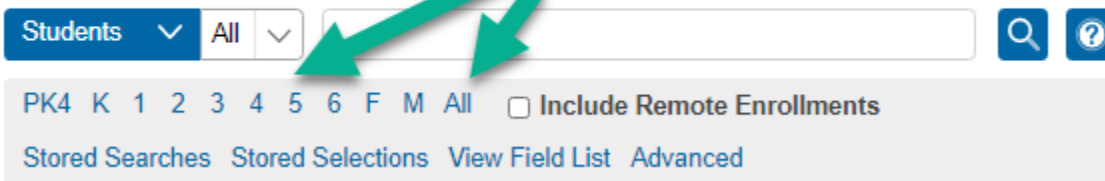


How to Run Your Report Cards:

1. **Are you ready?** (I suggest giving everyone a hard deadline 5 days prior to sending report cards home as we often need to store and run a couple of times.)
 - Teachers attendance, marks, & comments are done
 - You have added the Principal's Message
2. **Request that Grace store your marks and comments** – Please allow 24 hours minimum for this step. It's often faster, but as you know technology issues can arise. You cannot store your own as there is the potential for huge issues.
 - Grace will confirm once marks and comments have been stored.
3. Run your own report cards by following the steps below. After running, you will check report cards for accuracy and let me know if something looks amiss.
 - a. If you need typos corrected etc., I will need to store marks and comments again.

Step 1: select grade(s) to run on the start page:

Start Page



The screenshot shows the 'Start Page' interface. At the top, there is a search bar with a dropdown menu set to 'Students' and another dropdown set to 'All'. Below the search bar, there is a row of grade selection options: PK4, K, 1, 2, 3, 4, 5, 6, F, M, All. A checkbox labeled 'Include Remote Enrollments' is also present. Below the grade selection row, there are links for 'Stored Searches', 'Stored Selections', 'View Field List', and 'Advanced'. Two green arrows point to the search bar and the 'All' grade option.

Step 2:

- **Check you have the students you want selected**
 - o I suggest running them in the following batches because they have different report cards:
 - JK & K – run as batch
 - Gr. 1 – 9 – run as batch
 - Gr. 10- 12 – run as batch

Step 4: Jaspersoft Reports Tab

Start Page > Reports > Reports (Setup) 20-21 Y

unctions

- endance
- endance Today
- ily Bulletin
- rollment Summary
- aster Schedule
- ashboard
- pecial Functions
- acher Schedules

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- aff Search
- rent Search
- roll New Student
- w Staff Entry

Jaspersoft Reports

System
ReportWorks
State
Engine
Setup
Custom Reports
ECE Custom Reports
Jaspersoft Reports

Alberta PASI	Description
AP001 Students without Alberta Student Number	AP001 - Students Without Alberta Student Number
AP002 Students using the same Alberta Student Number	AP002 - students using the same Alberta Student Number
Attendance	Description
ATT001 Meeting Attendance by Ethnicity and Grade	The report is ethnicity centric and is intended for meeting attendance. The report is r at the school level and is requested by grade.
ATT002 Meeting Attendance by Class Summary Report	This report is class centric and is assumes meeting attendance.
ATT003 Meeting Attendance by Student Report	This report is student centric. This report is intended for meeting attendance. The rep will only show days where a student was tardy or missed a class (exceptions only).
ATT004 AM PM Meeting Attendance by Student Report	This report is student centric. This report is intended for meeting attendance where

Step 5: In Jaspersoft Reports, scroll down to find your report card.

