

[independent study](#), [report cards](#), [transcripts](#), [admin](#)

Report Cards: Mass Print and Mass Import

- Step 1. Go to **Admin»PLS/ReportWriter»Oversight»PLS/RW Report Cards**
Choose:
 - School Type-high school, k-8
 - Year
 - Term
- Click on “All Entries” box
- Click on Show List

List of Report Cards Waiting Import

School Type: Year: Term: Staff: Show Rejected R/C

Source: All Entries: ☐ Enroll Primary: Show List

Displaying unhandled
(The teacher listed is the staff member most recently assigned to the student, and the listed is the learning center to which the student was assigned in his or her most recent enrollment)

Sel	Seq	Status	Name	Grd	Teacher	School Type	RC Template	Sch Period	Sch Year	Transcript	Action	Print
<input type="checkbox"/>	1	Unhandled	Abercrombie, Carly	05	Wickline T	Elementary	sis_reprck8	Home School - Tk-5	Semester 1 (Fall)	2015 - 2016	Transcript	Import Skip Print
<input checked="" type="checkbox"/>	2	Unhandled	Ashcroft, August	02	Higgins M	Elementary	sis_reprck8		Semester 1 (Fall)	2015 - 2016	Transcript	Import Skip Print
<input type="checkbox"/>	3	Unhandled	Elbarati, Doa'a	KN	Pellegrini C	Elementary	sis_reprck8	Independent Study K-8	Semester 1 (Fall)	2015 - 2016	Transcript	Import Skip Print
<input type="checkbox"/>	4	Unhandled	James, Harry	KN	Higgins M	Elementary	sis_reprck8	Independent Study K-8	Semester 1 (Fall)	2015 - 2016	Transcript	Import Skip Print
<input type="checkbox"/>	5	Unhandled	Killian, Elisa	02	Higgins M	Elementary	sis_reprck8	Independent Study K-8	Semester 1 (Fall)	2015 - 2016	Transcript	Import Skip Print
<input type="checkbox"/>	6	Unhandled	Lesange, Kim	06	Higgins M	Elementary	sis_reprck8	Classroom Based - 6-8	Semester 1 (Fall)	2015 - 2016	Transcript	Import Skip Print
<input type="checkbox"/>	7	Unhandled	Smith, Jamie	01	Higgins M	Elementary	sis_reprck8	Independent Study K-8	Semester 1 (Fall)	2015 - 2016	Transcript	Import Skip Print

Select All ☐ Select Unimported ☐

☒ Click to Fill

Confirm:

Mass Import:
This option allows you to import many/all records above in "one fell swoop".

Override Grades Report:
Reports grade book computed grade and teacher's override grade entered on the report card.

Print Selected
This option allows you to print Report Cards for everything selected above. (You do not need to confirm this)

Mass Import Override Report Print Selected Export Selected to CSV

- Step 2. Select the report card(s) you want to view/print by entering a check in the box to the left of the student's name or choose select all
- Step 3. You can order the list by student, grade level, or teacher. Click on the word teacher at the top of the teacher column to order by teacher. Click on Grd to order by grade level

To choose a group of students, check the boxes for the first and last students, then click **“Click to Fill”**.

- Step 4. Click Print Selected for all report cards chosen. This will generate a pdf. You do not need to enter a CONFIRM.

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