

GRADING – SECONDARY SCHOOL REPORT CARDS

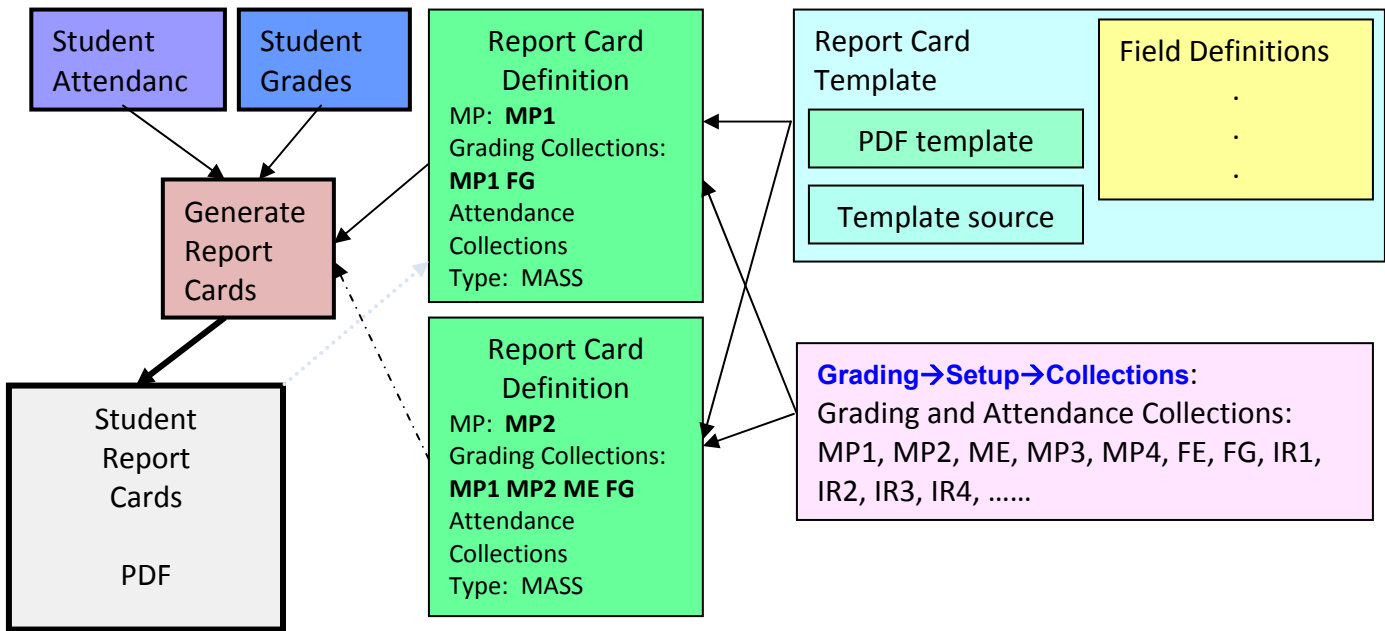
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I. Introduction to Secondary School Report Cards

Secondary School Report Cards are those generated from the Genesis Grading Module for students typically in middle and high schools, and perhaps in the upper grades of elementary schools. This type of report card is available to any school where a Master Class Schedule has been set up to schedule, provide for Class Attendance and to create Genesis Gradebooks.

This document introduces the elements of the report card system and steps through its setup and maintenance. The key elements are Report Card Templates and Report Card Definitions and the document begins here with an overview of how these piece parts relate to produce finished report cards to send home to parents and guardians.



The diagram illustrates the relationship between Report Card Templates, Report Card Definitions and the generated student Report Cards in PDF. A “Report Card Definition” links a Marking Period with a Report Card Template and Grading and Attendance Collections. The report card generation process uses a “Report Card Definition” for a selected Marking Period to take student grades and student attendance totals and, using the Report Card template that is linked to the Report Card Definition, create the finished report cards.

Report Cards Definitions vs. Report Card Templates

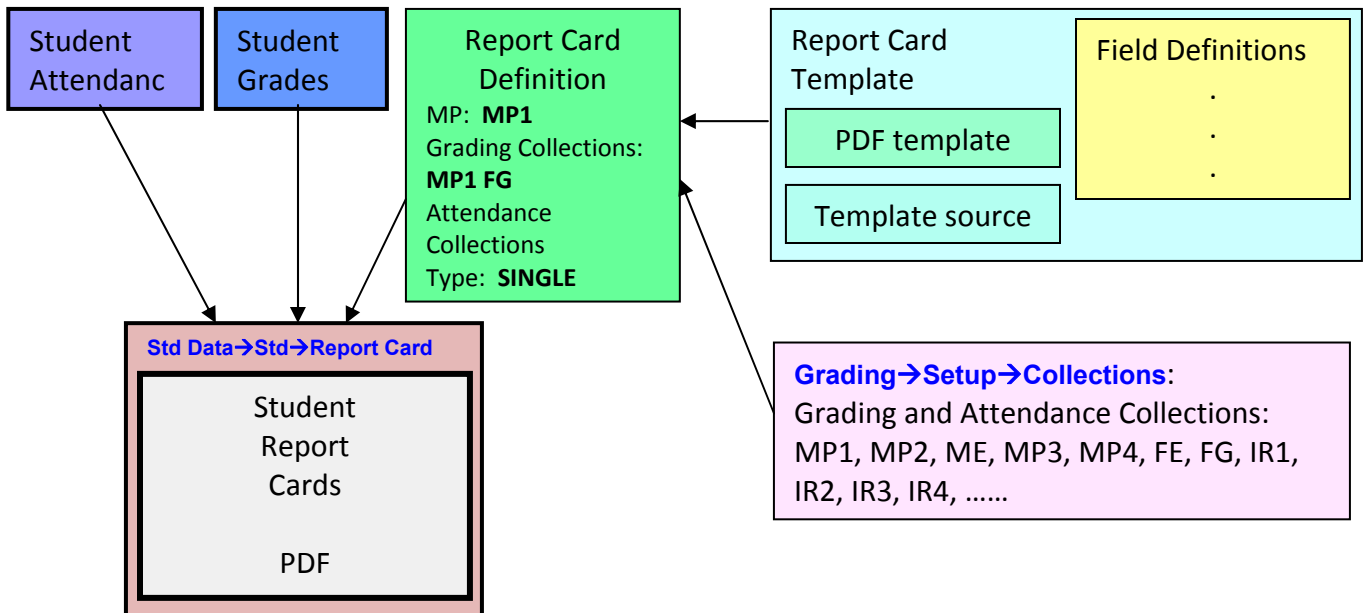
A “Report Card Template” takes a PDF template for a report card and a set of “field definitions” which specify how to fill the template with student information, student grades and student attendance totals. The “Report Card Definition” is linked to a Report Card Template and pairs the template with information for creating physical report cards for a single Marking Period (or “mailing”/issuance). The Report Card Definition includes: the Marking Period it is to be used for (e.g. MP3), and the Grading and Attendance Collections to use in creating the physical report cards (that is: what student data to print on the cards).

A **Report Card Template** can be used by many different Report Card Definitions: it simply specifies the PDF template to use in creating physical report cards and how to paint the students' information into the template to produce the physical reports cards.

A **Report Card Definition** is intended to be used once per school year: it is used to produce report cards for a single "mailing" or issuance. The PDF file containing the finished report cards is permanently stored with the Report Card Definition (for "Mass" Report Card Definitions).

Mass Report Cards vs. Single Report Cards

Two Report Card Definitions must be defined for each Marking Period: a "MASS" version which will be used to mass generate the students' report cards (for mailing or other 'hand out' purposes) and a "SINGLE" version which is used to generate a report card for a single student (via the [Student Data→Student→Report Card](#) screen). The illustration below shows how a "SINGLE" Report Card Definition is used to generate the report cards that appear on the [Student Data→Student→Report Card](#) screen.



The diagram illustrates the relationship between Report Card Templates, Report Card Definitions and the generated student Report Cards in PDF. A "Report Card Definition" links a Marking Period with a Report Card Template and Grading and Attendance Collections. The report card generation process uses a "Report Card Definition" for a selected Marking Period to take student grades and student attendance totals

You will see the MASS and SINGLE Report Card Definition for each MP listed on the [Grading→Report Cards→Report Cards→List](#) screen.

II. Report Card Templates

A. Anatomy of a Report Card Template

Grading→Report Cards→Templates

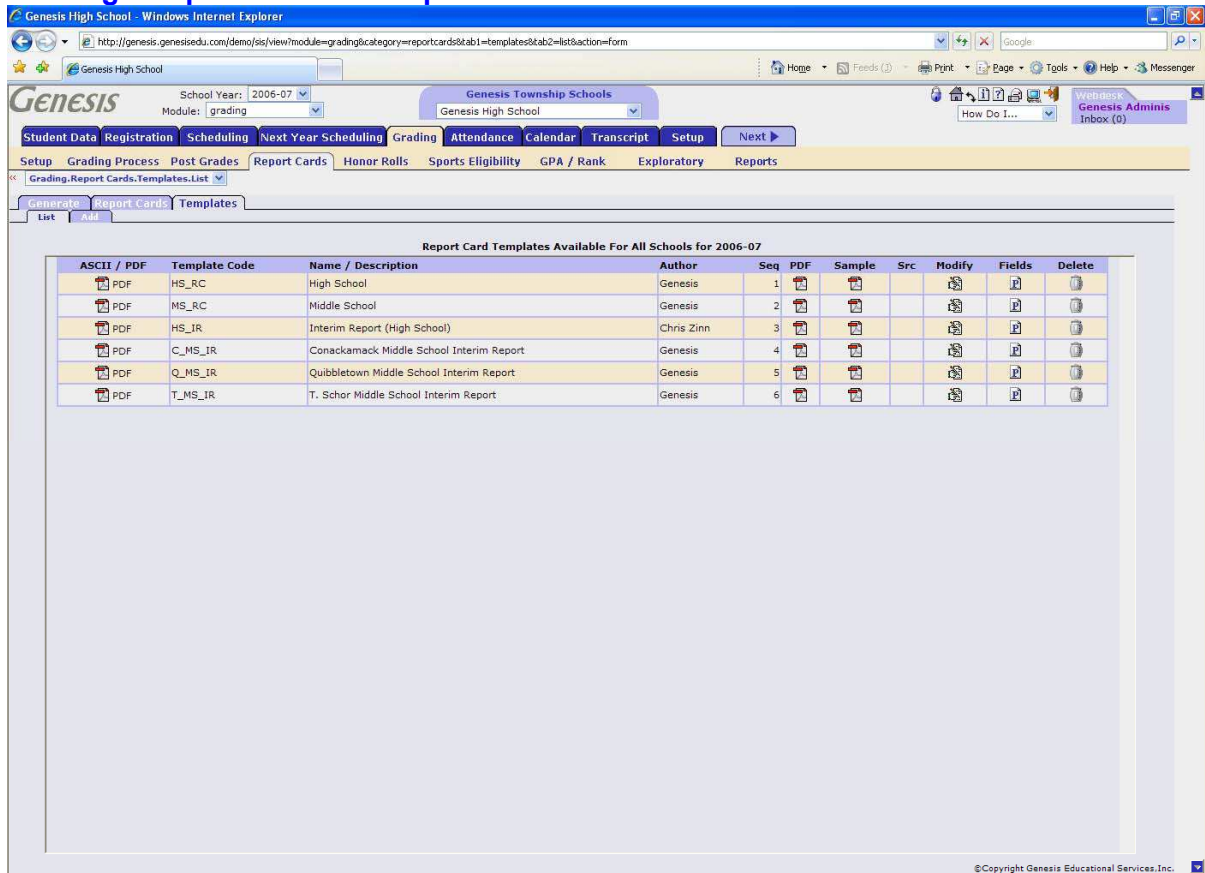


Figure 1 – The **Grading→Report Cards→Templates→List** screen lists all secondary school report cards for all schools

