

In the summer 15.0 release the feature was added for districts to now have the option to publish official DASL report cards to Parent Access instead of mailing out hard copies for all students.

If you want parents to view paper report cards line you must first, setup in GradeBook to View Report Cards on ParentAccess:

-Admin Home Page, PA Admin, Page Level Security, View Official Report Cards.

Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Report Card	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Official Report Cards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course Request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In DASL a 'Requires paper Copy of Report card' checkbox was added on Additional tab of Profile

Edit Student Profile

From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Arrivance FD-Attributes FN-Attributes FN-Graduate Transportation

Save Cancel

Last Modified: 08/20/2015 7:42 AM by User: yanian

Primary Building: NEOnet High School

Special Ed: 0 Country of Origin:

Citizenship:

Building Progression Track: NE - NEES- NEHS Graduation Year:

New School:

Pri. Graduation Rule: Alt. Graduation Rule:

Counselor: -- Select Counselor -- Scheduling Priority: 5

Show grade appropriate counselors only Locker Assignments: Assign Primary Locker

Team: Homeroom: OR Auto-Assign

Include in Honor Roll: Flags: 1 2 3 4 5

Include in Ranking:

Include in GPA:

Requires Paper Copy of Report Card:

Student Profile Bulk Update has the ability to use an Ad-Hoc membership & mass update this field

Student Profile Bulk Update

Make bulk updates to students' profiles

Number of Students in selected Ad Hoc: 0

Select Ad-Hoc Student record Annual record FS-Standing & FD-Attributes-Effective Date FN-Attributes-No Date FN-Graduate Review updates

Mark the check box next to field(s) you wish to edit.
If the value is left blank and the check box is checked any value in the field(s) will be cleared, unless otherwise noted as required.

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Citizenship: Country of Origin: Native Language: Home Language: Local Ethnic Category: Pri. Graduation Rule: Alt. Graduation Rule: Building Progression Track: Birthdate Verified With: Requires Paper Copy of Report Card:

Hispanic/Latino and Racial Group(s) can only be bulk updated as a group, not individually.

Ethnicity / Race: Hispanic/Latino: Racial Group(s): A-Asian B-Black or African American I-American Indian or Alaska Native P-Native Hawaiian or Other Pacific Islander W-White

Attendance Calendar: Admission History Effective Start Date:

District Options
 (Management>District
 Administration> District
 Options) Disable Report
 Cards on ParentAccess portal
 for students with unpaid fees

District Options

From this screen, you can display and change District Options.

Select a method to assign a Family Courier

- No Family Courier assignment
- Assign Family Courier to youngest family member
- Assign Family Courier to oldest family member

Select grade levels that will be excluded from being a family group courier

Grade

01 - 01	←	→	
02 - 02	←	→	
03 - 03	←	→	
04 - 04	←	→	

Select a method to edit Family Group Contacts

- Allow edits per school
- Allow edits per district

Disable Report Cards on ParentAccess Portal for Students with Unpaid Fees:

Save

Student ID(s):

Homeroom Date: 9/10/2015

Common Text For Report Cards:

Grading Scale:

Print Blank Report Card For Student With Unpaid Fees: Yes No

Print for Students Requesting Hard Copies:

Omit Unlisted Phone Numbers:

New prompt on R700 named
 Print for students requesting hard
 copies. If checked only students with
 the field checked will get a paper
 copy in our Management screen.

Steps in DASL:

1. Run your R700 like usual and preview results in print management screen. (important items to check are marks appearing, comments, attendance, GPA's, honor roll messages)
2. If you are satisfied with results, go to Load Settings tab and save your load settings. Ensure the name field displays the name of the report as you want it to display on parent access.

3. Next click the pencil to edit

Selection Criteria | Selection Summary | **Load Settings**

	Name	Term	Archive Date	Private	Creator	Date Created	Status
<input checked="" type="checkbox"/>	<input type="text" value="End Of Year"/>			<input checked="" type="checkbox"/>	Baker, Michele (baker)	Sep 10, 2015	

Default Settings On Startup: Load Last Parameters

Current Settings

Name:

Private:

Save

4. Check Schedule Report Card and Term

5. Change Archive date if needed.
Please note that once this date approaches the job will be kicked off automatically of at 8:00 p.m. to send report cards to the Parent Access Electronic File Cabinet Vault.

Creator	Date Created	Scheduled By	Date Scheduled	Status
Baker, Michele (baker)	Sep 10, 2015			

Name: End Of Year

Private:

Schedule Report Card:

Term: Qtr4

Archive Date: 06/03/2016

Save Cancel Run Ready Jobs

It is also optional to click the Run Ready Jobs button which will immediately run the report defined in Load Settings. (Note the date must be the current date)

6. The job will be visible on your management screen once it is kicked off and will include the paper copy students. (if boxes were checked)
Also, a status of Pending will appear next to your Load Settings job. Once the job is finished the status will change to Complete.

To rerun the report cards due to grade changes/mistakes:

- a. Pencil Load Settings
- b. Change the Date
- c. Click Rerun

StudentInformation > SIS > Marks > Marks Reports > Report Card Formatter (R700)

WARNING: You are w...

Report Card Formatter (R700)
From this screen, you can select parameters to generate a report.

Creator	Date Created	Scheduled By	Date Scheduled	Status	Action
Cottrill, Jennifer (COTTRILL)	Sep 8, 2015	Cottrill, Jennifer (COTTRILL)	Sep 9, 2015	Complete	Rerun

Name: End of Year

Private:

Schedule Report Card:

Term: Qtr4

Archive Date: 09/08/2015

Save Cancel Run Ready Jobs

What it looks like on Parent Access

**NOTE This process will strip the students address once placed in Parent Access due to custody situations.

Report Card History

Report Card > Report Card History

School: All Schools Grade: All Grades Only Show Finals:

NOLLEY ELEMENTARY

Grade 03 2014/15

Term	End Date	Description
Quarter 4	May 29	End of Year