1

**SUBMIT** **CANCEL**

**School:**

⇒ Select the School

**Code:**

⇒ Enter a Code

**Description:**

⇒ Enter a description

**Value:**

⇒ Enter a value. For letter grades enter a zero for the value

**Display Order:**

⇒ Enter the display order

⇒ Click **Submit** to save your changes.

**Set up Narrative Parameters**

If you are going to have Term or Competency Narratives on the report card you must set up the narrative parameters in <Grading System><Grading Maintenance><Narrative Parameters>.

Narratives are Academic Year and School Specific. You must set the default school in <My Data><Set Default School> and select the appropriate Academic Year before you click the add button.

## <Narrative Parameters>Tab

This tab allows you to set up the size of the narrative box. This is the narrative box that the teacher uses to enter the Teacher Comments and is not the set up for the size of the narrative box on the Report Card.

The screenshot shows two parts of a web interface. The top part is titled 'Maintain Narratives Filters' and contains a search form with fields for 'Title:' and 'Description:', 'SEARCH' and 'CLEAR' buttons, and a dropdown menu for 'Academic Year' set to '2005-2006'. The bottom part is titled 'Maintain Narratives' and shows a table with columns 'Title', 'Order', 'Rows', and 'Columns'. The table contains one row: 'Teacher Comments', '1', '4', '100'. Below the table are navigation buttons '<< Prev Next >>' and an 'ADD' button.

Title	Order	Rows	Columns
Teacher Comments	1	4	100

⇒ Click the  button to set up the Narrative Parameters.

The screenshot shows a form titled 'Create A New Narrative'. It has fields for 'Title:' (containing 'Teacher comments'), 'Display Order:' (containing '5'), 'Number of Columns:' (containing '100'), and 'Number of Rows:' (containing '5'). There is a large 'Description:' text area. At the top and bottom of the form are 'SUBMIT' and 'CANCEL' buttons.

### **Title:**

⇒ Enter a Title

### **Display Order:**

⇒ Enter a Display order

### **Number of Columns:**

⇒ Enter the number of columns. This number equals the number of characters across that the teachers will need for the narrative input.

**Number of Rows:**

⇒ Enter the number of rows. This number equals the number of lines that the teachers will need for the narrative input.

**Description:**

⇒ Enter a description.

⇒ *Click*  *to save your changes*

**Set up Grade Headings**

**<Grade Parameters> Tab**

**Define Grade Parameters**

<Grading System> <Maintenance – Grading> <Grade Parameters>

Description	Number Of Comments	Number Of Conduct Codes	Number Of Effort Codes	Report Message	Use Course Absences
Average	0	0	0		No
Final Average	1	0	0		No
Mid-Term	2	1	1		Yes

**Description:**

These are the types of Grades that will be entered based on the associated number of Comments, Effort & Conduct codes for each type, any global comment (primarily for the generic Progress Report) and if Course Absences should be included for teacher entry. Generally 3 Types, %Mid-Terms+, %Terms+, %Exams/Averaged+

⇒ Create a Grade Parameter of **Term**. For competency report cards you do not need to select Comments, Conduct, Effort a message or Course Absences.

**<Grade Headings> Tab**

**Define Grade Headings**

<Grading System> <Maintenance – Grading> <Grade Headings>

Click the  **Button**

This setup screen allows you to define all of the possible grade entries that can be made to a student's record. These grading entries are for Progress Reports, Report Cards or Transcripts.

iPass High School - Grade Heading: PR1			
Abbr:	<input type="text" value="PR1"/>	Description:	<input type="text" value="Progress Report 1"/>
Grade Parameter:	<input type="text" value="Mid-Term"/>	Is Term Grade?:	<input type="text" value="No"/>
Print On Progress?:	<input type="text" value="Yes"/>	Is Final Grade?:	<input type="text" value="No"/>
Print On Report?:	<input type="text" value="No"/>	Display Order:	<input type="text" value="1"/>
Show Grade?:	<input type="text" value="Yes"/>		
<input type="button" value="Submit"/>		<input type="button" value="Cancel"/> <input type="button" value="Delete"/>	

**Abbr:**

⇒ Enter an abbreviation for the grade heading that you are defining. This is the abbreviation teachers/users will see on the various grade column headings.

**Description:**

⇒ Enter a short description of the grade heading.

**Grade Parameter:**

⇒ Select the type of grade heading that you are defining.

**Is Term Grade:**

⇒ Select whether or not a grade with this grade heading should appear on a transcript that includes term grades.

**Print on Progress Report:**

⇒ Select whether or not a grade in this grade heading should appear on progress reports.

**Is Final Grade:**

⇒ Select "yes" if this is a final grade; this designation determines if the student earns credit and if the grade prints on a transcript. Only one grade heading is defined as a final.

**Print on Report:**

⇒ Select whether or not this grade heading should appear on report cards.

