


Generating Report Cards – Kindergarten

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 > **sqlReports** option.
3. On the **sqlReports** page, under the **Function** section, expand the **Other Reports** then click the **Kindergarten Report Card** option.

Report	
▶ Assessment EY MY	
▶ Assessment SY	
▶ Attendance	
▶ EIS	
▶ Enrollment Reports	
▶ High School Credits	
▶ Home Room Reports	
▶ Report Cards	
▶ Scheduling	
▶ School Forms	
▶ School Reports	
▶ Student Contacts	
▶ Student List	
▶ Student Services	
▶ Transportation	
Function	
➕ Create a New sqlReport	
🌐 Import a New sqlReport	
⚠️ Configure sqlReports Preferences	
▼ Other Reports	
Registration Verification Form	Uses your CURRENT STUDENT SELECTION: 42
High School Schedule	Uses your CURRENT STUDENT SELECTION: 42
Report Card Verification Grades 1-8 By Teacher	You select teacher
Report Card Verification Grades 1-8 By Class	You select class
Kindergarten Report Card 	Uses your CURRENT STUDENT SELECTION: 42

4. On the next page, select the **Term** from the drop-down menu, then click the “**Generate Report Cards**” button.

Kindergarten Report Cards

Select 2022-2023 Term

Term 1 ▾

Generate Report Cards

5. A page will open on a new tab on the browser with some animated dots and a message “**Data has been collected. Report is now building. Please wait....**”

Data has been collected. Report is now building. Please wait....



6. When the message “**PDF is now being generated. Report will open or prompt for you to save**” shows up, the Report Cards have been generated.
7. Save the PDF file in a preferred folder in the local computer.
8. 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.