Report Card Templates



The screen lists all Secondary School Report Card Templates defined in Genesis. This is a 'district' level screen: it appears the same no matter which school is selected in the screen header. The screen contains a list of all secondary school report card templates.

ASCII / PDF	Template Code	Name / Description	Author	Seq	PDF	Sample	Src	Modify	Fields	Copy	Delete
PDF	HS_RC	High School	Genesis	1							

The first 5 columns are informational:

1. ASCII/PDF – This indicates what form the report card is stored in.
2. Template Code – The internal code identifying this template
3. Name / Description – The name of the template
4. Author – User who uploaded the template
5. Seq – sorting control for this screen.

The remainder of the columns contain icons which provide functionality:

6. PDF – Displays the PDF template for the report card “empty” – with no sample data.
7. Sample – Displays the PDF template for the report with its sample data plugged in. This is used to debug the field placement.
8. Src – MS Word (or other) source file for this report card.
9.  Modify – Icon brings up the “Modify Report Card Template” screen
10.  Fields – This icon brings up a list of the field definitions for the report card. These specify how and where information is to be ‘painted’ on to the report card form to produce the actual report cards.
11. Copy – Create a copy of the Report Card definition.
12. Delete – Remove the Report Card definition

Elements of the Template

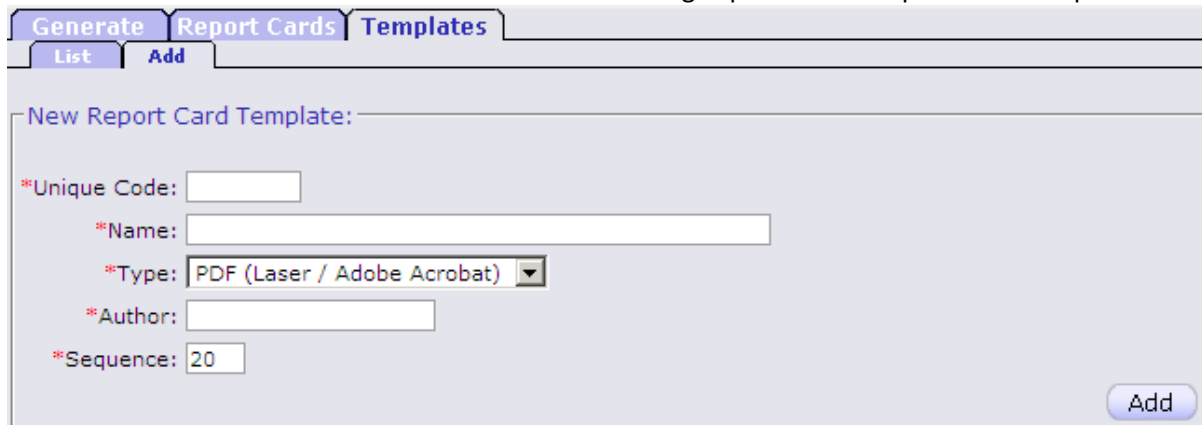
The template has four parts:

- The basic information about the template (code, name/description)
- The PDF template used to generate the report cards
- The field definitions which specify *where* to paint the data
- The MS-Word “source code” for the template.

B. Create a Report Card Template

Note that what you are uploading here is NOT what will be used to actually generate the report cards. This is a convenient place to store the file from which the PDF template was produced; that is, the “source file” for the template.

1. Navigate to the [Grading→Report Card→Templates→List](#) screen.
2. Click on the “Add” fourth level tab. This brings up the “New Report Card Template” form:



The screenshot shows a web interface with a navigation bar at the top containing 'Generate', 'Report Cards', and 'Templates'. Below this is a sub-bar with 'List' and 'Add' tabs. The main content area is titled 'New Report Card Template:' and contains the following fields:

- *Unique Code:
- *Name:
- *Type: PDF (Laser / Adobe Acrobat)
- *Author:
- *Sequence:

An 'Add' button is located at the bottom right of the form.

3. You must fill in all fields:
 - a. Unique Code – A code which uniquely identifies this report card template.
 - b. Name – name or description of the report card
 - c. Select type: PDF or ASCII (plain text)
 - d. Author – Name of the report card’s author
 - e. Sequence – How to order this report card template in the list of templates. A number will be generated to place this report card at the bottom of the list. You must change that number (to lower it) if you wish the new report card template to appear higher in the list.

- Click **Add** to create the template. This redisplayes the **Grading→Report Card→Templates→List** screen which now contains the new template. The PDF template has yet to be uploaded: the “PDF”, “Sample” and “Source” columns are empty for the new template.
- Click the “Modify” icon to upload the PDF template and Source file for the template. Follow the directions under “Modify a Report Card Template” below.

C. Modify a Report Card Template

The screenshot shows the 'Modify Report Card Template' screen in the Genesis Student Information System. The interface includes a navigation menu at the top with options like 'Student Data', 'Registration', 'Scheduling', 'Next Year Scheduling', 'Grading', 'Attendance', 'Calendar', 'Transcript', 'Setup', and 'Next...'. The current page is 'Grading, Report Cards, Templates, Modify (High School)'. The main form contains the following fields:

- *Unique Code:
- *Name:
- *Type:
- *Author:
- *Sequence:

Below the form is a 'Modify' button. The screen also features sections for uploading files:

- Upload a new template PDF:** This is the report card template. The report card fields will be 'painted' onto this form.
 - Step 1:
 - Step 2:
- Upload the source of the template (Usually a Microsoft Word Document):** This is a convenient place to store the original file that generated the template PDF. This is NOT the actual report card template that is used to generate the report cards. A source file exists and was uploaded on 11/16/2007 14:43PM. To delete it, click .
 - Step 1:
 - Step 2:
- Export Report Card (fields and forms) to a Report Card Package File:**
 - Step 1:

1. Modify Basic Information



This is a close-up view of the 'Modify Report Card Template' form. The fields are as follows:

- *Unique Code:
- *Name:
- *Type:
- *Author:
- *Sequence:

A 'Modify' button is located at the bottom right of the form.

Procedure to Modify Basic Report Card Information

- Navigate to the **Grading→Report Card→Templates→List** screen.

2. Click on the  Edit icon in the Modify column of the list. This brings up the **Grading→Report Card→Templates→Modify** screen.
3. You may update three fields:
 - f. Name – name of the report card
 - g. Author – Name of the report card’s author
 - h. Sequence – How to order this report card in the list of report cards.
4. Click  to save your changes.


2. Upload a New Template

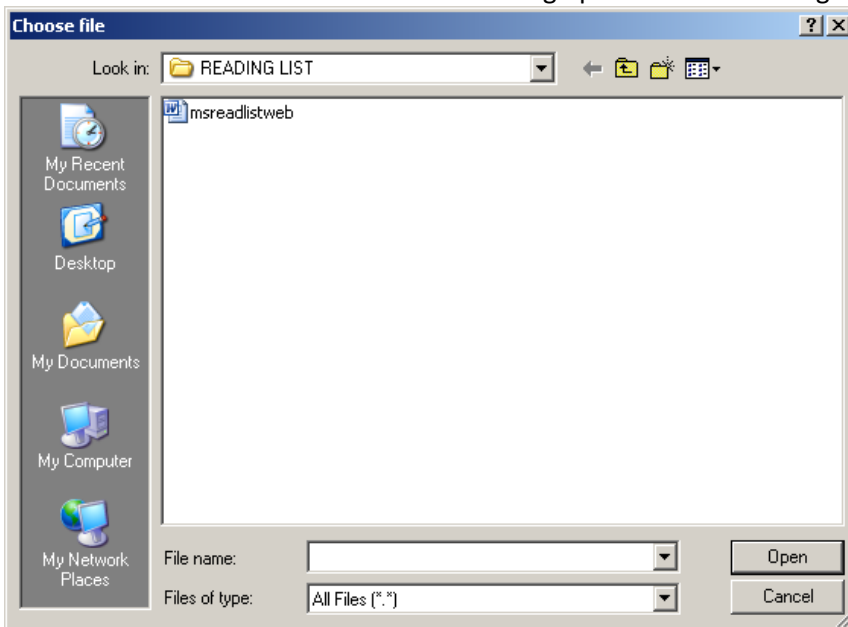
Upload a new template PDF:
This IS the report card template. The report card fields will be 'painted' onto this form.

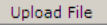
Step 1:

Step 2:

Procedure to Upload a PDF File

1. Navigate to the **Grading→Report Card→Templates→List** screen.
2. Click on the  Edit icon in the Modify column of the list. This brings up the **Grading→Report Card→Templates→Modify** screen.
3. Locate the “Upload a new template PDF” area in the middle of the screen.
4. Click the “Browse” button to bring up a normal file dialog




5. Select a file.
6. Click  to upload the selected file.

3. Upload the Source File for the PDF Template

Upload the source of the template (Usually a Microsoft Word Document):

This is a convenient place to store the original file that generated the template PDF. This is **NOT** the actual report card template that is used to generate the report cards. A source file exists and was uploaded on 11/16/2007 14:43PM


To delete it, click 

Step 1:

Step 2:

Procedure to Upload a Source File for the Report Card


Note that what you are uploading here is NOT what will be used to actually generate the report cards. This is a convenient place to store the file from which the PDF template was produced; that is, the “source file” for the template.

