

Generating Report Cards – Grades 1-6

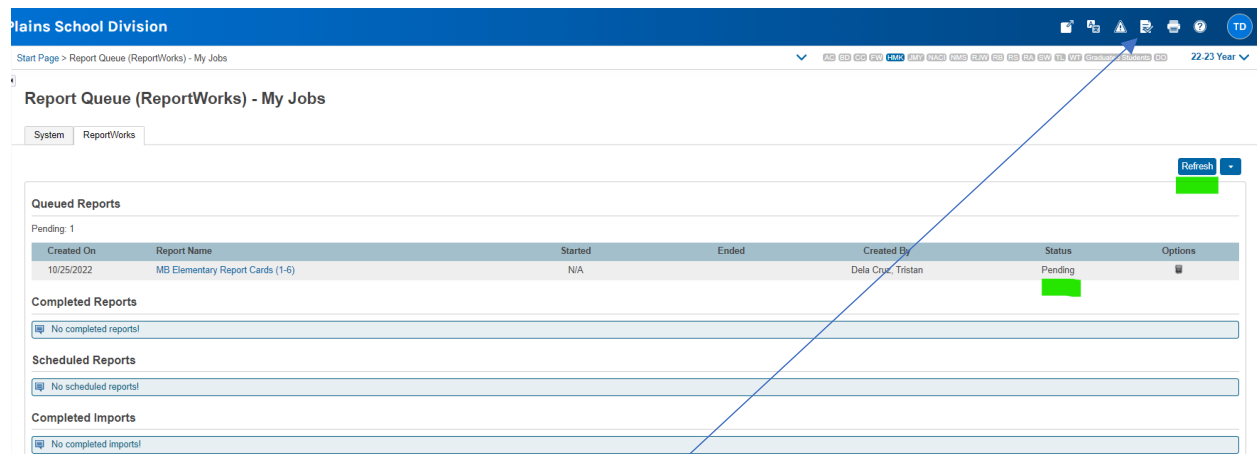
Generating Report Cards

1. On the **Start** page, make the preferred **Current Student Selection**.
2. Select from the **Left** menu > **Data and Reporting** > **Reports** category > **Compliance Reports** option.
3. On the **Reports** page, under the **Paper Reports** section, click the **MB Elementary Report Cards (1-6)** option.
4. On the **MB Elementary Report Cards (1-6)** page, make the preferred and appropriate options:

