

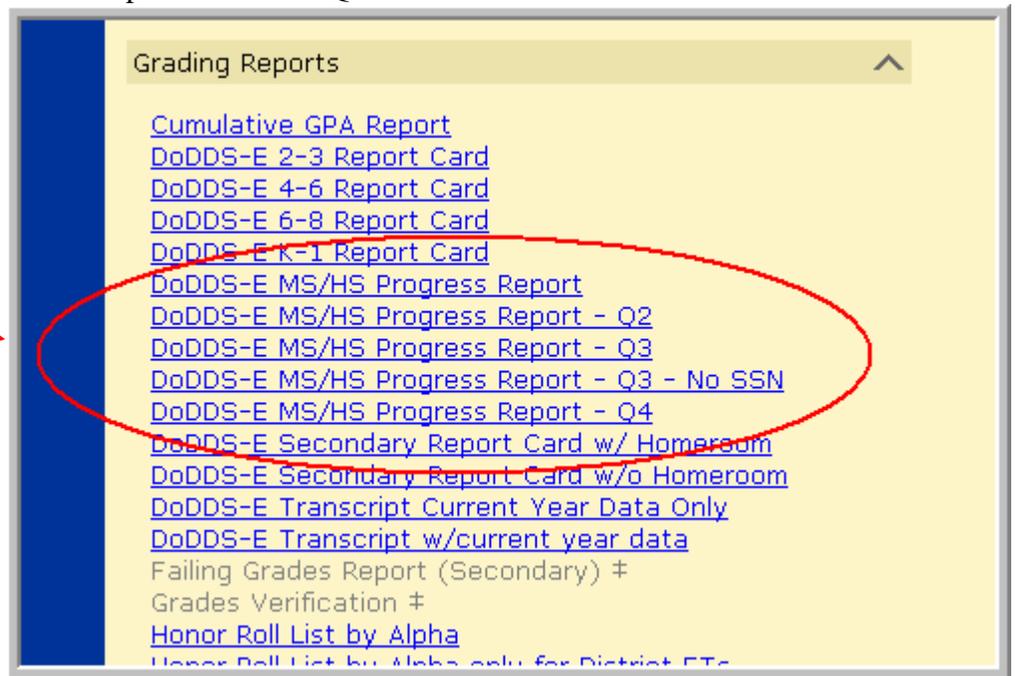
Printing Progress Reports 4th Quarter – May 2006

The DoDEA progress report card is a very large document. Because of this, the progress report should 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 Progress Reports 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.

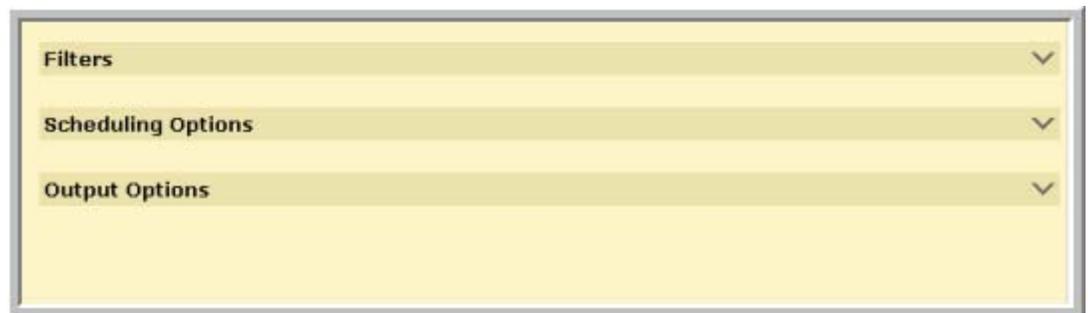
Then they need to find “Grading Reports”. You should select the appropriate “DoDDS-E MS/HS Progress Report.” In this example we will use Q4.

Choose the appropriate 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*.

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**” as follows:

“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”.

As an example, if your Progress Reports were due on May 11 or 12 you might set the End and Start dates as follows:

End > 05/05/2006

Start < 05/14/2006

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

Report Options: DoDDS-E MS/HS Progress Report - Q4

This progress report only contains Q4 information (and no comments), and should only be used with AP4 (Academic Progress 4). 10 Feb 2006 - JPR

Student Class Assignment

Category: Generic

Start Date is less than 05/14/2006 mmm/dd/yyyy

Add Criteria

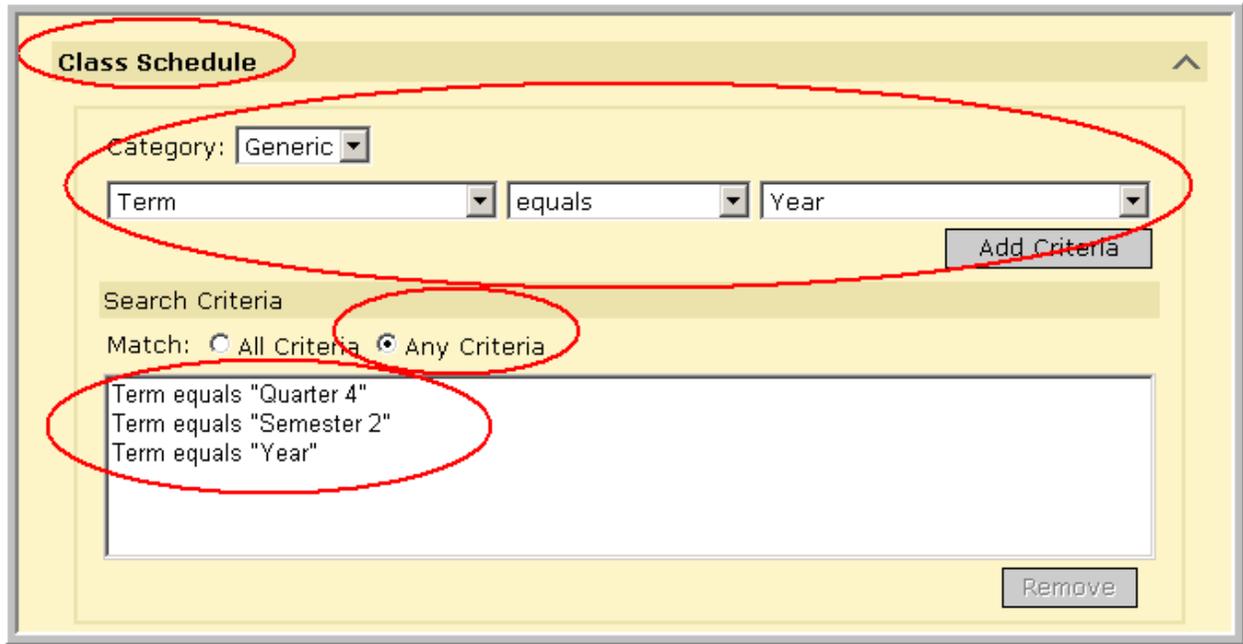
Search Criteria

Match: All Criteria Any Criteria

End Date is greater than "05/05/2006"
Start Date is less than "05/14/2006"

Remove

To print only the classes in Quarter 4, you need to also filter for the Term. To do that, go **Filters > Class Schedule > Generic > Term** and select all the possible terms for your students. It may be Year, Semester 2 and Quarter 4. Be sure to select the Search Criteria “ANY”.



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 and you login to SMS, go to “Scheduled Events” “Reports”. Your report will be there available to download and print.

