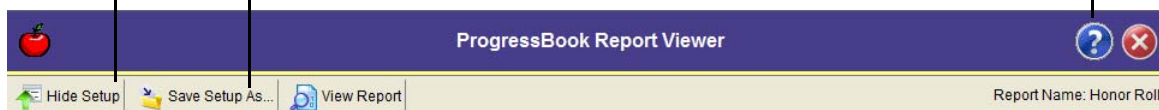


Secondary Report Card Report Quick Reference

Toggle between displaying report selection options and report data.

Save selected options as custom report to run as needed.

Click to view Help information.



Update Report Headers

Report Header: Honor Roll

Assign unique report name to display at top of report.

Select a report card and at least one class. To select multiple classes, click desired check boxes in the list. Click off the list to collapse it.

Select Required Parameters

Report Card: Lake View High School

Class: Algebra 2: 01, Algebra 2: 02

Include Hidden Students: Yes No

Set Optional Filters

Field Name	Operation	Value	Del?
Assessment Name	Contains	grade	<input checked="" type="checkbox"/>
Mark	Is Equal To	A	<input checked="" type="checkbox"/>
			<input checked="" type="checkbox"/>
Add New			

Delete optional filters.

Select as many filter options as needed. See list on back for available options.

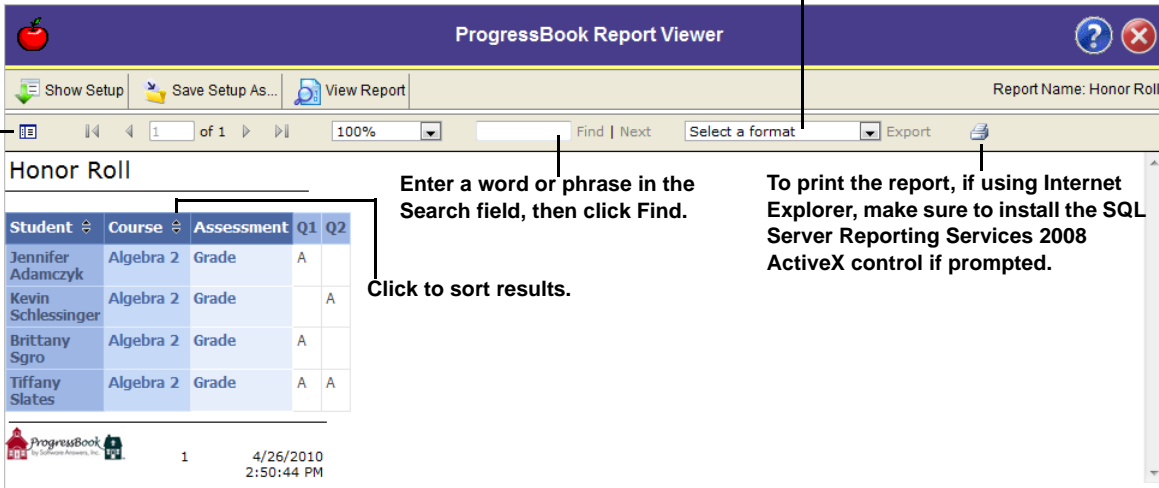
Add & Remove Columns

No columns available to add or remove.

Click to view report results (same as View Report button in banner).

View Report

Select the desired file format in the list, then click Export. You can print the report, if desired, from the software application to which you have exported.



Click to open the Document Map pane to navigate to a specific student.

Student	Course	Assessment	Q1	Q2
Jennifer Adamczyk	Algebra 2	Grade	A	
Kevin Schlessinger	Algebra 2	Grade		A
Brittany Sgro	Algebra 2	Grade	A	
Tiffany Slates	Algebra 2	Grade	A	A

Enter a word or phrase in the Search field, then click Find.

Click to sort results.

To print the report, if using Internet Explorer, make sure to install the SQL Server Reporting Services 2008 ActiveX control if prompted.