**Display Order:**

⇒ Determines the order of the display of the grade heading columns.

**Show Order:**

⇒ Determines whether or not a grade in this grade heading is available for entry when teachers/users are entering grades.



⇒ Click  to save your changes

**<Grade Headings & Terms> Tab**

**Define Grade Headings & Terms**

<Grading System> <Maintenance – Grading> <Grade Headings & Terms>

Search Selection	
School:	H-PASS Elementary School
Year:	2005-2006
	

Grade Headings And Terms				
				
Grade Heading	Q1	Q2	Q3	Q4
Term 1 (term)	<input checked="" type="radio"/> Include <input type="radio"/> Open <input type="checkbox"/> Display Grades	<input type="radio"/> Include <input type="radio"/> Open <input type="checkbox"/> Display Grades	<input type="radio"/> Include <input type="radio"/> Open <input type="checkbox"/> Display Grades	<input type="radio"/> Include <input type="radio"/> Open <input type="checkbox"/> Display Grades
Term 2 (term)	<input type="radio"/> Include <input type="radio"/> Open <input type="checkbox"/> Display Grades	<input checked="" type="radio"/> Include <input type="radio"/> Open <input type="checkbox"/> Display Grades	<input type="radio"/> Include <input type="radio"/> Open <input type="checkbox"/> Display Grades	<input type="radio"/> Include <input type="radio"/> Open <input type="checkbox"/> Display Grades
Term 3 (term)	<input type="radio"/> Include <input type="radio"/> Open <input type="checkbox"/> Display Grades	<input type="radio"/> Include <input type="radio"/> Open <input type="checkbox"/> Display Grades	<input checked="" type="radio"/> Include <input type="radio"/> Open <input type="checkbox"/> Display Grades	<input type="radio"/> Include <input type="radio"/> Open <input type="checkbox"/> Display Grades
Term 4 (term)	<input type="radio"/> Include <input type="radio"/> Open <input type="checkbox"/> Display Grades	<input type="radio"/> Include <input type="radio"/> Open <input type="checkbox"/> Display Grades	<input type="radio"/> Include <input type="radio"/> Open <input type="checkbox"/> Display Grades	<input checked="" type="radio"/> Include <input type="radio"/> Open <input type="checkbox"/> Display Grades
<< Prev Next >>				
				

**Helpful Hint!**

*Be sure to select the correct School, Academic Year.*

**Include:**

⇒ Click "Include" next to the Grade Headings that could be made available (Open) for data entry under the appropriate term column.

**Open:**

⇒ Click "Open" if you want the specific grade heading to be available for teachers/users to enter grades under the appropriate term column.

**Display Grade:**

- ⇒ Check "Display Grade" if you want a read only column visible to Teachers when they are entering grades. All Grade Headings that have Display Grades checked off will be visible regardless of the term column.

⇒ Click  **to save your changes**

## Define New Courses in the Course Catalog

This is a District specific table that is shared by all schools. Courses offered by the District are added and/or modified in this tab.

- ⇒ Select <Scheduling System> <Course Catalog> <Course Description>.

⇒ Click  **at the bottom of the page to add a new Course.**

### Create a new Course:

#### Name:

- ⇒ Enter the name of the Course as it will appear on most documents and reports. It will be truncated on some internal reports, such as the Master Schedule and Course Catalog reports. The full name will appear on all Report Cards, Transcripts, Progress Reports, Schedules and other reports that are given to students or sent home. Since all **iPASS** displays and reports default to a font which has proportional characters, it is not possible to suggest a number of characters that would be appropriate for the name of the course. The same name can be used for more than one course, but the ID must be unique within the district.

#### Helpful Hint!

*Rename all of your Courses to be Upper/Lower case format. They look better and take up less space on critical documents like Transcripts and Report Cards.*

#### ID:

- ⇒ Enter the ID of the Course. Most lists will display the courses in ID order, rather than name order. The ID can be numeric, alpha or any combination of alpha-numeric characters. The course numbers must be unique within the District. If you want unique numbers for a specific school, then you must construct such a numbering scheme.

#### School Types:

- ⇒ Select the school type from the pull-down list that is appropriate as an identifier for this course. School Types are District specific and are defined in the <Scheduling System> <Maintenance> <School Types>. School Types may be defined by the level of the school (Middle School, High School, etc.) or the individual school name.

**Short Name:**

- ⇒ Enter an abbreviated version of the course name to appear on reports where space does not permit the printing of the full course name (e.g. Permanent Record Labels).

**Description:**

- ⇒ Enter the description of this course. The description currently appears at the top of the Course Details page and will eventually be incorporated into the printing of Program of Study booklets, Narrative Report Cards, Course Request procedures and other areas.

