

Generating Report Cards – Grades 7-8

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 (7-8)** option.
4. On the **MB Elementary Report Cards (7-8)** page, make the preferred and appropriate options:

Report Parameters		(Check checkbox on the right to save as default value)	Clear All ▼
Current Selection Students*	<input checked="" type="radio"/> The Selected 96 Students Only <input type="radio"/> All Students		<input checked="" type="checkbox"/>
Sort By*	Student Name ▼		<input checked="" type="checkbox"/>
Student Name*	Preferred Name ▼		<input checked="" type="checkbox"/>
Date Issued*	11/25/2022		<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		
Term 2 Attendance End Date*	03/12/2023		
Include Principal's Name on Signature Line	Use Signature Image ▼		<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 checked="" type="checkbox"/>
Teacher's Signature Line	Don't Include ▼		<input type="checkbox"/>
Include Co-Teachers	<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.

Include Co-Teachers	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/>
Term 1 Store Code(s)*	<input type="text" value="Q1"/> <input type="text" value="Q2"/> <input type="text" value="Q3"/> <input type="text" value="Q4"/> <input type="text" value="T1"/>	<input checked="" type="checkbox"/>
Term 2 Store Code(s) (may be left blank)	<input type="text" value="Please Select..."/> <input type="text" value="E1"/> <input type="text" value="E2"/> <input type="text" value="F1"/> <input type="text" value="Q1"/>	<input checked="" type="checkbox"/>
Final Term Store Code(s) (may be left blank)	<input type="text" value="Please Select..."/> <input type="text" value="E1"/> <input type="text" value="E2"/> <input type="text" value="F1"/> <input type="text" value="Q1"/>	<input checked="" type="checkbox"/>
Report Time Frame	<input type="text" value="Term 1 Report"/>	<input checked="" type="checkbox"/>
Orientation*	<input type="text" value="Portrait"/>	<input checked="" type="checkbox"/>
Print Double-Sided Report Card	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/>

- For the **Term** options, make sure that the **Please Select** option is highlighted when no option currently applies to the specific row.
- After setting up the options, click the **Submit** button.
- The **Report Queue (ReportWorks) - My Jobs** page will show up

Report Queue (ReportWorks) - My Jobs

System ReportWorks

Refresh

Created On	Report Name	Started	Ended	Created By	Status	Options
10/26/2022	MB Elementary Report Cards (7-8)	N/A		Dela Cruz, Tristan	Pending	

Completed Reports: No completed reports!

Scheduled Reports: No scheduled reports!

Completed Imports: No completed imports!

- 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.
- Click the **Refresh** button to verify if the Status is still **Pending** or has been changed to **Completed**.
 - Once the report cards have been generated, click the **Completed** link to download the generated report cards in PDF format.

Iains School Division

Start Page > Report Queue (ReportWorks) - My Jobs

Report Queue (ReportWorks) - My Jobs

System ReportWorks Refresh

Queued Reports
No reports running or pending!

Completed Reports Delete All

Created On	Report Name	Started	Ended	Created By	Status	Options
10/26/2022	MB Elementary Report Cards (7-8)	10/26/2022 09:23 AM	10/26/2022 09:23 AM	Dela Cruz, Tristan	Completed	

Scheduled Reports
No scheduled reports!

Completed Imports
No completed imports!

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.