

[admin](#), [classroom based](#), [report cards](#), [cms](#), [instructor](#)

CMS - ADMIN Report Cards



This manual is **Under Review**. It may be moved, combined with another manual, or removed entirely without notice.

- Step 1. Review report cards that teachers have completed by going to Learning Center»Management»Student Performance
- Choose Report Cards issued by staff
 - Choose the School Period and any other factors you would like to narrow the report cards down to
Each class and instructor is listed and the status of the report cards in the class. You can click on the status to view grades and credits earned. If some grades and credits were given but not all, the status will reflect “partial” completion.
Some classes, such as Homeroom, might now have grades so red is not necessarily incorrect.
You may click on the partially completed, RC’s completed, or No RCs issued to look closer at the report cards
 - Step 3. Once all report cards have been saved by instructors, go back to management page and click on 3.Student Report Cards under Student Performance
 - Step 4. You may include multiple reporting periods and grades on one report card. Choose the Reporting Period first and click Update. Then choose to include the extra school periods. Hold the Ctrl key down to choose more than one extra school period
 - If you have one ADA class that is just for the purpose of attendance, you should hide this class from the report card
 - Choose grade levels, teacher etc.
 - Click Update Student List
 - Choose one, several, or all students to view their report cards
 - Click Review Report Cards
 - Step 5. Review the report cards.
Use the key at the top to help you understand the color coding. Students in the red box have errors that will prevent their report cards from printing. Typically grades will not be available for them.
Scroll down to review each report card. Errors should be reported to the teacher for correction or you can edit the report card on this page
 - Click on the name of the class to the far left to edit the class settings
 - Click on the Class Report to edit the instructors’ report card marks
 - You can also hide a class from printing on the report card
When all report cards have been reviewed and corrected, scroll to the bottom of the page
 - Step 6. Click on Finalize All Report Cards
 - Step 7. Click SAVE ALL
 - Step 8. Click Print All if you want hard copies of all the report cards. They will print as PDFs

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