- ⇒ **Click**  **to save your changes.**

**NOTE:** If you modify the Name, ID, Short Name or Description of a course, then ALL courses in ALL years in ALL schools will automatically be modified, since this is the table that stores these values. Transcript records are not affected by such a change unless you re-post a final grade.

**Move Courses to Catalog:**

Use this option to transfer courses that have been defined for the District into the Course Catalog for your school for a specific Academic Year.

- ⇒ Select <Scheduling System> <Course Catalog> <Move Courses to Catalog>.

**Academic Year:**

- ⇒ Accept the default of the next Academic Year, if that is the latest calendar year defined in the <Attendance System> <Attendance Maintenance> <Setup Calendar Years>.
- ⇒ Select a different Academic Year from the pull-down list.

**School Type: <All>**

- ⇒ Accept the default value and select the course(s) to transfer from the list of all courses defined for the District.
- ⇒ Select a school type other than All and the list will refresh to display only those courses that were given that school type when created, then make your selection(s) from that list.

**Select Courses:**

- ⇒ Click to highlight the courses that you want to move.
- ⇒ Hold down the <Shift> key and Click on a second course to highlight all of the courses in between your first course and the second course.



- ⇒ Hold down the <Control> key and Click on any individual courses to highlight or deselect those courses for transfer.

**Select All:**

- ⇒ Click on the *Select All* button to highlight All courses in the Select Courses list.

**Deselect All:**

- ⇒ Click on the *Deselect All* button to remove the highlight from all of the courses. Use this option to clear your choice and re-select the course(s) you want to move.

- ⇒ **Click**  **to save your changes.**

## **Edit the Course Catalog Details**

The Course Details, including the sections, were rolled over in Step #4 as well as the schedule Rotation. Based on the data in your reports, the number of sections, other values (number of seats, credits, curriculum level, etc.) and the rotation may need to be modified.

**Course Details:**

- ⇒ Select <Scheduling System> <Course Catalog> <Course Details>.
- ⇒ Use these fields to:
- define newly created courses that have been moved to your course catalog;
  - modify the number of Terms, Number of Sections, Section Numbers, Priority, Max Seats, Linking, etc.;
  - Delete courses or extra sections of courses that you don't want or need for the new school year. You may NOT delete a course which has students assigned to it. You must delete these assignments first.
- ⇒ The Course Details data is unique to the Academic Year. Changes do not, nor should they, effect data for previous years, including Transcripts.
- ⇒ Teacher, Room, Term and Meeting Time assignments can be changed in <Course Schedule> or by clicking on the Schedule link to the right of the section information.
- ⇒ Every Course MUST have at least a single Section defined! The section can have whatever ID you wish, but it cannot be deleted.

**iPASS Testing High School : Algebra 2 Honors Acad year: 2001-2002**

[prev](#)  [goto](#) [next](#)

Course ID: 231      Short Name: Algebra 2 H  
Description: Algebra 2 Honors

---

**Course Details**

Course Type: <input type="text" value="Academic"/>	Print Class List: <input type="text" value="Yes"/>
Major/Minor: <input type="text" value="Major"/>	Print On Transcript: <input type="text" value="Yes"/>
Priority: <input type="text" value="1"/>	From Grade: <input type="text"/>
Number of Requests: 56	To Grade: <input type="text"/>
Number of Alt Requests: 0	Failure: <input type="text" value="Yes"/>
Number of Sections: 3	Horizontal Avg: <input type="text" value="Yes"/>
Has Meeting Time: <input type="text" value="Yes"/>	Vertical Avg: <input type="text" value="Yes"/>
# of Terms: <input type="text" value="4"/>	Vertical Weight: <input type="text" value="1.00"/>
Cont?: <input type="text"/>	Number Of Periods: <input type="text" value="20"/>
GPA Rank: <input type="text" value="Yes"/>	Pass/Fail: <input type="text" value="No"/>
Honor Type: <input type="text" value="Qualifies"/>	Max Seats: <input type="text" value="22"/>
Ineligibility Type: <input type="text" value="Qualifies"/>	Linked Course: <input type="text"/>
Curriculum Level: <input type="text" value="1"/>	
Use Detailed Schedule: <input type="text" value="No"/>	
DOE State Code: <input type="text"/>	

---

**Master Schedule Builder Details**

<input checked="" type="checkbox"/> Use with MSB	Number of Periods/Cycle: <input type="text"/>
<input checked="" type="checkbox"/> Meets same period	MSB Rank: 150399 <a href="#">Update Rank</a>
<input checked="" type="checkbox"/> Must meet in consecutive terms	Additional Meeting Times: <input type="text" value="N/A"/>

---

**Course Competencies**

Departments		Course Sections						
Department	Credits	Delete	Section Name	Max Seats	Cycle	Horz Avg	Filled	Schedule
<input type="text" value="Math"/>	5.00	<input type="checkbox"/>	1	22	A	FY	23	<a href="#">Schedule</a>
<input type="text"/>		<input type="checkbox"/>	2	22	A	FY	17	<a href="#">Schedule</a>
<input type="text"/>		<input type="checkbox"/>	3	0	A	FY	0	<a href="#">Schedule</a>
<input type="text"/>					A			
<input type="text"/>					A			
<input type="text"/>					A			

**Course Details**

**Course Type:**

Except for Study Halls, these Types are only referenced as a sorting option when printing the <Master Schedule>. Course Types are defined in <Scheduling System> <Scheduling Maintenance> <Course Types>.

