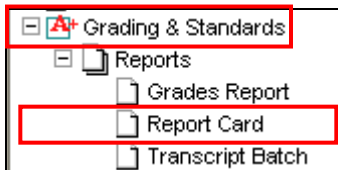


The Report Card Batch Report is used by office staff to print Standards Based Progress Reports for an entire school.

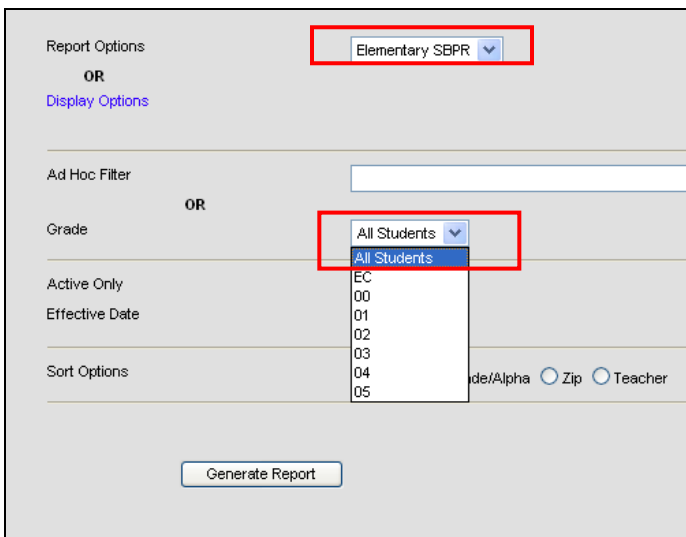
- **Alpha Sort** –provides the SBPR for all students in the school alphabetically. **Grade/Alpha** lists each grade level alphabetically.
- **Zip Sort**– provides the SBPR by zip code. May be advantageous for use for bulk mailing purposes.
- **Teacher Sort**- provides the SBPR by teacher. For schools with half day Kindergarten classes, extra steps are necessary.
- **Grade level by Grade Level Sort** – provides the SBPR by each grade level. This option requires the user to run the report multiple times. This option is recommended for schools that have afternoon half day Kindergarten classes.



From the **Index** tab.

1. Expand **Grading & Standards**.
2. Expand **Reports**.
3. Select **Report Card**.
4. Follow the steps below based on which sort option you choose.

Alpha Sort



Report Options

From the Report Options Dropdown:

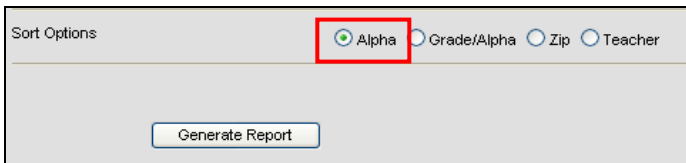
1. Select **Elementary SBPR**.

Grade

1. Select **All Students** from the **Grade** dropdown.

Active Only/Effective Date

1. **Active Only** - leave (selected).
2. **Effective Date** – leave default date.



Sort Options – choose *one* option

Alpha – This will provide all students in alpha order by last name.

Grade/Alpha – This will provide all students in alpha order by grade.

1. Generate Report
2. Save and print as needed.

Zip Sort

Report Options Elementary SBPR ▾
OR
 Display Options

Ad Hoc Filter ▬

OR

Grade All Students ▾
All Students
 EC
 00
 01
 02
 03
 04
 05

Active Only
 Effective Date ▬

Sort Options Grade/Alpha Zip Teacher

Report Options

From the Report Options Dropdown:

1. Select **Elementary SBPR**.

Grade

1. Select **All Students**.

Active Only/Effective Date

1. **Active Only** - leave (selected).
2. **Effective Date** – leave default date.

Report Options Elementary SBPR ▾
OR
 Display Options

Ad Hoc Filter ▬

OR

Grade All Students ▾

Active Only
 Effective Date 10/22/2008 ▾

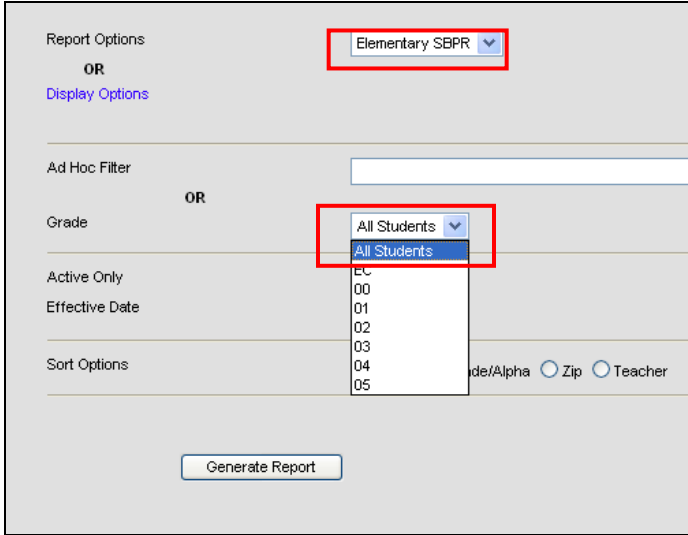
Sort Options Alpha Grade/Alpha Zip Teacher

Sort Options

Zip – Provides the SBPR by zip code. This option may be advantageous to use for bulk mailing purposes.

