
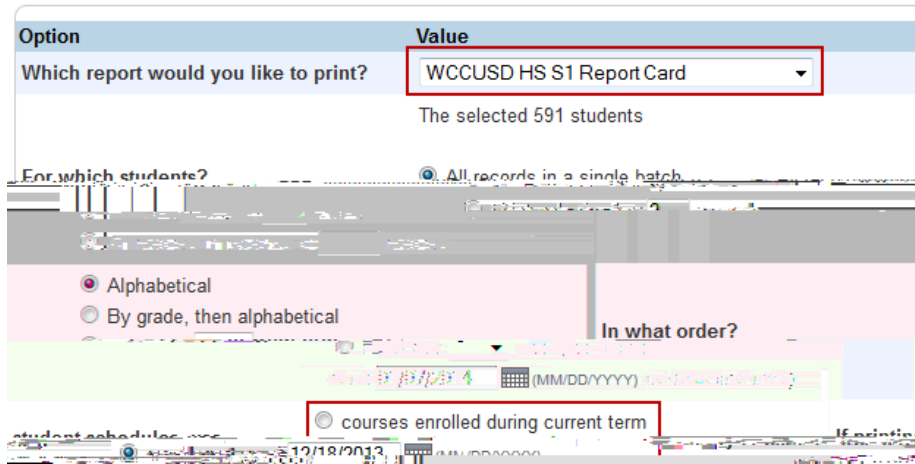






### Report Cards

To print report cards, select All students on the start page, then choose Print Report from the popup menu under . The report will be generated for the current term, which is the 15<sup>th</sup> school day prior to the end of the quarter (students enrolled fewer than 15 days in a course should not receive a grade in that course). Example:



Option	Value
Which report would you like to print?	WCCUSD HS S1 Report Card
The selected 591 students	
For which students?	<input checked="" type="radio"/> All records in a single batch
In what order?	<input checked="" type="radio"/> Alphabetical
	<input type="radio"/> By grade, then alphabetical
	<input checked="" type="radio"/> courses enrolled during current term

If your school has a lot of students, the report will run faster if you break it into batches. For example, if you have 1000 students, you could print report cards in 2 batches of 500 students each:



### Permanently Storing Grades

After report cards have been distributed and viewed by parents, there may be a few corrections that need to be made