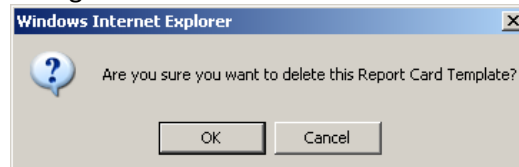
1. Navigate to the [Grading→Report Card→Templates→List](#) screen.
2. Click on the  Edit icon in the Modify column of the list. This brings up the [Grading→Report Card→Templates→Modify](#) screen.
3. Locate the “Upload the source of the template” area in the lower half of the screen.
4. Click the “Browse” button to bring up a normal file dialog
5. Select a file.
6. Click to upload the selected file.

It is a good idea to always attach the “source file” to the template. That way, if a change needs to be made to the report card, the source file can be easily located.

D. Delete a Report Card Template

Procedure to Delete a Report Card Template


1. Navigate to the [Grading→Report Card→Templates→List](#) screen.
2. Locate template you wish to remove
3. Click the corresponding  delete trashcan icon. A confirmation dialog is displayed:

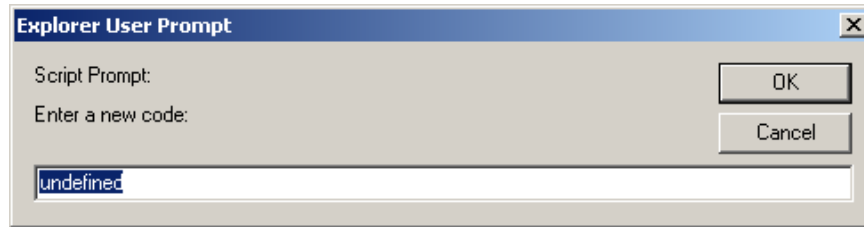


4. Click OK to delete the template and Cancel to abandon the operation.

E. Copy a Report Card Template

Procedure to Copy a Report Card Template

1. Navigate to the [Grading→Report Card→Templates→List](#) screen.
2. Locate template you wish to copy and click the  copy icon. A “Copy” dialog box is displayed:




3. Enter a new unique code for the copy.
4. Click OK to copy the template and Cancel to abandon the operation. If you click OK, an exact copy of the existing report card template is created and entered into the list of templates with the new code. The code will be the only difference between the new and the old copies. The [Grading→Report Card→Templates→List](#) screen is redisplayed with the copy in place.

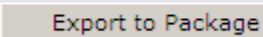
F. Exporting and Importing Report Card Templates

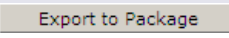
Report Card Templates can be exported into “zip” archive packages and reloaded into other schools (or other school districts). This process is simple and it is described below.

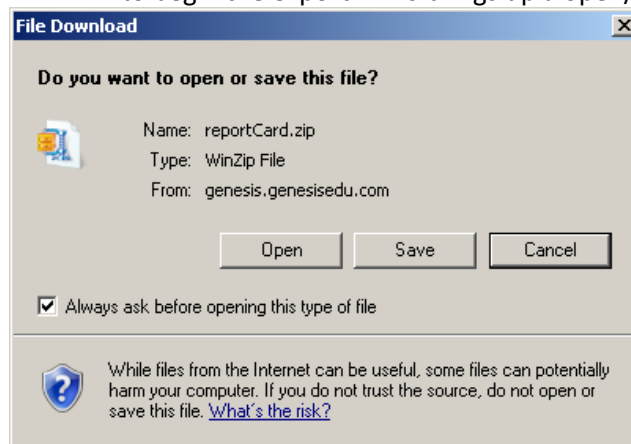
Procedure to Export Report Card Information

1. Navigate to the [Grading→Report Card→Templates→List](#) screen.
2. Click on the  Edit icon in the Modify column of the list. This brings up the [Grading→Report Card→Templates→Modify](#) screen.
3. Scroll to the bottom of the screen and locate the “Export Report Card Package” area:

Export Report Card (fields and forms) to a Report Card Package File:


Step 1: 

4. Click  to begin the export. This brings up a open/save file dialog:



5. Click  to bring up a regular file dialog, name the package and save it.

Procedure to Export Report Card Information

1. Navigate to the [Grading→Report Card→Templates→List](#) screen.
2. Locate the template that what you want to replace or load from a report card export.
3. Click on the  Edit icon corresponding to that template. This brings up the [Grading→Report Card→Templates→Modify](#) screen.
4. Scroll to the bottom of the screen and locate the “**Import Report Card Package**” area:

Import Report Card Package File:

This package can be saved and stored as a backup copy of your Report Card Template and associated fields.

Step 1:

Step 2:

5. Click to bring up a file dialog and locate a “report card package” that was previously created by a report card export.
6. Click to begin the import. When the import completes the [Grading→Report Card→Templates→List](#) screen will be redisplayed.

III. Placing Data into a Template: Field Definitions

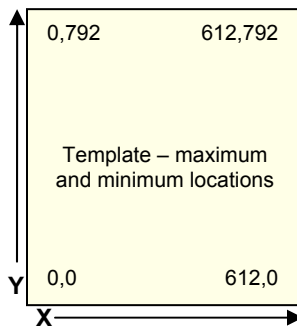
Defining the Template Fields

Field	Copy	Font	Size	X	Y	W	Align	Seq	Option	Sample	P	Rotate
	1	Helvetica	9				Left				1	0
STUDENT_ID	1	Helvetica	9	36	533	72	Left	1			1	0

Defining the Fields to Place Data into the Report Card Template

The “Fields” specify what data to place on the template to create the pass, and where on the template to place the data. What and Where: the Pass Template is typically an 8.5” x 11” piece of paper; Genesis needs to accurately place information on the page in order to generate a coherent, usable pass. The fields specify how to do this.

The piece of paper that will become the pass – that is, on which the ‘template’ will be printed to make the pass - is measured in “points” and there are 72 points to the inch. Data is placed onto the template (that is, eventually the printed piece of paper) at specific X, Y co-ordinates based on the “points”. The bottom left corner of the page is location zero, zero (0,0). That is, if you place a piece of data at location 0,0, the data will be printed at the extreme bottom left corner of the page. The X coordinate increases to the right and the bottom right corner of the page is location (612,0). The 612 is arrived at by multiplying the 72 points per inch by the width of the page or 8.5 inches: $8.5 * 72 = 612$. Similarly, the Y coordinate increases as you move up on the page, so that the top left corner of the page is location (0,792). $792=72*11$. The top right corner of the page is (612,792).



The top right corner of an 8”x11” page in portrait mode is x=612, y=792. In landscape mode, the top right corner is x=792, y=612.

Bottom right is x=721, y=0 in landscape mode.

The field definitions force you to specify **exactly** where on the page to place data.

The Specifics of a Field Definition

Each field definition consists of 10 fields:

Field	Copy	Font	Size	X	Y	W	Align	Seq	Option	Sample
	1	Helvetica	9			200	Left	0		
SCHOOL_NAME	1	Helvetica	9	245	667	125	Left	1		

From left to right, these fields are:

- The **Field** – that is, the **macro** for the data to place in the specified location. More on macros below.
- The **“Copy”** of the field – If the same piece of data, that is, the same macro, is going to be printed on the template more than once, you must indicate that by using the Copy field to indicate which **copy** of the field this is. For example, if the student’s name were to appear twice (or more) on the printed report card, the first time the STUDENT_NAME macro is used to plug in the name, the Copy is set to 1. The second time the STUDENT_NAME macro is used,

you must set Copy to 2, etc. This count does not occur automatically: you must up the count each time you plug in the same macro in multiple places.

- The **Font** to use for when printing this copy of the field. There are three built-in fonts: **Helvetica**, **Courier**, and **Times Roman**. Helvetica is the default. Additional fonts can be loaded by your System Administrator if you need them.
- The font **Size**. Most font sizes are available. Typical font sizes include 9, 10, 11, 12. 9 is used as the default.
- The **X** coordinate for the lower left corner of the field. In portrait mode, 0, as described above, is the left edge of the page and 612 is the right edge of the page. You must determine where, horizontally, on the page the field should start and use that as the X coordinate. In landscape mode (the mode in which many report cards are printed), X ranges from 0 (left edge of the paper) to 721 (right edge of the paper).
- The **Y** coordinate for the lower left corner of the field. 0, as described above, is the bottom edge of the page and 792 is the top edge of the page. You must determine where, vertically, on the page the field should start and use that as the Y coordinate. In landscape mode (the mode in which many report cards are printed), Y ranges from 0 (bottom of the paper) to 612 (top of the paper).
- The maximum **Width** of the field. This is the maximum length of the field in points. It does not matter if the field is “too large” – it will not prevent other data items from printing properly. However if the field is too small, not all of the data will appear – you might see only half of the student’s name, for example.
- The **Alignment** for the field – whether to place the data in the field starting at the left edge of the field, the right edge of the field or whether to center the data in the field. The width of the field is important if the **Alignment** is not “Left”. “Left” is the default and will cause the data to be painted into the field starting at the specified **X** and **Y** coordinates.
- The **Sequence** number just orders this list of fields: it does not control where or how the data is placed into the template. The list of fields is sorted by their **Sequence** numbers.
- The **Option** is used to pass formatting information to Genesis. This is used to format a date or time. It is usually not needed.
- The **Sample** contains “sample data” for the field. This is printed into the template when the “sample template” is viewed. It will give you something to look at.
- The **P** field specifies the “page” of the transcript. E.g. a “1” in the P field means the information will appear on page 1 of the transcript.
- The **Rotate** field specifies whether or not to rotate the information. A 0 in this field means not to rotate the information. A “90” in this field means to rotate the information 90 degrees (i.e. print it vertically, not horizontally). 180 will print the information upside down.

A. Add a Field

Procedure to Add a Field Definition

Before you begin, determine where the field will be located on the printed page – at least approximately.

1. Navigate to the [Setup→Schools→School Parameters→Student Passes](#) screen. Locate the “add” fields


The left side of the “Add” fields are:

Field	Copy	Font
<input type="text"/>	1	Helvetica
STUDENT_ID	1	Helvetica

2. Enter the **Field** or macro for the data to be printed into the template. See **Section III** below.
3. Enter the **copy** count for how many times this macro has been used. Usually: 1
4. Select the **Font** for this piece of data. The default is Helvetica.