⇒ Select a Course Type (e.g. Lunch, Study Hall, Arts, Shop, and Exploratory) from the pull-down list.

**Major/Minor: <Major>**

Major/Minor is used in setting the Honor Roll and Ineligibility Rules for your school.

⇒ Accept the default value or select <Minor> from the pull-down list.

**Has Meeting Time :<Yes>**

⇒ Select *No* from the pull-down list if you do not want the sections of this course to have meeting times. They will still require Terms, Rooms and Teachers and can be given Grades and included in Honor Roll and GPA calculations, if you wish. Teacher entry of Period Attendance on a daily basis does not apply to Non-Meeting Time courses. The courses can have Period Attendance numbers entered at the time report card grades are entered.

**# of Terms: <0>**

This value is used in various Course Request reports to determine the number of terms a section of this course would meet to determine if a student has made too few or too many requests based on the number of Terms. This value is also used as a factor in prioritizing courses when scheduling students, and in prioritizing courses when using the **iPASS** Master Schedule Builder (MSB). (4 Term courses are scheduled before 2 Term courses.)

⇒ Select the number of terms each section of this course will from the pull-down list.

**Print Class List: <Yes>**

If you have scheduled Lunch as a period or defined some other course for identification purposes (Middle School Teams), then you may not want to print Class Lists every time. This option may be toggled on/off should you need lists only at certain times.

⇒ Accept the default value to print Class Lists for this course.

⇒ Select *No* from the pull-down list to not print Class Lists.

**Max Seats:<0>**

This value times the number of sections defined is used in the Course Request Tally report and other scheduling reports to determine the total maximum seats for all sections of this course. It is not a default or a limit for the sections which have their own Max Seats values.

⇒ Enter the Maximum number of seats allowed for each section of this course.

**Course Competencies Add**

This area allows you to define one or more sets of Competencies for Academic or Career/Technical Education courses.

⇒ Click **ADD** to add competencies to the course.

Course Competencies Grade 1 Grade 1		
<input type="checkbox"/>	Art	Art
<input checked="" type="checkbox"/>	Grade 1	Grade 1

**▶ SUBMIT** **▶ CANCEL**

⇒ Select the competencies to be linked to the course.

### Departments Course Sections

**Department:**

⇒ Select the Department or Departments that this course should be associated with for reporting and earning credits.

**NOTE:** A Department must be entered to have the course appear in a Master Schedule report or in other Master Schedule search features.

**Credits:**

⇒ Enter the number of credits for each department to be earned for this course if a student receives a passing grade.

**Add new Sections that you will need.**

⇒ Enter the Section Name and Max Seats for each new section in any of the three blank fields at the bottom of the Course Sections list.

**Helpful Hint!**

*Remember that the Section Name is an alpha-numeric field. You may wish to redefine how you identify sections of Courses.*

**Section Name:**

⇒ Enter a name for each section. The section name can be any alpha-numeric combination (Examples: 1, 01, 104, A2, F4). They can be the number of the period they meet, a homeroom, include a code number or letter such as a term, group, level, cycle, etc. While there is no limit to the length of the name, more than 4 characters may cause difficulty in reading some reports.

**Max Seats:**

⇒ Enter the Max Seats for each section. Individual Users may be given rights to exceed the Max Seats and schedule a student. Adding extra students to a section does not increase the Max Seats setting here.

**Filled:**

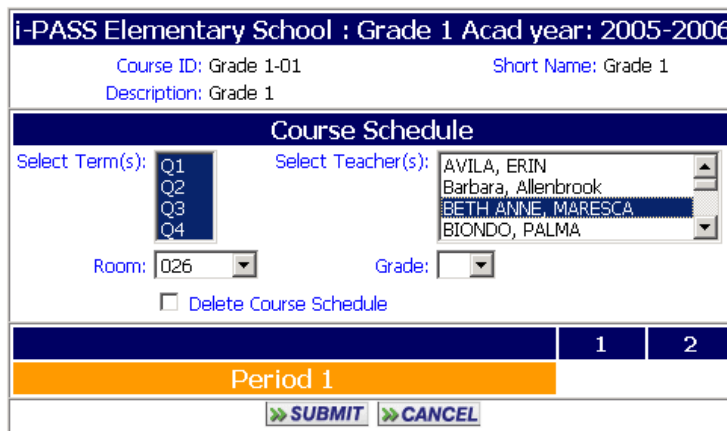
This is a calculated field which displays the number of enrolled students scheduled into each section.