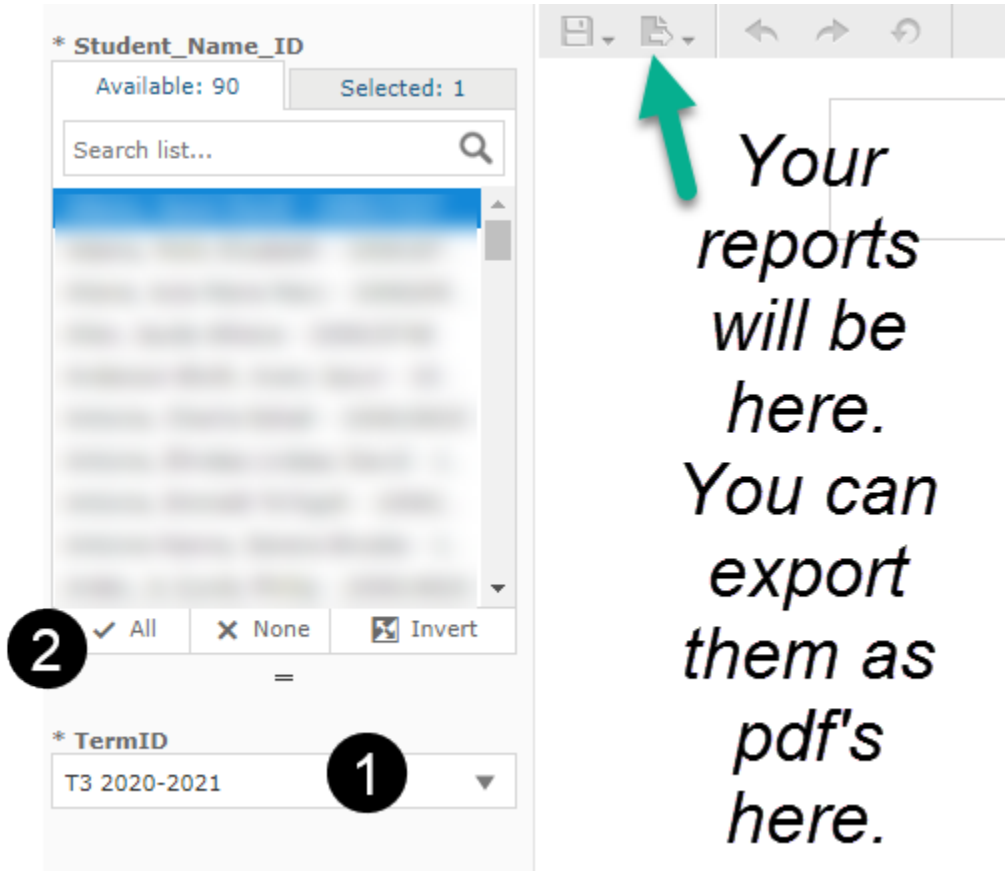
ENLR008 MDI Class List French	ENLR008 Middle Years Development Instrument (MDI)
ENRL010 Textbook Return by Enrolled Student	ENRL010 - Textbook Return by Enrolled Student
ENRL011 Grades and Credits Earned by Enrolled Student	ENRL011 - Grades and_Credits Earned by Enrolled Stu
ENRL012 Enrolled Students Graduation Course Details	ENRL012 - Students Graduation Course Details
Report Cards	Description
RC001 K and JK Report Card	RC001 - Kindergarten and Junior Kindergarten Report C
Report Cards_Deicho	Description
RC011a Deicho Daily Attendance with HomeRoom Comment	RC011a - Deicho Daily Attendance Report Card with H
RC011 Deicho Daily Attendance	RC011 - Deicho Daily Attendance Report Card
RC019 Deicho Period Attendance	RC019 - Deicho Period Attendance Report Card
RC020 Deicho Current Grades and Comments	RC020 - Deicho Current Grades and Comments

Annotations in image:

- Use this area for JK/ K reporting (points to RC001)
- Use this for Gr. 1-9 (points to RC011a)
- Use this for High School Reporting (points to RC019)

Step 6:

- Choose the correct Reporting Term
- Select ALL students
- Bottom left of screen – click “Apply”



The screenshot shows a software interface with two main sections. The top section is titled '* Student_Name_ID' and includes a status bar with 'Available: 90' and 'Selected: 1'. Below this is a search bar labeled 'Search list...' and a list of student names, which is currently empty. At the bottom of this section are three buttons: 'All' (checked), 'None', and 'Invert'. A large black circle with the number '2' is overlaid on the 'All' button. The bottom section is titled '* TermID' and has a dropdown menu showing 'T3 2020-2021'. A large black circle with the number '1' is overlaid on the dropdown arrow. In the top right corner, there is a toolbar with several icons. A green arrow points to the second icon from the left, which is a document with a downward arrow. To the right of the arrow, a text box contains the following text: *Your reports will be here. You can export them as pdf's here.*