The right side of the Field definitions:

Size	X	Y	W	Align	Seq	Option	Sample	P	Rotate
9				Left				1	0
9	36	533	72	Left	1			1	0

5. Select the font **Size** – the default is 9.
6. Specify the **X** coordinate for the information.
7. Specify the **Y** coordinate for the information.
8. Specify the **W**idth of the field. If you are using the default Left alignment, this can be any “big enough” number (e.g. 100). If you are using either Center or Right alignment this must be the actual and exact width of the field in points. Measure the field and multiply the width (in inches) by 72. E.g. if the field is 1.5 inches long, the width is 1.5 * 72 = 108 points.
9. Select the field’s **Align**ment. The default is Left.
10. Specify the **Seq** number for the field (where it will appear in the list of fields).
11. Specify any **Option** information.
12. Provide some **Sample** data (e.g. if the macro is STUDENT_NAME, you might use “Hank Aaron” or “Babe Ruth”).
13. Click the  button to add the field.

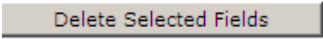
B. Delete a Field or Fields

Procedure to Delete a Field Definition

1. Navigate to the [Grading→Report Card→Templates](#) screen.
2. Click on the “Fields” icon for the report card template you wish to modify.
3. Locate the field you wish to remove and click the  delete button corresponding to it.


Procedure to Delete Multiple Fields

1. Navigate to the [Grading→Report Card→Templates](#) screen.
2. Click on the “Fields” icon for the report card template you wish to modify.

3. Check the checkbox corresponding to each field you wish to delete.
4. Click the  button at the bottom of the screen. This deletes any checked fields.

C. Modify Field Definitions

Procedure to Modify Multiple Field Definitions


1. Navigate to the [Grading→Report Card→Templates](#) screen.
2. Click on the “Fields” icon for the report card you wish to modify.
3. Locate the field you wish to update.
4. Update each field based upon the parameters described above.
5. Click the  button at the bottom of the screen. This will save all changes.

D. Sort the Field Definitions

To make it easier to work with the list of report card fields, the list can be sorted or re-sorted at any time. The choices for sorting include:

- Seq – sort by the sequence numbers for the fields. This puts the fields in “numerical order”.
- X – sort by the X coordinate. This shows how the fields are distributed across the page.
- Y – sort by the Y coordinate. This shows how the fields are distributed vertically.
- Field – Sort alphabetically by the macro names.

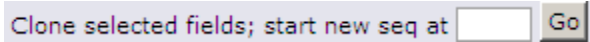

Procedure to Sort the Multiple Field Definitions

1. Navigate to the [Grading→Report Card→Templates](#) screen.
2. Click on the “Fields” icon for the report card you wish to modify.
3. Locate the “Sort Screen By” control at the top of the list of fields:

4. Select the sort you wish to use. The screen should refresh automatically and display the new sort.

















E. Clone Field Definitions

Field definitions can be copied or “cloned” to enable you to easily duplicate groups of fields so that you can make small changes *after* the copy.

Procedure to Clone Field Definitions

1. Navigate to the [Grading→Report Card→Templates](#) screen.
2. Click on the “Fields” icon for the report card you wish to modify.
3. Locate each of the fields you wish to clone and check the checkbox corresponding to each of them.
4. Now locate the “Clone selected fields; start new seq at” control at the bottom of the list of fields. Select a starting sequence number for the cloned fields.

5. Click  to clone the checked fields and assign each a new sequence number.

F. View a Sample Report Card

Report Card Templates Available For All Schools for 2007-08											
ASCII / PDF	Template Code	Name / Description	Author	Seq	PDF	Sample	Src	Modify	Fields	Copy	Delete
 PDF	HS_RC	High School	Genesis	1							
 PDF	HS_2C	High School	Genesis	1							

Procedure to View a Sample of a Report Card

1. Navigate to the [Grading](#)→[Report Card](#)→[Templates](#) screen.
2. Click on the PDF icon in the “Sample” column for the report card template you wish to view. This will bring up the report card with the “sample” data filled in.
3. Click the browser back button to return to Genesis.

IV. Report Cards

A. The List of Report Cards

Unlike the list of templates screen, the screen is specific to a single school: report cards are only displayed for the school selected in the Genesis screen header. To view another school’s report card definitions, you must change the school selected in the drop down.

Report Card Definitions for Genesis High School										
Code	Name	Template	MP	Grade / Att Collections	Type	View	Last Run	Seq	Modify	Delete
MP1	Marking Period 1	High School	MP1	MP1 FG MP1 FG	MASS		05/09/2008 01:19PM	11		
MP2	Marking Period 2	High School	MP2	MP1 MP2 ME FG MP1 MP2 ME FG	MASS		06/09/2008 09:55AM	12		
MP3	Marking Period 3	High School	MP3	MP1 MP2 ME MP3 FG MP1 MP2 ME MP3 FG	MASS			13		
MP4	Marking Period 4	High School	MP4	MP1 MP2 ME MP3 MP4 FE FG MP1 MP2 ME MP3 MP4 FE FG	MASS			14		

Figure 2 – A portion of the list of Report Cards on the [Grading→Report Cards→Report Cards→List](#) screen

Report Card Definitions

The list of report card definitions for the selected school is displayed when you bring up the [Grading→Report Cards→Report Cards→List](#) screen. Typically there will be a “MASS” and “SINGLE” report card definition for each Marking Period and each Interim Reporting Period.

Code	Name	Template	MP	Grade / Att Collections	Type	View	Last Run	Seq	Modify	Delete
MP1	Marking Period 1	High School	MP1	MP1 FG MP1 FG	MASS		05/09/2008 01:19PM	11		

Most columns are informational:

1. **Code** – The unique code for this Report Card definition. Typically, it matches the Marking Period the report card will be used for (e.g. MP1)
2. **Name / Description** – The name of the report card definition or a description of its use.
3. **Template** – The name of the template used to generate the actual report cards for students
4. **MP** – The Marking Period this report card will be used for. Report Cards – unlike Report Card Templates – are 1 to 1 with Marking Periods.
5. **Grade / Attendance Collections** – The list of Grading and Attendance collections that will be printed on the generated report cards.
6. **Type** – **MASS** or **SINGLE** report card definitions.
7. **View** – If the report card definition has been “run” – if it has been used to mass generate report cards, the PDF icon here will bring up the contents of the run (i.e. a PDF file containing the actual, generated report cards).
8. **Last Run** – Time of the last run.
9. **Seq** – sorting control for this screen.
10. **Modify icon** – Click to edit the Report Card definition
11. **Delete icon** – Click to delete this Report Card definition

Report Cards and Marking Periods

A Report Card definition is linked to a single Marking Period. There must be at least one Report Card definition for each Marking Period in order to generate actual report cards for that Marking Period.

Report Cards and Grading Collections

Each Report Card definition is linked not only to a single, specific Marking Period but to a specific set of Grade and Attendance collections. Grade and, if desired, Attendance Collections are defined in the

Grading module on the [Grading→Setup→Collections](#) screen. Each collection specifies the information that is to be collected from teachers during a “Grade Posting” (e.g. such as the ‘grade posting’ at the end of Marking Period 2). The graphic below is an excerpt from the “MP” and “Grade/Att Collections” columns on the screen. Note that each Marking Period typically adds to the set of Grade and Attendance Collections to place on a report card:

MP	Grade / Att Collections
MP1	MP1 FG MP1 FG
MP2	MP1 MP2 ME FG MP1 MP2 ME FG
MP3	MP1 MP2 ME MP3 FG MP1 MP2 ME MP3 FG
MP4	MP1 MP2 ME MP3 MP4 FE FG MP1 MP2 ME MP3 MP4 FE FG

MP1 prints only MP1 & FG info

MP2 prints MP1, MP2, Mid Term & FG information.


MP3 adds MP3 info and MP4 adds MP4 and Final Exams.

B. Create a Report Card

Figure 3 – New Report Card Definition Screen



Procedure to Create a Report Card Definition

1. Navigate to the [Grading](#)→[Report Cards](#)→[Report Cards](#)→[List](#) screen.
2. Click on the “Add” fourth level tab. This brings up the “New Report Card Definition” form.
3. You must fill in all fields:
 - a. Code – A code which uniquely identifies this report card.
 - b. Name – name or description of the report card
 - c. Select temple: Select the Report Card template
 - d. Marking Period – Which one MP is this for?
 - e. Type – Single or Mass
 - f. Message 1 – First message field on report card
 - g. Message 2 – Contents to place in second message field on report card
 - h. Sequence – How to order this report card in the list of report cards. A number will be generated to place this report card at the bottom of the list. You must change that number (to lower it) if you wish the new report card to appear higher in the list.
 - i. Grading Collections: Check all the grading collections that should be “painted” onto this report card. More about this below.

- j. Attendance Collections – Which Attendance totals should be painted on to the report card?
4. Click  to create the report card. This redisplay the [Grading→Report Card→Report Cards→List](#) screen which now contains the new report card.


C. Modify a Report Card

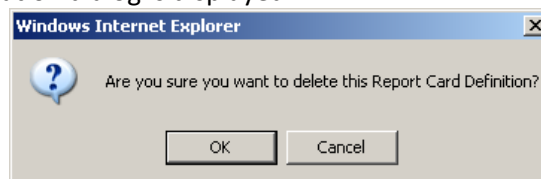
Procedure to Modify a Report Card Definition

1. Navigate to the [Grading→Report Cards→Report Cards→List](#) screen.
2. Locate the Report Card you wish to modify. Click the  edit icon for it. This brings up the “Modify Report Card Definition” form ([Grading→Report Cards→Report Cards→Modify](#)).
3. You can update all fields except the “Code” field:
 - a. Name – name or description of the report card
 - b. Select temple: Select the Report Card template
 - c. Marking Period – Which one MP is this for?
 - d. Type – Single or Mass
 - e. Message 1 – First message field on report card
 - f. Message 2 – Contents to place in second message field on report card
 - g. Sequence – How to order this report card in the list of report cards. A number will be generated to place this report card at the bottom of the list. You must change that number (to lower it) if you wish the new report card to appear higher in the list.
 - h. Grading Collections: Check all the grading collections that should be “painted” onto this report card. More about this below.
 - i. Attendance Collections – Which Attendance totals should be painted on to the report card?
4. Click  to create the report card. This redisplay the [Grading→Report Card→Report Cards→List](#) screen.