⇒ **Click-on**  **to save your changes.**

**Define the Teacher & Room Assignments for Each Section.**

You must assign a teacher, room and terms to each course section.

⇒ Click the [Schedule](#) link next to the section.



**Select Terms:**

⇒ Select the terms that the section will meet.

**Select Teacher:**

⇒ Select a teacher for the section.

**Room:**

⇒ Select a room for the section.

**Grade:**

⇒ Select a grade level for the section.

**Enroll Students into Courses**



**Mass Load Student Requests:**

This program has many options which allow you to define Course Requests or to Schedule Courses for a list of students in a single operation.

- ⇒ Select <Scheduling System> <Requests> <Mass Load Schedules & Requests>.

Academic Year: 2001-2002

**Course To Add**

Course ID#:   Section #:  

**Student Search Criteria**

School: iPASS Testing High School

Student Id:



Last Name:

Homeroom:

Grade:

Gender: Both

Incoming Only: No

Course ID#:   Section #:  

ABCDEFGHIJKLMNOPQRSTUVWXYZ

**Academic Year:**

- ⇒ Select the correct Academic Year from the pull-down list to define the coming year’s schedule parameters. BE SURE YOU HAVE DEFINED THE CORRECT ACADEMIC YEAR.

**Course to Add**

**Course ID#:**

- ⇒ Enter the ID of the Course you want to mass load as a request. DO NOT enter Section #.
- ⇒ Click on the Magnifying Glass icon to search the Course Catalog for the correct course.

**Section #:**

- ⇒ DO NOT enter Section #, if you are only loading requests.

- ⇒ Enter Section # ONLY if you want the system to SCHEDULE the student(s) into that Course and Section.

## Student Search Criteria

### **School: <Your Default School>**

- ⇒ Accept the default of your school.
- ⇒ Select another school within your District from the pull-down list.

### **Student ID:**

- ⇒ Enter a string of Student ID numbers (separated by commas, no spaces) to get a specific selection list of students to be updated.
- ⇒ Leave the field blank to select students based on other criteria.

### **Last Name:**

- ⇒ Enter the last name of a student, or a partial last name to get a selection list of students whose last name match or partially match the entry.
- ⇒ Select a letter from the Alphabet list at the bottom of this section to get a selection list of students whose first letter of their last name matches the letter selected.
- ⇒ Leave the field blank to select students based on other criteria.

### **Homeroom:**

- ⇒ Select one or more Homerooms. Students assigned to the selected Homeroom(s) will appear on the list.
- ⇒ Do not select any Homeroom(s) if you wish your selection criteria to include all students regardless of Homeroom assignment.

### **Grade Level:**

- ⇒ Select one or more Grade Levels. Students assigned to the selected Grade Level(s) will appear on the list.
- ⇒ Do not select any Grade Level(s) if you wish your selection criteria to include all students regardless of Grade Level assignment.

### **Helpful Hint!**

*Select and process a single Grade Level at a time. It provides a list of students who generally have the same request and also provides a more manageable list to identify and uncheck any exceptions.*

### **Gender:**

- ⇒ Select the default of both to see both males and females.
- ⇒ Select Male to see only males.

⇒ Select female to see only females.

**Incoming Only:**

⇒ Select the default of *No* to load the request for all Enrolled and Incoming students.

⇒ Select *Yes* to load the request for Incoming students only.

**Course ID#:**

⇒ Enter the ID of the Course to get a selection list of students who already have this course as a request (scheduled or not).

⇒ Click on the Magnifying Glass icon to search the Course Catalog for the correct course.

**Section #:**

⇒ Do Not enter Section # to get a selection list of students who have this course as a request or are already scheduled into some section of this course.

⇒ Enter Section # ONLY if you want to get a selection list of students who are already scheduled into a specific course and section.

⇒ **Click**  **to process your selections.**

<b>Students Selected to Update</b>
------------------------------------

A list of students who match your selection criteria will be displayed.

⇒ Uncheck the exceptions.

**Helpful Hint!**

*Students not returning or not coming back should not have a Next Year's School set for them. This would remove them from the list, so they would not have to be identified as exceptions.*

⇒ Use the *Clear All* option to remove all checks and then select the few who should not have this course added.

⇒ **Click**  **to process and update the checked students.**

**NOTE:** You cannot mass load a request for a course if the student is already requesting or scheduled into that course. This can only be done in <Modify (Student) Schedules>.

