

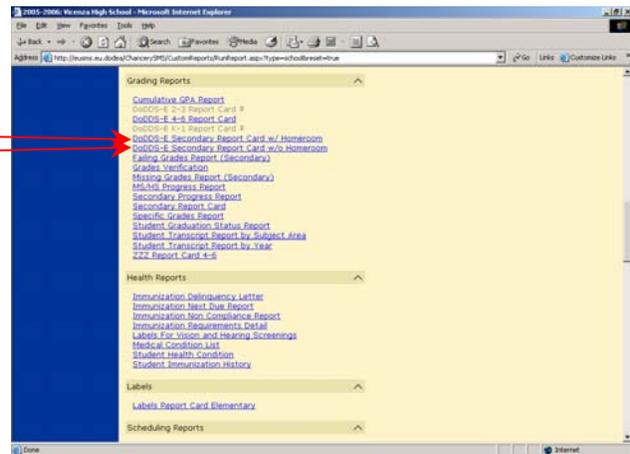
## Printing Secondary Report Cards

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.

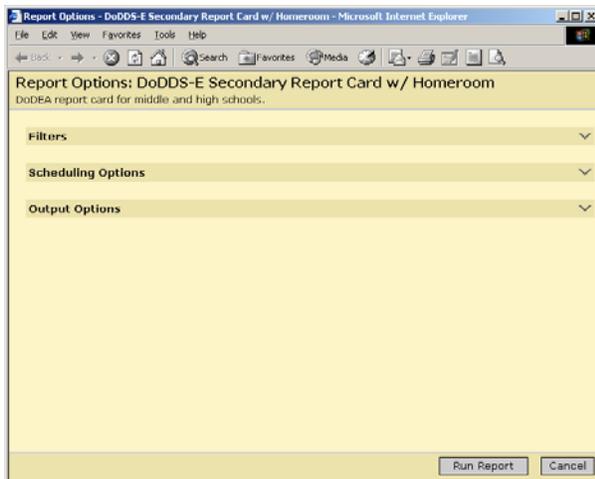
After grades have been entered and verified by the teachers the staff member printing the report card select “Reports” from the right side of the Home page when they login to SMS.

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.

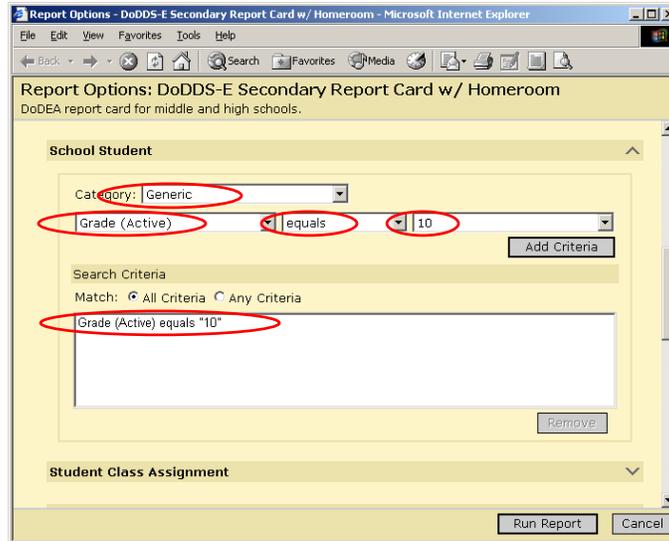


You then receive the Report Options window.

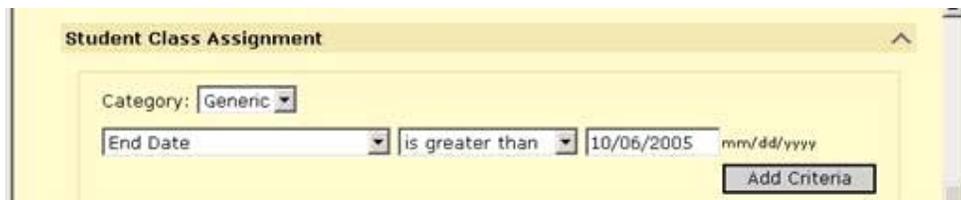


This allows you to select Filters, Scheduling Options and Output Options for the report.

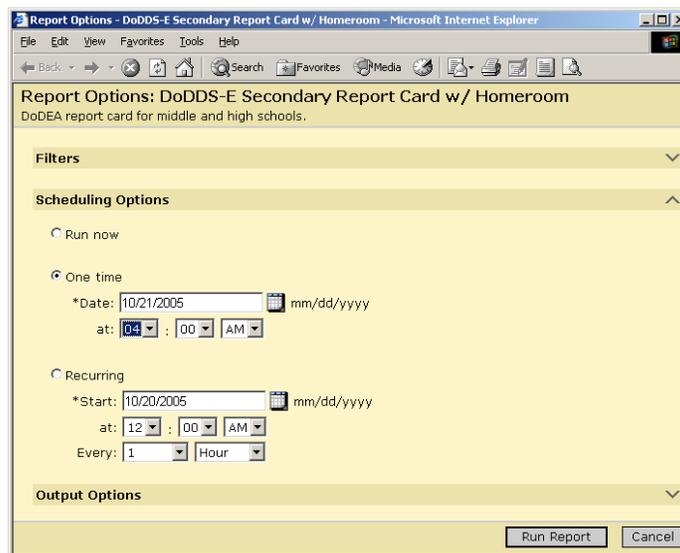
Open the “Filters” selection and open “School Student”. In the “Category” selection, select “Generic”. Then select “Grade (Active)”, “equals”, “grade level” to set up to print a specific grade level. Select “Add Criteria”.



To make only current courses show set the “Student Class Assignment” “End Date” to be the day before the end of the quarter.



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. Remember if you are setting for tomorrow to set the date for the next day. Also, please do not set reports to print at 0100 as that is when the server does it’s backup. Also, do not set all of the grade levels to print at the same 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.