D. Delete a Report Card

Procedure to Delete a Report Card Definition

1. Navigate to the [Grading→Report Cards→Report Cards→List](#) screen.
2. Locate the Report Card you wish to delete. Click the corresponding  delete trashcan icon. A confirmation dialog is displayed:



3. Click OK to delete the Report Card and Cancel to abandon the operation.

V. Mass Generation of Report Cards

Grading→Report Cards→Generate

Generate Report Cards Templates

Report Card Generation for 2002 - Genesis High School

Update Marking Period Attendance Summary

This will update the student marking period attendance counts that are printed on some report cards. If this school's report card prints marking period attendance summary counts, then this function should be run first. If this function is not run first then all the counts will be 0 on the report cards.

Select Report Card to update:

Generate Report Cards

Select Report Card to run:

Select Student List: All Students

Select Sort Order:

Print a report card for only the Legal Address: No Yes

Print all flagged addresses but the Legal Address: No Yes

Hide courses that do not have grades and comments:

Suppress interims / report cards that do not contain any courses:

Suppress interims / report cards for students with OPEN fines:

Report Card Date: 06/10/2008

Number of times to print the first student's report card: 1

Print report cards only for students that are currently active in this school:

Download Educator's EDGE data files.
[Click here to download a .zip file containing the CSV files used by the Educator's EDGE printing solution for MP1](#)

Procedure to Mass Generate Report Cards

1. Navigate to the **Grading→Report Cards→Generate** screen. This screen contains a form which must be filled out in order to generate the report cards.
2. If you are including attendance information on your report card, you will want to update the attendance totals. At the top of the screen, locate the "Update Marking Period Attendance Summary".

Update Marking Period Attendance Summary

This will update the student marking period attendance counts that are printed on some report cards. If this school's report card prints marking period attendance summary counts, then this function should be run first. If this function is not run first then all the counts will be 0 on the report cards.

Select Report Card to update:

3. Select the Report Card definition you are going to use to generate the actual report cards.
4. Click "Accept". Wait for the process to complete. A running count of students will be shown:

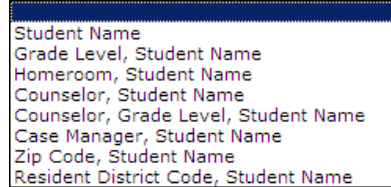
Generate Report Cards Templates

Report Card Generation for 2002 - Genesis High School

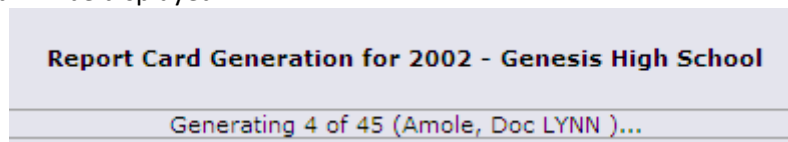
Calculating Attendance 9 of 43 (Floyd, Gavin PHILIP)...

5. Once the attendance update completes (or you do not need to run it), select the report card to run.
6. Select either "All Students" or a specific student list. If you are using a student list, you will of course have had to have previously created it.
7. Select a sort order in which the report cards should be generated. Various sort orders are available. The report cards can be re-run multiple times in varying sort orders depending on what you will do with the resulting report cards (e.g. mail them or hand them out to

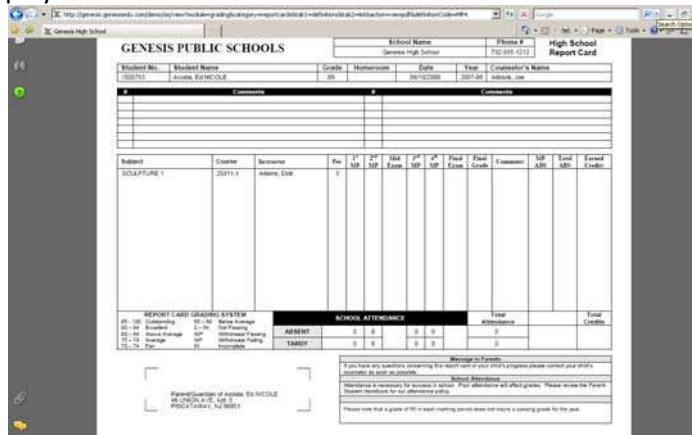
the individual guidance counselors or hand them out to homeroom teachers to give out to the students, etc.):



8. Select the options on the run:
 - a. **Print a report card for only the Legal Address:** - Only print a single report card for each student, addressed to their Legal Residence (LR) address. Yes/No.
 - b. **Print all flagged addresses but the Legal Address:** - Print a report card for all addresses that flagged to receive report cards **except** for the Legal Residence address. Yes/No.
 - c. **Hide courses that do not have grades and comments:** - If a course does not have a grade and comments, suppress it (do not print it on the report card). Yes/No
 - d. **Suppress interims / report cards that do not contain any courses:** - If a report card will not show any courses (see C above) then suppress the entire card.
 - e. **Suppress interims / report cards for students with OPEN fines:** - If a child has unpaid fines (i.e. "OPEN fines"), suppress their report card. They will not receive a report card unless the fine is paid.
9. Select a Date to print on the Report Card
10. Enter the number of times to print the top report card – E.g.if the top report card is to be used as a cover page.
11. **Print report cards only for students that are currently active in this school:** - The checkbox for this should be left **unchecked** if you wish to print report cards for students who are no longer active but to whose address(es) you wish to send report cards.
12. Click to start the report card generation. A running count of report cards generated will be displayed:



When the process has run to completion the PDF file containing the generated report cards will be displayed:



You must click the browser "Back" button to return to Genesis.

Procedure to View a Previously Run Set of Mass Generated Report Cards

1. Navigate to the **Grading→Report Cards→List** screen. Locate the Report Card the last run of which you wish to view (and e.g. print). Report Cards that have ever been run will have a PDF icon in the “View” column and “Last Run” information:

View	Last Run
	05/09/2008 01:19PM

2. Click the PDF icon in the “View” column. This brings up the PDF file containing the report cards.

VI. Report Cards in the Parent Access Module

The Report Card to display in the Parents Module is controlled by the **Report Card / Interim Display in Parents Module** control on the **Parents→Setup→Settings** screen:

Report Card / Interim Display in Parents Module
 The following fields will direct the display of Interims and Report Cards on the Grading Screen inside of the Parents Module. The schools listed below are the ones who have report card definitions set up in Genesis. By selecting a report card or interim for a school, a message will be displayed for each parent's child in the school. If you would like to remove a parents access to the current form, then select 'Do not display any forms' and the link to see the PDF's will be removed from the screen.
 *** Please be aware that as soon as a form is selected, it is able to be viewed in the Parents Module. It may be appropriate to wait until Grading is completed before allowing the parents access. ***

School	Report Card / Interim
Genesis High School:	Marking Period 1
Smith Road Middle School:	Do not display any forms
East End Middle School:	Do not display any forms
Ocean Middle School:	Do not display any forms

Procedure to set the Report Card to Display for your School in the Parent Access Module

1. Navigate to the **Parents→Setup→Settings** screen. This screen contains setup/display information for the Parent Access module.
2. Locate the **Report Card / Interim Display in Parents Module** control in the middle of the screen. Find the entry for your school:

School	Report Card / Interim
Genesis High School:	Marking Period 1

3. Select the report card to display. Choose the report card for which grading has most recently been completed. See below.
4. Scroll to the very bottom of the screen and click the **Save** button to store the change. The selected report card(s) are IMMEDIATELY available in the Parent module: there is **no delay**.

Choosing Report Cards to Display in the Parent Access Module

When a report card is selected via the screen to be displayed for parents in the Parent Access module those cards become immediately available. You must have completed grading for the selected card: grade posting by teachers must be closed and guidance counselors should, as much as practicable, have completed any necessary grade changes. If grade posting is open for a card when it is displayed, parents will see grades changing in real time and this is usually not desirable.

Display a card in the Parent Access module **only** when that report card is about to be mailed home or distributed to students.

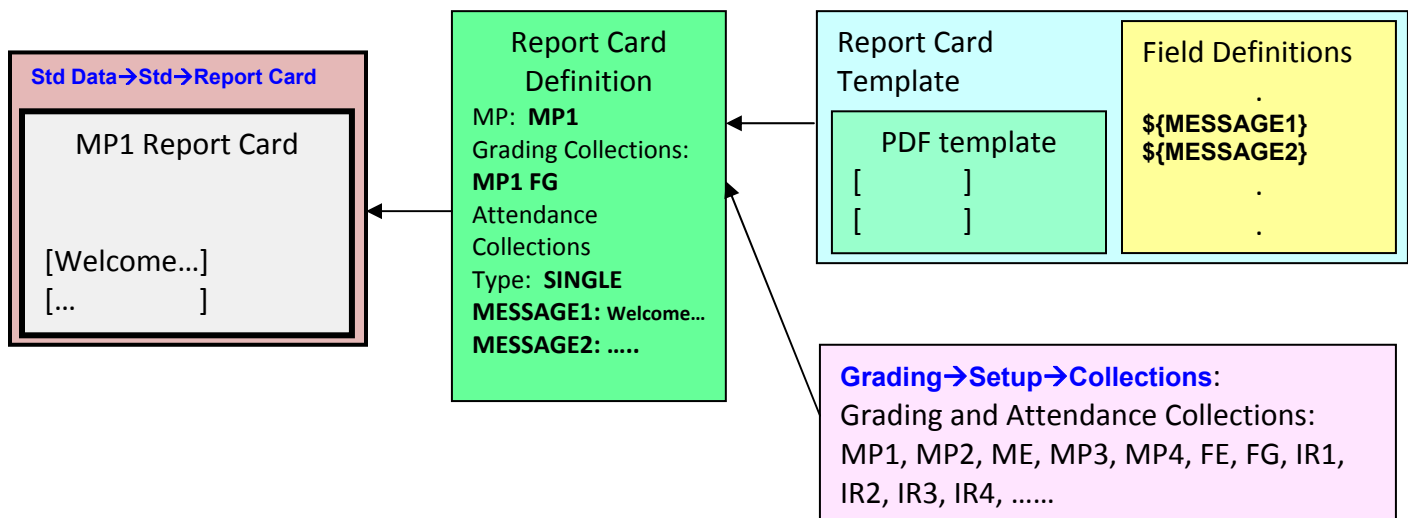
VII. Messages on Report Cards

There are two message fields that are included on each Report Card Definition (See Section IV above). These fields are used to add Marking Period specific messages to the report cards generated for the Marking Period. These two fields are optional – however they provide a mechanism to include adjustable message data on report cards.

The illustration below shows how the message information is setup to be printed on report cards.