**Helpful Hint!**

*Check the report in <My Data> <My Reports> for any errors. Also, do not start a new process of adding requests until you know that the most recent one has been completed.*

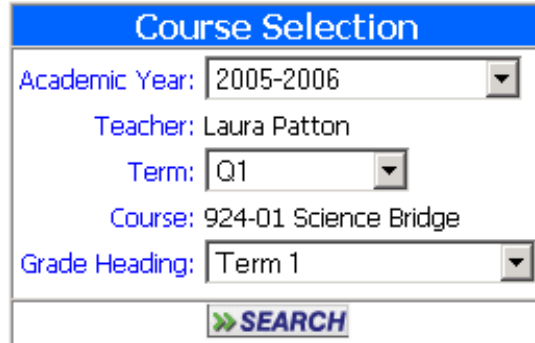


## Add/Modify Narratives and Add/Modify Competency Grades for Teachers

Teachers will need access to the Add/Modify Narratives Tab. Go to <Teacher Access Manager><Add/Modify Narratives>.

**NOTE:**

*This screen and information is available in a future update.*



**Academic Year:**

⇒ Select an Academic year.

**Teacher:**

⇒ Select a Teacher.

**Term:**

⇒ Select a Term.

**Course:**

⇒ Select a Course.

**Grade Heading:**

⇒ Select a Grade Heading.

⇒ Click the  button to see the class list for the course selected.

---

Term: Q1 Course: Science Bridge	
ID	Name
<a href="#">1233</a>	Brown, Daniel
<a href="#">2140</a>	Brown, Kevin
<a href="#">2386</a>	Milne, Kaitlyn
<a href="#">3123</a>	Muth, Clarissa

⇒ Click on the student ID for the first student you want to grade.

<a href="#">PRINT</a> <a href="#">SUBMIT</a> <a href="#">CANCEL</a>				
2386 Milne, Kaitlyn Course: 924-01 Science Bridge				
Progress Report 1	Term 1	Progress Report 2	Term 2	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Narrative Descriptions</b>				
Save As: <input type="text"/> Create New: <input type="text"/> <a href="#">Extra assistance</a> <a href="#">Works well</a>				
You may enter 5 lines of data				
<div style="border: 1px solid gray; height: 40px;"></div>				
<b>Standards</b>				
<a href="#">PRINT</a> <a href="#">SUBMIT</a> <a href="#">CANCEL</a>				
Art Art	Progress Report 1	Term 1	Progress Report 2	Term 2
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Art	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
A-1 Works with assorted mediums.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
A-2 Completes project using paint.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">PRINT</a> <a href="#">SUBMIT</a> <a href="#">CANCEL</a>				

### My Grade Preferences:

Use this link to add default Narratives and to set if student pictures should be displayed or not. You can save as many narratives as you want. After clicking Submit you will be able to add another one.

### Previous Student/Next Student:

Use this link to move through the class list. You must click submit on the current student before you use the Previous or Next Link.

## Narrative Description

- ⇒ Enter a narrative in the narrative box. Use the saved narrative links by clicking on the link [Extra assistance](#) . Each time you click on the link it will add the narrative you have saved to the narrative box.
  
- ⇒ Use the save as box save a modified narrative. Select the name form the drop down that you want the narrative saved under.
  
- ⇒ Use the Create New box to save the current narrative to be use later. Enter a name that you want to save the narrative as.
  
- ⇒ **Click** Submit **to update the Narrative.**

## Standards

Place a grade in the box next to each Competency Tasks under the appropriate grade heading.

⇒ Click  to update the Competency Grade.

## PCL Forms

PCL (Printer Command Language) forms are used to create Competency Report Cards. PCL documents are created by selecting X and Y axis points on the report card form for each Item such as lines, boxes, text and data fields.

### <Print Grid>Tab

The PCL Grid can be printed onto clear overhead projector filament to be used to assist in lining up the X and Y locations of the PCL document.



### <PCL Document Maintenance> Tab

#### NOTE:

*This is just a brief description and only certain features will be highlighted in the section.*

Go to <System Configuration><PCL Document Maintenance> to add or modify a PCL form.

⇒ Click on the form name that you want to modify.

<a href="#">[Form Layout]</a> <a href="#">[Form Fields]</a>	
<a href="#">[Form Parameters]</a> <a href="#">[Copy Form]</a>	
Form Definition	
Document Type: Competency Report	School: iPASS High School
Form Name: SMZ CompetencyTest	
Page Size: Letter (8 1/2 x 11)	Page Orientation: Landscape
Number Of Copies: 1	Number of Forms: 2
Default Font: Century Schoolbook	Default Font Size: 10
Default Symbol Set: Roman 8	Full Page: Yes
<input type="checkbox"/> Delete this entire form?	
<a href="#">[Form Layout]</a> <a href="#">[Form Fields]</a>	
<a href="#">[Form Parameters]</a> <a href="#">[Copy Form]</a>	
 	

#### NOTE:

*Always make a copy of the PCL form before you are make changes.*

## Copy Form:

⇒ Click on Copy form.