Report Variation Examples

Assessment Marks	Merit Roll	Enter Manual Grades Checklist
<ol style="list-style-type: none"> 1. Select Assessment Name in the Field Name list. 2. Select Is Equal To in the Operation list. 3. Type the full assessment in the Value field. 	<ol style="list-style-type: none"> 1. Select Assessment Name in the Field Name list. 2. Select Contains in the Operation list. 3. Type the assessment in the Value field. 4. Select Mark in the Field Name list. 5. Select Is Equal To in the Operation list. 6. Type the desired mark in the Value field. 	<ol style="list-style-type: none"> 1. Select Reporting Period Calculation Code in the Field Name list. 2. Select Is Equal To in the Operation list. 3. Type Manual in the Value field.

Tip: To search for multiple values in a field, use the "Is in List" Operation option, and then enter the desired values separated by a comma in the Value field. For example, to include letter grades A and B in your results, use the "Is in List" Operation and enter "A,B" in the Value field.

Available Filter Options

Field Name	Description	Field Name	Description
Assessment Name	Name of assessment as it displays on the report card.	PB Grade Level ID	ProgressBook code that identifies the grade level in which the student is enrolled.
Assessment Order	Order in which the assessment is displayed on the report card.	PB Grading Scale ID	ProgressBook code that identifies the grading scale associated with an assessment.
Birth Date	Date of birth of the student.	PB Homeroom ID	ProgressBook code that identifies the homeroom in which the student is assigned.
Class Enrollment Status Name	Indicates whether the student is active in the class.	PB Mark Type ID	ProgressBook code that identifies the mark type associated with an assessment.
Counselor Name	Name of the guidance counselor assigned to the student.	PB Report Card ID	ProgressBook code that identifies the report card.
Course Abbrev Name	Abbreviation of course name as specified on the Update Course window.	PB Reporting Period ID	ProgressBook code that identifies the reporting period.
Course ID	District identification code that represents the course.	PB School ID	ProgressBook code that identifies the school in which the student is enrolled.
Course Name	Name of course as specified on the Update Course window.	PB Student ID	ProgressBook code that identifies the student.
Course Short Name	Short name of course as specified on the Update Course window.	Reporting Period Calculation Code	Code that represents the calculation method selected for each grade calculation method.
Course Ungraded Indicator	Indicates whether the course is ungraded as specified on the Update Course window.	Reporting Period End Date	Last date of the reporting period as specified on the Reporting Periods screen.
Enrollment Date	Date on which the student enrolled in the school.	Reporting Period Name	Name of the reporting period as specified on the Reporting Periods screen.
Enrollment Status Code	Code that represents whether the student is active or inactive in the school in which the student is enrolled.	Reporting Period Order	Order in which the reporting periods display on the report card as specified in the Report Card Builder.
Exclude from Parent Access Indicator	Indicates whether or not the report card has been designated to display on the Parent Access Web Site.	Reporting Period Short Name	Short name of the reporting period as specified on the Reporting Periods screen.
Gender Code	Code that represents whether a student is female or male.	Reporting Period Start Date	First date of the reporting period as specified on the Reporting Periods screen.
Interim End Date	Last date of the interim as specified on the Reporting Periods screen.	Reporting Period Type Code	Code that indicates whether Gradebook Range was selected for the reporting period as specified on the Reporting Periods screen.
Mark	Grade entered for an assessment on the Report Card Entry screen.	Student First Name	First name of the student.
Parent Access Disabled Indicator	Indicates whether the student's information has been disabled on the Parent Access Web Site.	Student ID	District code that identifies the student.
PB Assessment ID	ProgressBook code that identifies the report card assessment.	Student Last Name	Last name of the student.
PB Class ID	ProgressBook code that identifies the class.	Student Middle Name	Middle name of the student.
PB Course Group ID	ProgressBook code that identifies the group to which a course belongs. This code is used only in standards-based report cards.	Student Name	Full name of student.
PB Course ID	ProgressBook code that identifies the course.		