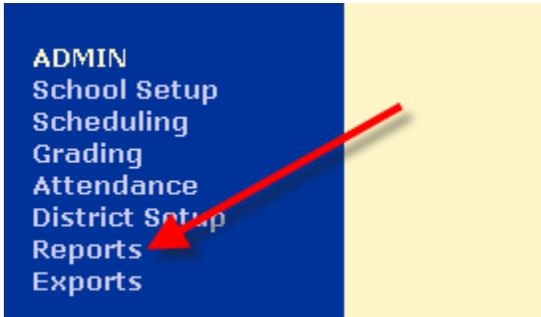
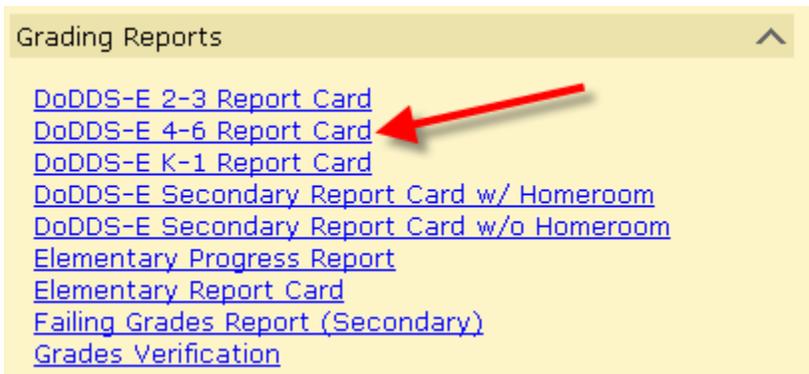


How To Print Elementary School Report Card

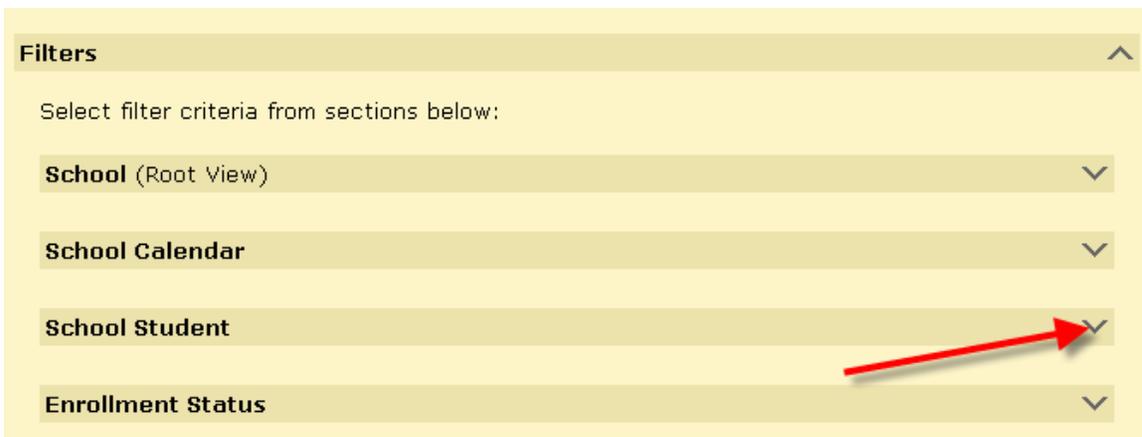
At the SMS home page click on the Reports link under Admin in the Control Bar.



Go to the Report Section of SMS and click on the *DoDDS-E 4-6 Report Card*, the *DoDDS-E 2-3 Report Card* or the *DoDDS-E K-1 Report Card* report as appropriate for the grade level report cards you wish to print.



Expand the School Student filter by clicking the icon shown below.



Set the filter category to generic and the field to Grade (Active) as shown below. If you print multiple grades be sure to change the Match criteria to *Any Criteria*.

The screenshot shows a window titled "School Student" with a search filter configuration. At the top, there is a "Category:" dropdown menu set to "Generic". Below it, a field "Grade (Active)" is selected, followed by a comparison operator "equals" and a value "5". An "Add Criteria" button is located to the right of these fields. Underneath, there is a "Search Criteria" section with a "Match:" section containing two radio buttons: "All Criteria" (unselected) and "Any Criteria" (selected). A text area below lists the search criteria: "Grade (Active) equals '4'" and "Grade (Active) equals '5'". A "Remove" button is at the bottom right of the text area.