The screenshot shows a dialog box titled "Copy from form SMZ CompetencyTest". It contains a text input field for "New Form Name:" which is currently empty. Below it is a dropdown menu for "Copy to School:" with "IPASS High School" selected. At the bottom, there are two buttons: "SUBMIT" and "CANCEL", both with a right-pointing arrow icon.

### **New form Name:**

⇒ Enter the name you want to call the PCL form.

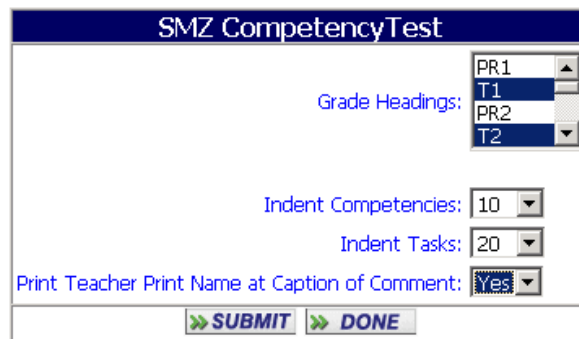
### **Copy to School:**

⇒ Select the school name you want to copy the form to.

## Form Parameters:

Competency Report cards have Parameters that can be set.

⇒ Click on Form Parameters.



The screenshot shows a dialog box titled "SMZ CompetencyTest". It contains several settings: "Grade Headings:" with a list box containing "PR1", "T1", "PR2", and "T2"; "Indent Competencies:" with a dropdown menu set to "10"; "Indent Tasks:" with a dropdown menu set to "20"; and "Print Teacher Print Name at Caption of Comment:" with a dropdown menu set to "Yes". At the bottom, there are two buttons: "SUBMIT" and "DONE", both with a right-pointing arrow icon.

### **Grade Headings:**

⇒ Select Grade Headings to be included on the PCL Form.

### **Indent Competency:**

⇒ Select a number. Use 10 here for the indent.

### **Indent Tasks:**

⇒ Select a number. Use 20 here for the indent.

### **Print Teacher's print name at Caption of comment:**

⇒ Select YES or NO.

## Form Layout:

Form layout is used to set up boxes, lines, text, and images.

⇒ Click on Form Layout.

PCL Form Layout: SMZ CompetencyTest								
Delete	Form	Field Type	Description	Value	x1 Pos	y1 Pos	x2 Pos	y2 Pos
<input type="checkbox"/>	1	<a href="#">Image</a>	School Seal	/appl/schdeve/images/pcl/seal.jpg	3700	1500	0	0
<input type="checkbox"/>	1	<a href="#">Text</a>	Student Competency Report	Student Competency Report	2750	3500	0	0
<input type="checkbox"/>	1	<a href="#">Text</a>	Wethersfield Public Schools	Wethersfield Public Schools	2000	800	0	0
<input type="checkbox"/>	1	<a href="#">Text</a>	Wethersfield, Connecticut	Wethersfield, Connecticut	2900	1000	0	0
<input type="checkbox"/>	2	<a href="#">Box</a>	Student ID Box		200	200	1500	600
<input type="checkbox"/>	2	<a href="#">Text</a>	Student ID:	Student ID:	210	550	0	0

⇒ Click  to add a **Box, Line, Text or image.**

### Boxes:

⇒ Boxes need to have two X and two Y positions. One set is where the box begins and the other is where the box ends.

### Lines:

⇒ Lines need to have two X and two Y positions. One set is where the line begins and the other is where the line ends.

### Text:

⇒ Enter the x, y position for where the text begins.

### Images:

⇒ Enter the x, y position for where the image begins.

## Form Fields:

Form Fields are used to setup data fields such as Competencies, Narratives, Student Name, student Grade level and more.

### NOTE:

*Fields and field descriptions are located under <System configuration><PCL Document maintenance><PCL Fields>*

⇒ Click on Form Fields.

Report Fields					
Form	Field Mnem	Description	Table.Field	xPos	yPos
1	<a href="#">StuFirstLastName</a>	Students first and last name	person.firstName + person.LastName	3000	3600
2	<a href="#">CompComment</a>	Comments for competency objects		0	0
2	<a href="#">Competency</a>	Student Competency Level	Calculated Object	0	0
2	<a href="#">StudentId</a>	Student ID	Student.StudentId	600	550

⇒ Click  to add a data field.

### Compcomment:

⇒ This field will display the Narratives that are linked to competencies.

