

Generating Report Cards – Grades 9-12

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 Secondary Report Cards** option.
4. On the **MB Secondary Report Cards** page, make the preferred and appropriate options:

Report Parameters		(Check checkbox on the right to save as default value)	Clear All ▼
Run Report For*	<input checked="" type="radio"/> The Selected 41 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 Excluded Courses	<input type="checkbox"/> Yes		<input type="checkbox"/>
Include Audit Classes	<input type="checkbox"/> Yes		<input type="checkbox"/>
Include Principal's Name on Signature Line	Use Signature Image ▼		<input checked="" type="checkbox"/>
Report Time Frame	Quarter 1 Report		<input checked="" type="checkbox"/>
Include "Course" Before Course Names	<input type="checkbox"/> Yes		<input type="checkbox"/>
Include Semester Names on Mixed Report Cards	<input checked="" type="checkbox"/> Yes		<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"/>
Include Co-Teachers	<input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/>
Orientation*	Portrait ▼		<input checked="" type="checkbox"/>
Print Double-Sided Report Card	<input checked="" type="checkbox"/> Yes		<input checked="" type="checkbox"/>
Print For Transferred Out Students Only	<input type="checkbox"/> Yes		<input type="checkbox"/>
Report Card Type*	Mixed ▼		<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.

Included Terms*	2022-2023 Semester 1 Quarter 1 Quarter 2 Semester 2	<input checked="" type="checkbox"/>
Term 1 Store Code(s)*	Please Select... E1 E2 F1 Q1	<input checked="" type="checkbox"/>
Term 2 Store Code(s)	Please Select... E1 E2 F1 Q1	<input checked="" type="checkbox"/>
Term 3 Store Code(s)	Please Select... E1 E2 F1 Q1	<input checked="" type="checkbox"/>
Term 4 Store Code(s)	Please Select... E1 E2 F1 Q1	<input checked="" type="checkbox"/>
First Exam Store Code(s)	Please Select... E1 E2 F1 Q1	<input checked="" type="checkbox"/>
Second Exam Store Code(s)	Please Select... E1 E2 F1 Q1	<input type="checkbox"/>
Final Grade Store Code(s)	Please Select... E1 E2 F1 Q1	<input checked="" type="checkbox"/>
Get marks from Stored Grades*	<input checked="" type="radio"/> Grade <input type="radio"/> Percent	<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

Plains School Division

Start Page > Report Queue (ReportWorks) - My Jobs

Report Queue (ReportWorks) - My Jobs

System | ReportWorks

Refresh

Queued Reports

Pending: 1

Created On	Report Name	Started	Ended	Created By	Status	Options
10/25/2022	MB Secondary Report Cards	N/A		Dela Cruz, Tristan	Pending	

Completed Reports

No completed reports!

Scheduled Reports

No scheduled report!

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.
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.

The screenshot shows the 'Report Queue (ReportWorks) - My Jobs' page. It features a table with the following data:

Created On	Report Name	Started	Ended	Created By	Status	Options
10/25/2022	MB Secondary Report Cards	10/25/2022 02:18 PM	10/25/2022 02:20 PM	Dela Cruz, Tristan	Completed	[Delete]

The 'Status' cell for the 'MB Secondary Report Cards' row is highlighted in green. The page also includes a 'Refresh' button and a 'Delete All' button.

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.