Now schedule the report to print at the designated time for your school. Your District SMS ET will provide your school with the scheduled times for printing report cards. To schedule your report card print job – expand the Scheduling Options by clicking the icon shown below.

The screenshot shows a yellow header bar with the text "Scheduling Options" on the left and a downward-pointing arrow icon on the right. A red arrow points to the arrow icon.

Set the Schedule Options to the time provided to you by your SMS District ET.

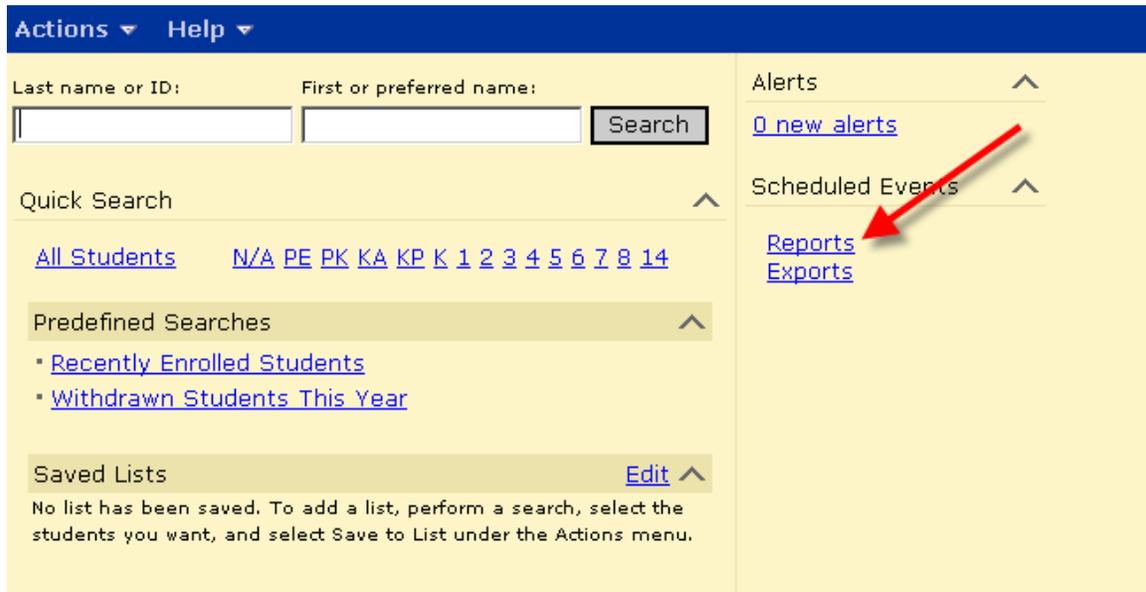
The screenshot shows a window titled "Scheduling Options" with three radio button options: "Run now", "One time", and "Recurring". The "One time" option is selected. Below it, there is a date field "*Date:" with the value "11/2/2005" and a calendar icon. Below the date is a time field "at:" with three dropdown menus: "04", "00", and "AM". Red arrows point to the "One time" radio button, the date field, and the time dropdowns. Below the "Recurring" option, there is a "*Start:" date field with "11/2/2005", a time field "at:" with "12", "00", and "AM", and a frequency field "Every:" with "1" and "Hour".

Click **Run Report**

After your report has been scheduled you will receive notification. Click the Close button.



Return to your Home page and click on the Scheduled Events Reports link to verify that your request has been scheduled.



The Scheduled Events Report screen will show the name of the report you have scheduled to print and when it is scheduled to print. Return to this screen after anytime after the scheduled execution time to view and print the report cards.

Actions ▾ Help ▾		Home Log off					
Selected: 0						Total: 1	
<input type="checkbox"/>	Report	Status	Schedule	Recurrence	First Executed	Last Executed	File Name
<input type="checkbox"/>	DoDDS-E 4-6 Report Card	Not Started	One time	Once	Thursday, November 03, 2005 4:00:00 AM	N/A	N/A

If you previously scheduled reports that do not appear above, the report may have been modified or deleted. Reschedule your report or contact your district administrator for more information.