

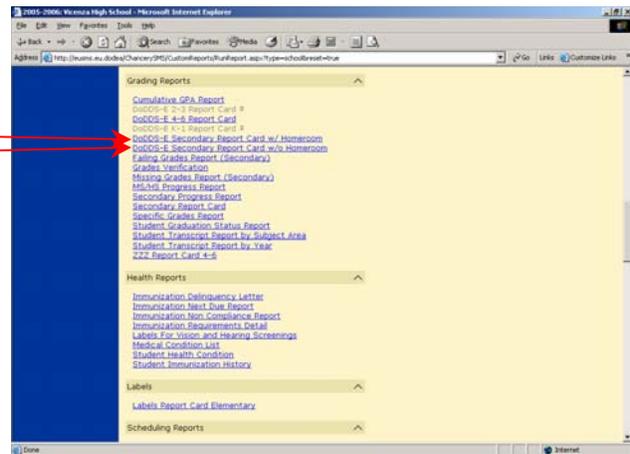
Printing Secondary Report Cards

The DoDEA secondary report card is a very large document. Because of this, the report cards need to be printed in batches (grade level, etc.) and scheduled to print at off hours. These instructions will walk you through the process of setting up Report Cards to print.

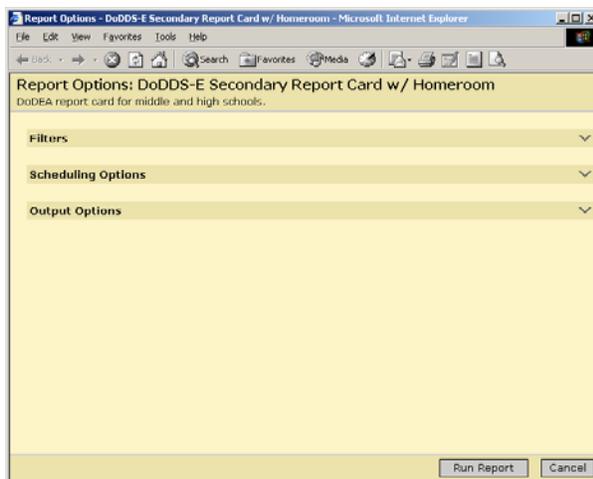
After grades have been entered and verified by the teachers the staff member printing the report card select “Reports” from the right side of the Home page when they login to SMS.

Then they need to find “Grading Reports”. They should select either “DoDDS-E Secondary Report Card w/ Homeroom” or “DoDDS-E Secondary Report w/o Homeroom”.

Choose one of these items.



You then receive the Report Options window.



This allows you to select Filters, Scheduling Options and Output Options for the report.

Open the “Filters” selection and open “School Student”.

In the “Category” selection, select “Generic”.

Select “Grade (Active)”, “equals”, “grade level” to set up to print a specific grade level.

Select “Add Criteria”.

Be sure to select the correct Search Criteria.

If you use print with more than one grade level, you need to switch the Search Criteria = Any Criteria.

Report Options: DoDDS-E Secondary Report Card w/o Homeroom
DoDEA middle and high school report card without homeroom. 04 Nov 2005

School Student

Category: Generic

Grade (Active) equals 6

Add Criteria

Search Criteria

Match: All Criteria Any Criteria

Grade (Active) equals "6"

Remove

To make only current courses show set the

“Student Class Assignment”

“End Date” “is Greater Than” “a couple of days before the end of the quarter”.

“Start Date” is Less Than” “a couple of days after the end of the quarter”.

If grades were entered before the end date or after the start date, you may need to widen the date range grades do not show up on the report card.

For midterm progress reports, use the appropriate dates.

Report Options: DoDDS-E Secondary Report Card w/o Homeroom
DoDEA middle and high school report card without homeroom. 04 Nov 2005

Student Class Assignment

Category: Generic

Start Date is less than 04/10/2006 mm/dd/yyyy

Add Criteria

Search Criteria

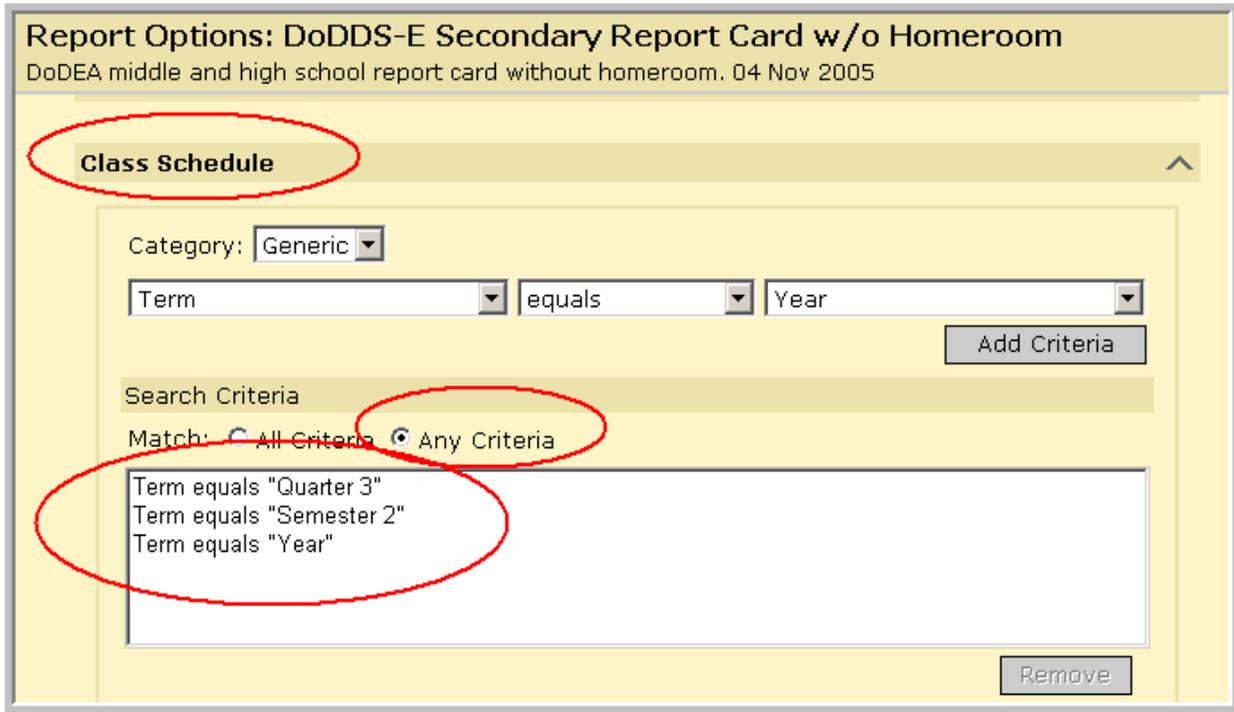
Match: All Criteria Any Criteria

End Date is greater than "04/05/2006"
Start Date is less than "04/10/2006"

Remove

if

If you want to only print the course the student is taking right now, you need to filter out the other quarters and semesters. Below is the set of filters you would use for printing 3rd Quarter Report Cards. For schools that have Quarter Courses, a semester grade will show up as a final grade for the course. This is not an error as this is the final grade for the quarter course.



To schedule the report to print over night select the “Scheduling Options”. Then select “Run Once”. There set the date and time for when you want the report to print.

Use the time blocks given to your school. If you need more time, call the DSO to request your time.

Tomorrow morning when you come into work when you login to SMS and go to “Scheduled Events” “Reports”. Your report will be there available to download and print.