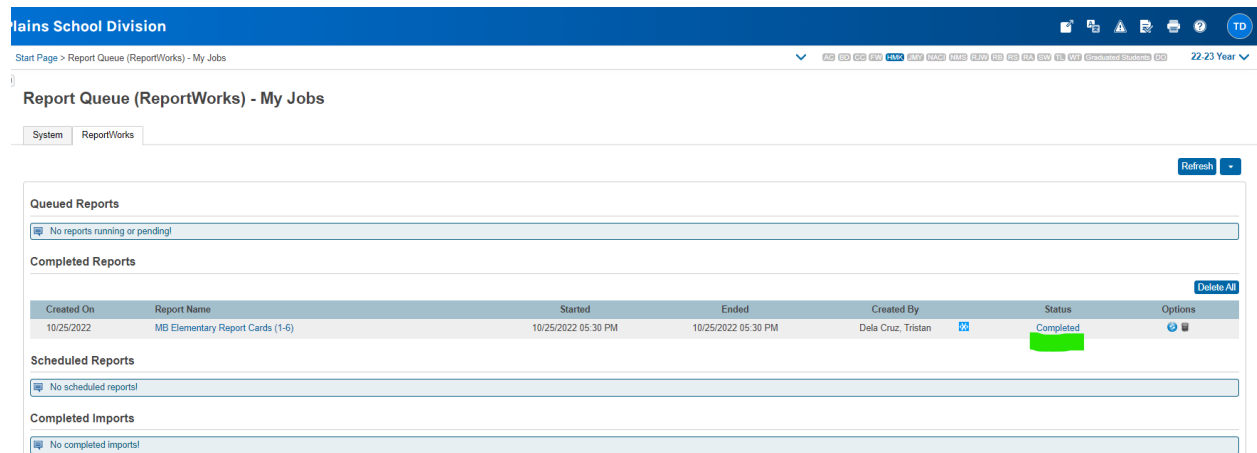
Report Parameters	(Check checkbox on the right to save as default value)	Clear All <input type="checkbox"/>
Current Selection Students*	<input checked="" type="radio"/> The Selected 42 Students Only <input type="radio"/> All Students	<input checked="" type="checkbox"/>
Sort By*	Student Name <input type="text"/>	<input checked="" type="checkbox"/>
Student Name*	Preferred Name <input type="text"/>	<input checked="" type="checkbox"/>
Date Issued*	11/25/2022 <input type="text"/>	<input type="checkbox"/>
Generate PDF report cards	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/>
Generate XML report cards	<input type="checkbox"/> Yes	<input type="checkbox"/>
Exclude Classes with no Final Marks	<input type="checkbox"/> Yes	<input type="checkbox"/>
Include Attendance	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/>
Term 1 Attendance End Date*	11/20/2022 <input type="text"/>	
Term 2 Attendance End Date*	03/12/2023 <input type="text"/>	
Include Principal's Name on Signature Line	Use Signature Image <input type="text"/>	<input checked="" type="checkbox"/>
Print Cumulative Report Card	<input type="checkbox"/> Yes	<input type="checkbox"/>
Print Comment Term	<input type="checkbox"/> Yes	<input type="checkbox"/>
Teacher Name	Use Teacher Preferred Name and Last Name <input type="text"/>	<input checked="" type="checkbox"/>
Teacher's Signature Line	Don't Include <input type="text"/>	<input type="checkbox"/>
Include Co-Teachers	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/>
Term 1 Store Code(s)*	Please Select... T1 T2 T3	<input checked="" type="checkbox"/>
Term 2 Store Code(s) (may be left blank)	Please Select... T1 T2 T3	<input checked="" type="checkbox"/>
Final Term Store Code(s) (may be left blank)	Please Select... T1 T2 T3	<input checked="" type="checkbox"/>
Report Time Frame	Term 1 Report <input type="text"/>	<input checked="" type="checkbox"/>
Orientation*	Portrait <input type="text"/>	<input checked="" type="checkbox"/>
Print Double-Sided Report Card	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/>

- The **check boxes** on the right-most column when selected will **retain** the current settings for the designated rows and will be populated the next time the page comes up.

- These check boxes will always get cleared after the Submit button is clicked. If there are changes on the options that need to be retained, just select the check box for that row again before clicking the Submit button.
5. For the **Term** options, make sure that the **Please Select** option is highlighted when no option currently applies to the specific row.
 6. After setting up the options, click the **Submit** button.
 7. The **Report Queue (ReportWorks) - My Jobs** page will show up



- This page is always accessible by clicking the **Report Queue** icon on the upper right area.
 - While the report cards are being generated the **Status** column would show **Pending**.
 - The report cards will be generated after some time depending on the number of students being processed.
8. Click the **Refresh** button to verify if the Status is still **Pending** or has been changed to **Completed**.
 9. Once the report cards have been generated, click the **Completed** link to download the generated report cards in PDF format.



10. Save the PDF file in a preferred folder in the local computer.
11. The steps for saving the file would depend on the **Browser** and settings being used.

- **Google Chrome** – will automatically download the file and save it in the **Downloads** folder in the local computer (default settings).
- **Microsoft Edge** – may give options to **Open** or **Save** the generated file. By default, it should automatically download the file and save it in the **Downloads** folder in the local computer (default settings).
- **Firefox** – will automatically download the file and save it in the **Downloads** folder in the local computer (default settings).
- **Apple Safari** – will open the **Save as** window giving options to save the file to a preferred folder.
- **Brave Browser** – will open the **Save as** window giving options to save the file to a preferred folder.