

[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

The screenshot shows the 'List of Report Cards Waiting Import' interface. At the top, there are navigation tabs: Admin, Reports, Academies, Teachers, Portal, and Help. Below these are filter dropdowns for School Type (Elementary), Year (2015 - 2016), Term (Semester 1 (Fall)), and Staff (-- All Staff --). There are also buttons for 'Show Rejected R/C' and 'Action Color Key' (Ready for Import). A 'Source' dropdown is set to 'All Entries'. A 'Show List' button is present. The table below has 13 columns: Sel, Seq, Status, Name, Grd, Teacher, School Type, RC Template, Sch Period, Sch Year, Transcript, Action, and Print. The first seven rows of data are visible, with the 'Sel' checkboxes for rows 2, 3, 4, 5, 6, and 7 circled in red. Below the table are 'Select All' and 'Select Unimported' checkboxes, and a 'Click to Fill' button. At the bottom, there are sections for 'Mass Import', 'Override Grades Report', and 'Print Selected', each with a corresponding button.

- 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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Last update: **2018/01/25 00:15**