The setup to print messages includes:

- Leave space for the messages on the PDF report card templates. No space: no place to put the messages.
- Include “MESSAGE1” and “MESSAGE2” in the field definitions for the report card: this is what actually plugs the messages in the actual report cards.
- Fill in the “Message 1” and “Message 2” fields on the [Grading→Report Cards→Report Cards→Modify](#) screen. The procedure below the illustration explains how to do this.




Procedure to Modify the Messages in a Report Card Definition

Use this procedure *before Mass generating report cards* to update the Message information you wish to appear on the report cards generated for a specific Marking Period.

1. Navigate to the [Grading→Report Cards→Report Cards→List](#) screen.
2. Locate the Report Card you wish to modify. Click the  edit icon for it. This brings up the “Modify Report Card Definition” form.
3. Update the messages *you may edit additional fields as well, see Section IV above):
 - a. Message 1 – Contents of the First message field on report card
 - b. Message 2 – Contents to place in second message field on report card
4. Click to create the report card. This redispays the [Grading→Report Card→Report Cards→List](#) screen.

APPENDIX A: Report Card Macros

Report Card Field Reference Guide

An updated Report Card Field Reference Guide can always be obtained by clicking the  icon on the [Grading](#) → [Report Cards](#) → [Templates](#) → [Fields](#) screen.

Report Card Form Fields

A form field is a piece of data that is drawn onto the Report Card Form when the the Report Card is rendered for a student. To see all of the fields on a report card, navigate to the Grading ? Report Cards ? Templates ? Fields screen. This screen will show you all of the fields that are to be rendered for the current school.

A report card form field is comprised of 13 parameters. They are:

Field

The field (also known as a macro) describes the data that is to be printed. The following section contains a list of all of the available fields that can be printed. Examples of fields are SCHOOL_NAME and STUDENT_NAME.

Copy

If you wish to display a field on a report card more than once, you will need to make another copy. If STUDENT_NAME were to appear twice on the form, you would make two entries with the field parameter set to STUDENT_NAME and the copy parameters set to 1 and 2. Normally fields only appear once on a form.

Font

Select from one of the 3 built in fonts (Helvetica, Times-Roman and Courier) or a custom True Type Font. To load custom True Type Fonts onto your Genesis Server, navigate to the Core ? Fonts screen.

Size

The desired size of the font represented in points. The most common sizes are 9, 11 and 14.

X and Y

The desired location to render the field relative to the bottom left corner of the page in points. (0, 0 is the bottom left)

W (Width)

The width of the field in points. If the value to be printed cannot fit in this width, the value will be truncated to fit.

Align (Alignment)

How to align the text within the width of the field. The values are Left, Right and Center.

Seq (Sequence)

A number used to set the order in which the field is displayed in the list of fields on the Fields screen.

Option

Some fields (macros) have options that are associated with them. Refer to the field (macro) reference to see what values may be required here.

Sample

Sample text that is displayed when you are looking at a sample output of the Report Card.

Page

The page of the report card the field will print.

Rotate

You can rotate the text 0,90,180,or 360 degrees.

Setup Fields

Setup fields are fields that are not printed on the report card; but are instead used to provide hints to the report card engine.

SECTIONS_PER_PAGE

It is used to tell the report card engine how many courses can fit on one page of the report card. The default value is 99.

Option:	Integer value that represents the number of sections that can fit on one page of the report card.
Sample Output:	
Database Column:	
Bean Property:	

COMMENT_CODES_FILTER

This field will limit which categories of Comment Codes will appear on the report card. All other comment codes will be suppressed. If this option is blank or not included on the report card; then all comment codes will be eligible to printed.

Option:	Comma separated list of comment category codes that are allowed to be printed on the report card.
Sample Output:	
Database Column:	
Bean Property:	

GPA_{GPA_CODE}

This will print the GPA if #.0000 format for the specified gpa code. An example of this is GPA_CUM.

Option:	
Sample Output:	
Database Column:	
Bean Property:	

RANK_{GPA_CODE}

This will print the rank of a student for a specific GPA. An example of this is RANK_CUM.

Option:	
Sample Output:	1
Database Column:	
Bean Property:	

RANK_SIZE_{GPA_CODE}

This will print the class size for a specified GPA code. An example of this is RANK_SIZE_CUM.

Option:	
Sample Output:	320
Database Column:	
Bean Property:	

Normal Fields

ADDRESS_BLOCK

Option:	
Sample Output:	Parent/Guardian of John Doe 1001 Forge Ave. Apartment 9b Forgeville, NJ 07080
Database Column:	

Bean Property:	
----------------	--

ADDRESS_BLOCK2

The name printed is pulled from the ?Home? contact number record for the corresponding address record.

Option:	
Sample Output:	Mr. John Doe 1001 Forge Ave. Apartment 9b Forgeville, NJ 07080
Database Column:	
Bean Property:	

ADDRESS_BLOCK2B

The name printed is pulled from the ?Home? contact number record for the corresponding address record. The second name is the student?s name.

Option:	
Sample Output:	Mr. John Doe John Doe 1001 Forge Ave. Apartment 9b Forgeville, NJ 07080
Database Column:	
Bean Property:	

ADDRESS_BLOCK3

The name is the student?s name.

Option:	
Sample Output:	Parent/Guardian of John Doe 1001 Forge Ave. Apartment 9b Forgeville, NJ 07080
Database Column:	
Bean Property:	

ADDRESS_BLOCK4

The name is the student?s name.

Option:	
Sample Output:	John Doe 1001 Forge Ave. Apartment 9b Forgeville, NJ 07080
Database Column:	
Bean Property:	

ADDRESS_BLOCK5

The name is the student's name.

Option:	
Sample Output:	1001 Forge Ave. Apartment 9b Forgeville, NJ 07080
Database Column:	
Bean Property:	

ADDRESS_BLOCK6

The name is the Address record's name.

Option:	
Sample Output:	Mr. John Doe 1001 Forge Ave. Apartment 9b Forgeville, NJ 07080
Database Column:	
Bean Property:	

CASE_MANAGER_NAME

Option:	
Sample Output:	CZ
Database Column:	STUDENTS.CASE_MANAGER
Bean Property:	Student.caseManager

COUNSELOR_CODE

Option:	
Sample Output:	CZ
Database Column:	STUDENTS. COUNSELOR_ID
Bean Property:	Student. counselorID

COUNSELOR_HOME_PHONE

Option:	
Sample Output:	908-222-2202
Database Column:	DISTRICT_TEACHERS.TEACHER_HOME_PHONE
Bean Property:	DistrictTeacher.homePhone

COUNSELOR_NAME

District Teacher record where the counselorid = student.counselorid.

Option:	
---------	--

Sample Output:	Mrs. Jane Smith
Database Column:	DISTRICT_TEACHERS.TEACHER_NAME
Bean Property:	DistrictTeacher.name

COUNSELOR_VOICE_MAIL

District Teacher record where the counselorid = student.counselorid.

Option:	
Sample Output:	7776
Database Column:	DISTRICT_TEACHERS.TEACHER_VOICE_MAIL
Bean Property:	DistrictTeacher.voicemail

GRADE_LEVEL

Option:	
Sample Output:	12
Database Column:	STUDENTS.GRADE_LEVEL
Bean Property:	Student.gradeLevel

HOMEROOM

Option:	
Sample Output:	101
Database Column:	STUDENTS.HOMEROOM
Bean Property:	Student.homerom

HOMEROOM_TEACHER_NAME

The homeroom teacher is determined by looking up School Teacher where the current homeroom = the student's homeroom. The District Teacher is then looked up from the school teacher.

Option:	
Sample Output:	Mrs. Jane Smith
Database Column:	DISTRICT_TEACHERS.TEACHER_NAME
Bean Property:	DistrictTeacher.name

HONOR_ROLL_MESSAGE

The message is ?Congratulation on archieving the {HonorRollName}?. The name of the highest honor roll achieved is the one printed.

Option:	
Sample Output:	Congratulations on achieving the High Honor Roll.

Database Column:	
Bean Property:	HonorRollDefinition.name

HONOR_ROLL_NAME

The message is ?{HonorRollName}?. The name of the highest honor roll achieved is the one printed.

Option:	
Sample Output:	Congratulations on achieving the High Honor Roll.
Database Column:	
Bean Property:	HonorRollDefinition.name

MARKING_PERIOD_END_DATE

The end date is determined by looking up the end date from the School Attendance Cycle that has the same code as the Report Card Definition?s marking period.

Option:	
Sample Output:	06/30/2009
Database Column:	
Bean Property:	

MARKING_PERIOD_START_DATE

The start date is determined by looking up the start date from the School Attendance Cycle that has the same code as the Report Card Definition?s marking period.

Option:	
Sample Output:	09/30/2009
Database Column:	
Bean Property:	

MESSAGE1

There are 2 available messages per report card definitions. You can put different messages on the single and the mass print report cards with this feature.

Option:	
Sample Output:	Call guidance at 1-800-mys-chool for more information.
Database Column:	REPORT_CARD_DEFINITIONS.MESSAGE1
Bean Property:	ReportCardDefinition.message1

MESSAGE2

There are 2 available messages per report card definitions. You can put different messages on the single and the mass print report cards with this feature.

Option:	
Sample Output:	Call guidance at 1-800-mys-chool for more information.
Database Column:	REPORT_CARD_DEFINITIONS.MESSAGE2
Bean Property:	ReportCardDefinition.message2

PAGE_NUMBER

Outputs the current page number.

Option:	
Sample Output:	2
Database Column:	
Bean Property:	

REPORT_CARD_DATE

For mass printing of report cards; the date is typed in by the operator on the generate screen. On singles (The report card tab on the Student Data screen); the date is the current date.

Option:	
Sample Output:	09/30/2005
Database Column:	
Bean Property:	

REPORT_CARD_LONG_DATE

For mass printing of report cards; the date is typed in by the operator on the generate screen. On singles (The report card tab on the Student Data screen); the date is the current date.

Option:	
Sample Output:	September 09,2005
Database Column:	
Bean Property:	

REPORT_CARD_MP

Option:	
Sample Output:	MP1
Database Column:	REPORT_CARD_DEFINITIONS.MARKING_PERIOD_CODE

Bean Property:	ReportCardDefinition.markingPeriodCode
----------------	--

REPORT_CARD_MP_LONG

The school attendance cycle is looked up by using the marking period code of the report card definition.

Option:	
Sample Output:	Marking Period 1
Database Column:	SchoolAttendanceCycle.description
Bean Property:	SCHOOL_ATTENDANCE_CYCLES. ATTENDANCE_CYCLE_DESCRIPTION

REPORT_CARD_SHORT_DATE

For mass printing of report cards; the date is typed in by the operator on the generate screen. On singles (The report card tab on the Student Data screen); the date is the current date.