1. Generate Report
2. Save and print as needed.

Teacher Sort



Report Options: **Elementary SBPR**

OR

Display Options

Ad Hoc Filter

OR

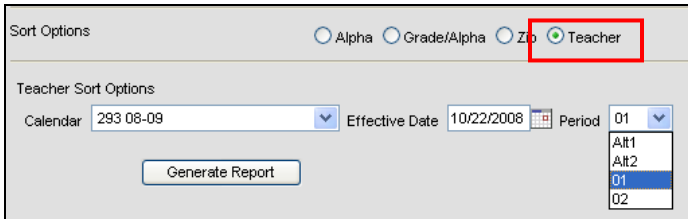
Grade: **All Students**

Active Only:

Effective Date

Sort Options: Grade/Alpha Zip Teacher

Generate Report



Sort Options: Alpha Grade/Alpha Zip **Teacher**

Teacher Sort Options

Calendar: 293 08-09 Effective Date: 10/22/2008 Period: **01**

Generate Report

Report Options

From the Report Options Dropdown:

1. Select **Elementary SBPR**.

Grade

1. Select grade level **All Students**.

Active Only/Effective Date

1. **Active Only** – leave (selected).
2. **Effective Date** – leave default date.

Sort Options

Teacher – provides the SBPR by teacher. For schools with half day Kindergarten classes, extra steps are necessary.

1. Select **Teacher**.
 2. Period – Select **01** from the dropdown.
- For schools with half day PM Kindergarten classes, see the extra steps below.
 - Schools with no PM Kindergarten classes:
 3. Generate Report
 4. Save and print as needed.

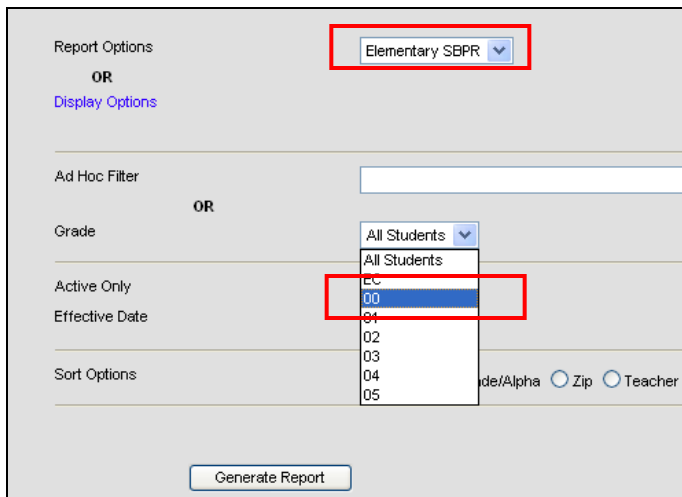
Grade Level by Period Sort (for schools with half day PM Kindergarten classes)

When there are afternoon half day Kindergarten classes, the options above will not print a teachers name for those classes that meet in period 02 (because only period 01 teachers were requested). We recommend schools use the grade level by period option to generate reports for these types of class situations. In this option, you will need to generate the report twice for both periods 01 and 02 when choosing the grade level 00.

- Teachers with only AM or PM classes – Generate the report for period 01 (for AM classes) or print 02 (for PM classes).
- For Teachers with full day classes and AM classes – Generate the report for period 01 (all classes meet in AM).
- For teachers with full day classes and PM classes - Generate the report for period 02(all classes meet in PM).
- For teachers with full day classes and AM classes and PM classes – You must generate the report for period 01 (for AM classes) and generate the report for period 02 (for PM classes).

Both reports will include Standard Based Progress Reports without a teacher name.

When using this option, please seek assistance from us by contacting the Hotline at (720) 423-3888.



The screenshot shows the 'Report Options' section of a web application. A dropdown menu is open for 'Report Options', with 'Elementary SBPR' selected and highlighted by a red box. Below this, there are sections for 'Ad Hoc Filter', 'Grade' (with a dropdown showing 'All Students', 'EC', '00', '01', '02', '03', '04', '05'), 'Active Only' (with a checked checkbox), 'Effective Date', and 'Sort Options' (with radio buttons for 'Grade/Alpha', 'Zip', and 'Teacher'). A 'Generate Report' button is at the bottom.

Report Options

From the Report Options Dropdown:

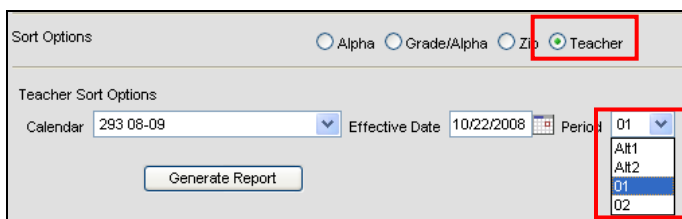
1. Select **Elementary SBPR**.

Grade

1. Select grade level **00 (01,02,03 etc...)**.

Active Only/Effective Date

1. **Active Only** – leave (selected).
2. **Effective Date** – leave default date.



The screenshot shows the 'Sort Options' section. Radio buttons are present for 'Alpha', 'Grade/Alpha', 'Zip', and 'Teacher', with 'Teacher' selected and highlighted by a red box. Below, the 'Teacher Sort Options' section includes a 'Calendar' dropdown (set to '293 08-09'), an 'Effective Date' field (set to '10/22/2008'), and a 'Period' dropdown (with options '01', 'Alt1', 'Alt2', '01', '02'). The '01' option is selected and highlighted by a red box. A 'Generate Report' button is at the bottom.

Sort Options

1. Select **Teacher**.
 2. Period – Select **01** from the dropdown.
 3. Generate Report.
 4. Save and print as needed.
- For schools with half day PM Kindergarten classes, see the bulleted options above.

Continue to print each grade level by selecting following the steps outlined above and saving the reports by grade level.