Form Field Details (Section: Page)					
Field:	<input type="text" value="Comments for competency objects"/>	X,Y Postion:	<input type="text" value="0"/>	<input type="text" value="0"/>	
Form #:	<input type="text" value="2"/>	Instances on Page:	<input type="text" value="2"/>		
X,Y Positions of Instance 1 (Click here for object properties):		<input type="text" value="500"/>	<input type="text" value="2500"/>		
X,Y Positions of Instance 2 (Click here for object properties):		<input type="text" value="2800"/>	<input type="text" value="2500"/>		
Font Value Over-rides					
Symbol Set:	<input type="text"/>	Font:	<input type="text"/>	Font Size:	<input type="text"/>
Font Color:	<input type="text" value="Black"/>	Length:	<input type="text" value="0"/>		
<input type="checkbox"/> Bold <input type="checkbox"/> Italic <input type="checkbox"/> Underline					
<input type="checkbox"/> Delete					
<input type="button" value="SUBMIT"/> <input type="button" value="CANCEL"/>					

⇒ Set the number of instances on the page.

⇒ Click  to add the instances.

When the page refreshes click on instance 1


Competency Comments Object Properties	
Comment Details	
Competency Group:	<input type="text" value="Instructional Technology Std PK-4"/>
Append Rule:	<input type="text" value="One Space"/>
Symbol Set:	<input type="text"/>
Font:	<input type="text"/>
Font Size:	<input type="text"/>
Font Color:	<input type="text" value="Black"/>
<input type="checkbox"/> Bold <input type="checkbox"/> Italic <input type="checkbox"/> Underline	
Field Width:	<input type="text" value="0"/>
Field Height:	<input type="text" value="0"/>
<input type="checkbox"/> Draw Box Around Comment	Grade Heading: <input type="text" value="All"/>
Caption	
Caption:	<input type="text"/>
Caption Location:	<input type="text" value="Top Left"/>
Symbol Set:	<input type="text"/>
Font:	<input type="text"/>
Font Size:	<input type="text"/>
Font Color:	<input type="text" value="Black"/>
<input type="checkbox"/> Bold <input type="checkbox"/> Italic <input type="checkbox"/> Underline	
<input type="button" value="SUBMIT"/> <input type="button" value="DONE"/>	

Each instance needs to be associated with a competency based on where you want the narrative displayed on the Report Card Form.

⇒ Fill in the appropriate information regarding:

Grade heading (This is essential)  
Drawing a box around the narrative  
Bold, Italic, Underline  
Font size and color  
Caption information


**Competency:**

- ⇒ This field will display the competencies.
- ⇒ Set the number of instances on the page.
- ⇒ **Click**  **to add the instances.**

When the page refreshes click on instance 1

Each instance needs to be associated with a competency based on where you want the competency displayed on the Report Card Form. (Similar to above information).

**Narrative by term:**

- ⇒ This field will display any Term Narratives.
- ⇒ Set the number of instances on the page. You will use 1 instance for each term.
- ⇒ **Click**  **to add the instances.**

When the page refreshes click on instance 1

Each instance needs to have x,y coordinates based on where you want the competency displayed on the Report Card Form. (Similar to above information).

**Printing Competency Report Cards**

To print Competency Report cards you must have a network printer set up with an IP address. This IP address is added to a set up screen by IMG support and then added as a possible Output device. This output device needs to be added to the appropriate school in <Administration><School Resources><School Profile>.

To print the Competency Report Cards go to <System Configuration><PCL Reports><Print Competency Report Cards>.

**Enter Selection Criteria For IPASS High School**

You may use Enter/Return or Click Submit

Academic Year: 2005-2006

Form: PK-2 Report Card

Student Id:

Homeroom: 1203, 1205A, 1207, 1209, 1211

Grade Level: 09, 10, 11, 12, G04

Enrollment: Enrolled, Withdrawn, Graduated

Term: Q1

Grade Heading: PR1

Counselor:

SPED Only: No

Selected Languages: Include All

Print Narrative: No

Sort By: Name (Last + First)

Output Device: HP4650

To:

CC List:

Priority: Low

**SUBMIT**

**Academic Year:**

⇒ Select an Academic Year.

**Form:**

⇒ Select a PCL Form.

**Student ID:**

⇒ Enter Student IDs separated by a comma. You can add up to 50 students ID at the same time.

**Homerooms:**

⇒ Select Homerooms.

**Grade Level:**

⇒ Select Grade Levels.

**Enrollment:**

⇒ Select an Enrollment status.

**Term:**

⇒ Select a Term.

**Grade Heading:**

⇒ Select a Grade Heading.

**Counselor:**

⇒ Select a Counselor.



**SPED Only:**

⇒ Select YES/NO

**Selected Language:**

⇒ Select a Language.

**Print Narrative:**

⇒ Select YES/NO. You do not need to select yes for competency Report Cards.

**Sort By:**

⇒ Select Name, Grade Level, Homeroom, or Zip Code.

**Output Device:**

⇒ Select an Output Device.

**To:**

⇒ Enter an email address.

**CC List:**

⇒ Enter an email address.

**Priority:**

⇒ Select a priority for the Report Cards to be sent to the Report Processors.

⇒ **Click**  **to process the report cards and send them to the printer.**