Option:	
Sample Output:	09/05/05
Database Column:	
Bean Property:	

REPORT_PERIOD

Displays the start and end dates of the report card marking period. The dates are picked off of the School Attendance Cycle that has the same code as the Report Card Definition.

Option:	
Sample Output:	09/30-06/30
Database Column:	
Bean Property:	

REPORT_PERIOD2

Displays the start and end dates of the report card marking period. The dates are picked off of the School Attendance Cycle that has the same code as the Report Card Definition.

Option:	
Sample Output:	09/30/2009-06/30/2009
Database Column:	
Bean Property:	

SCHOOL_ADDRESS_BLOCK

Option:	
Sample Output:	Genesis High School1001 High School Rd.Forge Valley, NJ 07080
Database Column:	SCHOOL.SCHOOL_NAME, SCHOOL_ADDRESS1, SCHOOL_ADDRESS2, SCHOOL_CITY, STATE_CODE, SCHOOL_ZIPCODE
Bean Property:	School.schoolName, schoolAddress1, schoolAddress2, schoolAddressCity, schoolAddressState, schoolAddressZip

SCHOOL_NAME

The school is determined by the student?s current school.

Option:	
Sample Output:	Genesis High School
Database Column:	SCHOOL.SCHOOL_NAME
Bean Property:	School.schoolName

SCHOOL_PRINCIPAL_NAME

The school is determined by the student?s current school.

Option:	
Sample Output:	Genesis High School
Database Column:	SCHOOL.principal
Bean Property:	School.principal

SCHOOL_PHONE_NUMBER

The school is determined by the student?s current school.

Option:	
Sample Output:	908-222-2202
Database Column:	SCHOOL.SCHOOL_OFFICE_PHONE
Bean Property:	School.schoolOfficePhone

SCHOOL_YEAR

Option:	
Sample Output:	2009-10
Database Column:	
Bean Property:	

STUDENT_DOB

Option:	
Sample Output:	11/15/1994
Database Column:	STUDENTS.
Bean Property:	Student.DateOfBirth

STUDENT_GENDER_CODE

Option:	
Sample Output:	M
Database Column:	STUDENTS.GENDER_CODE
Bean Property:	Student.genderCode

STUDENT_HOME_NAME

The name is taken from LR/Home record.

Option:	
Sample Output:	John B. Fresh
Database Column:	CONTACT_NUMBERS.CONTACT_NAME
Bean Property:	ContactNumber.contactName

STUDENT_HOME_TELEPHONE

The contact number is taken from LR/Home record.

Option:	
Sample Output:	908-222-2202
Database Column:	CONTACT_NUMBERS.CONTACT_NUMBER
Bean Property:	ContactNumber.contactNumber

STUDENT_ID

Option:	
Sample Output:	200501023
Database Column:	STUDENTS.STUDENT_ID
Bean Property:	Student.studentID

STUDENT_NAME

Option:	
Sample Output:	Deckard Cain
Database Column:	STUDENTS.STUDENT_NAME

Bean Property:	Student.studentName
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STUDENT_VOC_PROG

Option:	
Sample Output:	11/15/1994
Database Column:	STUDENTS.vocational_ed_program
Bean Property:	m_vocProgramCode

TEXT

Option:	Text to print
Sample Output:	My Report Card
Database Column:	
Bean Property:	

USER_FLAG_{USER_FLAG_CODE}

Option:	Semicolon delimited list with positive;negative response (e.g. TRUE;FALSE). Blank list returns Yes and No
Sample Output:	Yes
Database Column:	STUDENT_USER_FLAGS
Bean Property:	studentUserFlag

see the SETUP>>DISTRICTS>>MASTER DISTRICT PARAMETERS>>USER FLAGS for list of codes

USER_FLAG_WITH_DESCRIPTION_{USER_FLAG_CODE}

Option:	Semicolon delimited list with positive;negative response (e.g. TRUE;FALSE). Blank list returns Yes and No
Sample Output:	Yes
Database Column:	STUDENT_USER_FLAGS
Bean Property:	studentUserFlag

Unique Comment Fields

These fields are used to build a legend of all of the different comment codes that are displayed on the report card. The list contains only the comment codes that are actually being printed on the report card. The list is generated by examining the fields that are being displayed; and then loading in the individual comment code descriptors for those fields.

The list is sorted by the SEQ field of the comment codes.

In the field name; replace the text **{N}** with a number starting at 1. For example; the field name of the 5th unique comment code would be UNIQUE_COMMENT_CODE_5.

UNIQUE_COMMENT_ABBREV_{N}

Option:	
Sample Output:	C12
Database Column:	GRADING_COMMENT_CODES .GRADING_COMMENT_ABBREV
Bean Property:	GradingCommentCode.code

UNIQUE_COMMENT_CODE_{N}

Option:	
Sample Output:	C12
Database Column:	GRADING_COMMENT_CODES .GRADING_COMMENT_CODE
Bean Property:	GradingCommentCode.code

UNIQUE_COMMENT_CODE_DESCRIPTION_{N}

Option:	
Sample Output:	Needs improvement
Database Column:	GRADING_COMMENT_CODES .GRADING_COMMENT_DESCRIPTION
Bean Property:	GradingCommentCode.description

Student Schedule and Grade Fields

An internal list of the student's schedule is generated before the report card is printed. The courses are then sorted by the print period of the first subsection of that course.

Field name macros:

{N}	N is a number starting at 1 and represents the Nth course in the student's schedule.
{IC}	IC is the Item Code as found in the Grading Collections screen. For example; the MP1 grading collection may contain 1 grade (GR) and 2 comment codes (C1 and C2). IC is that code (GR,C1 or C2)
{Y}	Y is a sub index number. For example to print the 5th comment code description for the 3rd course; it would be COURSE_CURRENT_COMMENT_DESC_3_5
{MP}	A collection code (usually MP1, MP2, FE, FG etc..) that a grade or comment is stored in.

COURSE_CLASSES_MISSED_{MP}_{N}

Option:	
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Sample Output:	2
Database Column:	STUDENT_CLASS_ATTENDANCE. TOTAL_ABSENCES
Bean Property:	StudentClassAttendance.totalAbsences

COURSE_ALPHA_GRADE_{MP}_{N}

Option:	
Sample Output:	A+
Database Column:	STUDENT_GRADE_HISTORY.ALPHA_GRADE
Bean Property:	StudentGradeHistory.alphaGrade

COURSE_CODE_{N}

Option:	
Sample Output:	8192
Database Column:	SCHOOL_CURRICULUM. COURSE_CODE
Bean Property:	CurriculumCourse.courseCode

COURSE_SECTION_{N}

Option:	
Sample Output:	1
Database Column:	SCHOOL_CURRICULUM. COURSE_SECTION
Bean Property:	CurriculumCourse.courseSection

COURSE_CODE_AND_SECTION_{N}

Option:	
Sample Output:	8192-1
Database Column:	SCHOOL_CURRICULUM. COURSE_CODE and COURSE_SECTION
Bean Property:	CurriculumCourse.courseCode - courseSection

COURSE_CURRENT_ABSENCES_{N}

Option:	Text to appear after the number
Sample Output:	2 Absences (Absences would be the option)
Database Column:	STUDENT_CLASS_ATTENDANCE. UNEXCUSED_ABSENCES
Bean Property:	StudentClassAttendance.unexcusedAbsences

COURSE_CURRENT_ALPHA_GRADE_{N}

Option:	
Sample Output:	A+
Database Column:	
Bean Property:	

COURSE_CURRENT_UNWEIGHTED_GRADE_{N}

Option:	
Sample Output:	98
Database Column:	
Bean Property:	

COURSE_CURRENT_EARNED_CREDITS_{N}

Prints the earned credits off of the FG (Final Grade) if one exists. If the FG does not exist; nothing is printed.

Option:	
Sample Output:	2.125
Database Column:	
Bean Property:	

COURSE_CURRENT_ATTEMPTED_CREDITS_{N}

Prints the attempted credits off of the FG (Final Grade) if one exists. If the FG does not exist; nothing is printed.

Option:	
Sample Output:	2.125
Database Column:	
Bean Property:	

TOTAL_ATTEMPTED_CREDITS

Option:	
Sample Output:	2.125
Database Column:	
Bean Property:	

COURSE_DESCRIPTION_{N}

Option:	SUBSECTION = Will pull the description from the first subsection; if there is no description there; the curriculum description will be used.
Sample Output:	Math 2R
Database Column:	SCHOOL_CURRICULUM.COURSE_DESCRIPTION
Bean Property:	CurriculumCourse.courseDescription

COURSE_SHORT_DESCRIPTION_{N}

Option:	
Sample Output:	Math
Database Column:	SCHOOL_CURRICULUM.COURSE_SHORT_DESCRIPTION
Bean Property:	CurriculumCourse.courseShortDescription

COURSE_PERIOD_{N}

The period of the course is calculated by looking at the first subsection of the section in the schedule; and then looking up the PrintPeriod for the From and Thru period fields on the subsection.

Option:	
Sample Output:	9
Database Column:	
Bean Property:	

COURSE_SEMESTER_{N}

Option:	
Sample Output:	FY
Database Column:	
Bean Property:	CouseSection.semester

COURSE_TEACHER_CODE_{N}

The teacher?s code as it appears on the STUDENT_GRADE_HISTORY record.

Option:	
Sample Output:	Mrs. Smith
Database Column:	
Bean Property:	

COURSE_TEACHER_NAME_{N}

The teacher?s name is pulled from the STUDENT_GRADE_HISTORY record. If a teacher name is not on that record; each subsection starting at the last subsection is searched for a teacher id; if one is found; the district teacher record is looked up and that name is used. **YOU CAN ADD THE WORD LASTONLY to the option box to display the teachers last name only**

Option:	
Sample Output:	Mrs. Smith
Database Column:	
Bean Property:	

COURSE_WEIGHTED_NUMERIC_GRADE_{MP}_{N}

If the weighted grade is empty; and there is an alpha grade available; the alpha grade will be printed instead.

Option:	
Sample Output:	75
Database Column:	STUDENT_GRADE_HISTORY. WEIGHTED_NUMERIC_GRADE
Bean Property:	StudentGradeHistory.weightedNumericGrade

COURSE_UNWEIGHTED_NUMERIC_GRADE_{MP}_{N}

If the unweighted grade is empty; and there is an alpha grade available; the alpha grade will be printed instead.

Option:	
Sample Output:	75
Database Column:	STUDENT_GRADE_HISTORY. UNWEIGHTED_NUMERIC_GRADE
Bean Property:	StudentGradeHistory.unweightedNumericGrade

TOTAL_EARNED_CREDITS

Prints a total of all earned credits from any FG (Final Grade) grade records that are printed on this report card.

Option:	
Sample Output:	35.000
Database Column:	STUDENT_GRADE_HISTORY. UNWEIGHTED_NUMERIC_GRADE
Bean Property:	StudentGradeHistory.unweightedNumericGrade

TOTAL_EARNED_CREDITS_FOR_INCLUDED_GPAS

Prints a summed total of all earned credits from all GPAS passed in on the OPTION field.

Option:	GPA1,GPA2,GPA3
Sample Output:	135.000
Database Column:	
Bean Property:	

COURSE_COMMENT_ABBREV_{MP}_{N}_{Y}

Print the y?th comment abbreviation for course {n} in marking period {MP}

Option:	
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Sample Output:	Good
Database Column:	
Bean Property:	

COURSE_COMMENT_CODE_{MP}_{N}_{Y}

Print the y?th comment code for course {n} in marking period {MP}

Option:	
Sample Output:	C1
Database Column:	
Bean Property:	

COURSE_CURRENT_COMMENT_ABBRVS_{N}

Print all of the comment abbreviations graded in the current marking period (as defined in the ReportCardDefinition.markingPeriodCode field) for a particular course separated by a space.

Option:	Start at index X. For example; to skip the first comment code, the option could be set to a 2 so that only 2 and 3 would be displayed.
Sample Output:	1 2 3
Database Column:	
Bean Property:	

COURSE_CURRENT_COMMENT_ABBRV_{N}_{Y}

Print the comment code?s abbreviation field for comment code {Y} for course {N}. Only comments codes graded in the current marking period (as defined in the ReportCardDefinition.markingPeriodCode field) are printed.

Option:	A comma separated list of comment category codes that are allowed to be printed. If blank; all comments are available to be printed.
Sample Output:	C2
Database Column:	
Bean Property:	

COURSE_CURRENT_COMMENT_ABBRV2_{N}_{IC}

Print the comment code's abbreviation field for comment code {IC} for course {N}. Only comments codes graded in the current marking period (as defined in the ReportCardDefinition.markingPeriodCode field) are printed.

Option:	
Sample Output:	C2
Database Column:	
Bean Property:	

COURSE_CURRENT_COMMENT_ABBRV3_{MP}_{N}_{IC}

Print the comment code's abbreviation field for comment code {IC} for course {N} in marking period {MP}.

Option:	
Sample Output:	Good
Database Column:	
Bean Property:	

COURSE_CURRENT_COMMENT_CODE_{N}_{Y}

Print the comment code for comment code {Y} in course {N}.

Option:	A comma separated list of comment category codes that are allowed to be printed. If blank; all comments are available to be printed.
Sample Output:	C1 C2 C3
Database Column:	
Bean Property:	

COURSE_CURRENT_COMMENT_CODES_{N}

Print all of the comment codes graded in the current marking period (as defined in the ReportCardDefinition.markingPeriodCode field) for a particular course separated by a space.

Option:	Start at index X. For example; to skip the first comment code, the option could be set to a 2 so that only C2 and C3 would be displayed.
Sample Output:	C1 C2 C3
Database	

Column:	
Bean Property:	

COURSE_CURRENT_COMMENT_CODE_{N}_{IC}

Print comment code {IC}'s code for course {N}. Only comment codes from the current marking period (as defined in the ReportCardDefinition.markingPeriodCode field) are printed.

Option:	
Sample Output:	C1
Database Column:	
Bean Property:	

COURSE_CURRENT_COMMENT_DESC_{N}_{Y}

Print comment code {Y}'s description for course {N}. Only comment codes from the current marking period (as defined in the ReportCardDefinition.markingPeriodCode field) are printed.

Option:	A comma separated list of comment category codes that are allowed to be printed. If blank; all comments are available to be printed.
Sample Output:	Shows good effort.
Database Column:	
Bean Property:	

Attendance Fields

All of the attendance totals in the following fields are calculated from the StudentMPAttendance bean (STUDENT_MP_ATTENDANCE table). These totals are updated when the ?Update MP Attendance Totals? function is run from the Grading -> Report Cards -> Generate screen.

ATTENDANCE_ALL_ABSENCES_{MP}

Show all (excused and unexcused) absences for the marking period.

Option:	
Sample Output:	2
Database Column:	
Bean Property:	

ATTENDANCE_ALL_TARDIES_{MP}

Show all (excused and unexcused) tardies for the marking period.

Option:	
Sample Output:	3
Database Column:	
Bean Property:	

ATTENDANCE_ALL_ABSENCES_FOR_CODES_{MP}

Show all Absences for Attendance Codes passed in comma separated list. This DOES NOT write out to STUDENT_MP_ATTENDANCE table.

Option:	1,2,3
Sample Output:	3
Database Column:	
Bean Property:	

ATTENDANCE_ALL_ABSENCES_FOR_CODES_TOTAL

Show all Absences for Attendance Codes passed in comma separated list. This DOES NOT write out to STUDENT_MP_ATTENDANCE table.

Option:	1,2,3
Sample Output:	3
Database Column:	
Bean Property:	

ATTENDANCE_ALL_ABSENCES_TOTAL

Show all (excused and unexcused) absences for all marking periods displayed on the report card.

Option:	
Sample Output:	7
Database Column:	
Bean Property:	

ATTENDANCE_ALL_TARDIES_TOTAL

Show all (excused and unexcused) tardies for all marking periods displayed on the report card.

Option:	
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Sample Output:	7
Database Column:	
Bean Property:	

ATTENDANCE_EXCUSED_ABSENCES_TOTAL

Show all excused absences for all marking periods displayed on the report card.

Option:	
Sample Output:	7
Database Column:	
Bean Property:	

ATTENDANCE_EXCUSED_TARDIES_TOTAL

Show all excused tardies for all marking periods displayed on the report card.

Option:	
Sample Output:	7
Database Column:	
Bean Property:	

ATTENDANCE_UNEXCUSED_ABSENCES_TOTAL

Show all unexcused absences for all marking periods displayed on the report card.

Option:	
Sample Output:	7
Database Column:	
Bean Property:	

ATTENDANCE_UNEXCUSED_TARDIES_TOTAL

Show all unexcused tardies for all marking periods displayed on the report card.

Option:	
Sample Output:	7
Database Column:	
Bean Property:	

ATTENDANCE_ALL_ABSENCES_CURRENT_MP

Show all absences for current marking period of report card.

Option:	
Sample Output:	7
Database Column:	
Bean Property:	

ATTENDANCE_ALL_TARDIES_CURRENT_MP

Show all tardies for current marking period.

Option:	
Sample Output:	7
Database Column:	
Bean Property:	

ATTENDANCE_ALL_TARDIES_FOR_MONTH_{MONTH}

Show all tardies for the month

Option:	?EXCUSED?, ?UNEXCUSED?. No option (leave blank) will give both.
Sample Output:	7
Database Column:	
Bean Property:	

ATTENDANCE_ALL_ABSENCES_FOR_MONTH_{MONTH}

Show all absences for the month

Option:	?EXCUSED?, ?UNEXCUSED?. No option (leave blank) will give both.
Sample Output:	7
Database Column:	
Bean Property:	

POSSIBLE_DAYS_{MP}

Print number of possible days for the marking period.

Option:	
Sample Output:	35
Database Column:	
Bean Property:	

POSSIBLE_DAYS_YTD

Print number of possible days for the entire school year (this is a badly named field).

Option:	
Sample Output:	35
Database Column:	
Bean Property:	

COURSE_CURRENT_ABSENCES_{N}

Option:	Text to appear after the number
Sample Output:	2 Absences (Absences would be the option)
Database Column:	STUDENT_CLASS_ATTENDANCE.UNEXCUSED_ABSENCES
Bean Property:	StudentClassAttendance.unexcusedAbsences

COURSE_CURRENT_CLASSES_MISSED_{N}

Option:	Text to appear after the number
Sample Output:	2 Classes Missed (Absences would be the option)
Database Column:	
Bean Property:	

COURSE_TOTAL_UNEXCUSED_ABSENCES_{N}

Option:	
Sample Output:	2
Database Column:	STUDENT_CLASS_ATTENDANCE.UNEXCUSED_ABSENCES
Bean Property:	StudentClassAttendance.unexcusedAbsences

CLASS_ATTENDANCE_DETAIL_ABSENCES_FOR_COLLECTION_{N}

By default, this macro will add up all the absences for a student for a particular course section (Excused and Unexcused Absences) for the collections that you have specified in the report card setup. There are options for this field which will give you more control over this field. Please look at the options below for the values to put in the option field.

Option:	EXCUSED_ABSENCE, UNEXCUSED_ABSENCE, EXCUSED_TARDY, UNEXCUSED_TARDY
Sample Output:	2.0
Database Column:	CLASS_ATTENDANCE_DETAIL.UNEXCUSED_ABSENCE, CLASS_ATTENDANCE_DETAIL.EXCUSED_ABSENCE, CLASS_ATTENDANCE_DETAIL.UNEXCUSED_TARDY, CLASS_ATTENDANCE_DETAIL.EXCUSED_TARDY,

Bean Property:	ClassAttendanceDetail.unexcusedAbsences, ClassAttendanceDetail.excusedAbsences, ClassAttendanceDetail.unexcusedTardies, ClassAttendanceDetail.excusedTardies,
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CLASS_ATTENDANCE_DETAIL_ABSENCES_FOR_{MP}_{N}

By default, this macro will add up all the absences for a student for a particular course section (Excused and Unexcused Absences) for the Marking Period {MP} entered in the macro. There are options for this field which will give you more control over this field. Please look at the options below for the values to put in the option field.

Option:	EXCUSED_ABSENCE, UNEXCUSED_ABSENCE, EXCUSED_TARDY, UNEXCUSED_TARDY
Sample Output:	2.0
Database Column:	CLASS_ATTENDANCE_DETAIL.UNEXCUSED_ABSENCE, CLASS_ATTENDANCE_DETAIL.EXCUSED_ABSENCE, CLASS_ATTENDANCE_DETAIL.UNEXCUSED_TARDY, CLASS_ATTENDANCE_DETAIL.EXCUSED_TARDY,
Bean Property:	ClassAttendanceDetail.unexcusedAbsences, ClassAttendanceDetail.excusedAbsences, ClassAttendanceDetail.unexcusedTardies, ClassAttendanceDetail.excusedTardies,