# NC Traditional Report Card Template

07/08/2025 3:18 pm EDT

Use the following steps to create a report card template for traditional grading. Once a template is created, it can be copied to other calendars as necessary. The PSU has the ability to adjust the report card to meet the needs of the PSU as necessary.

For more information on regarding report setup visit the Report Setup | Infinite Campus (https://kb.infinitecampus.com/help/report-setup) article.

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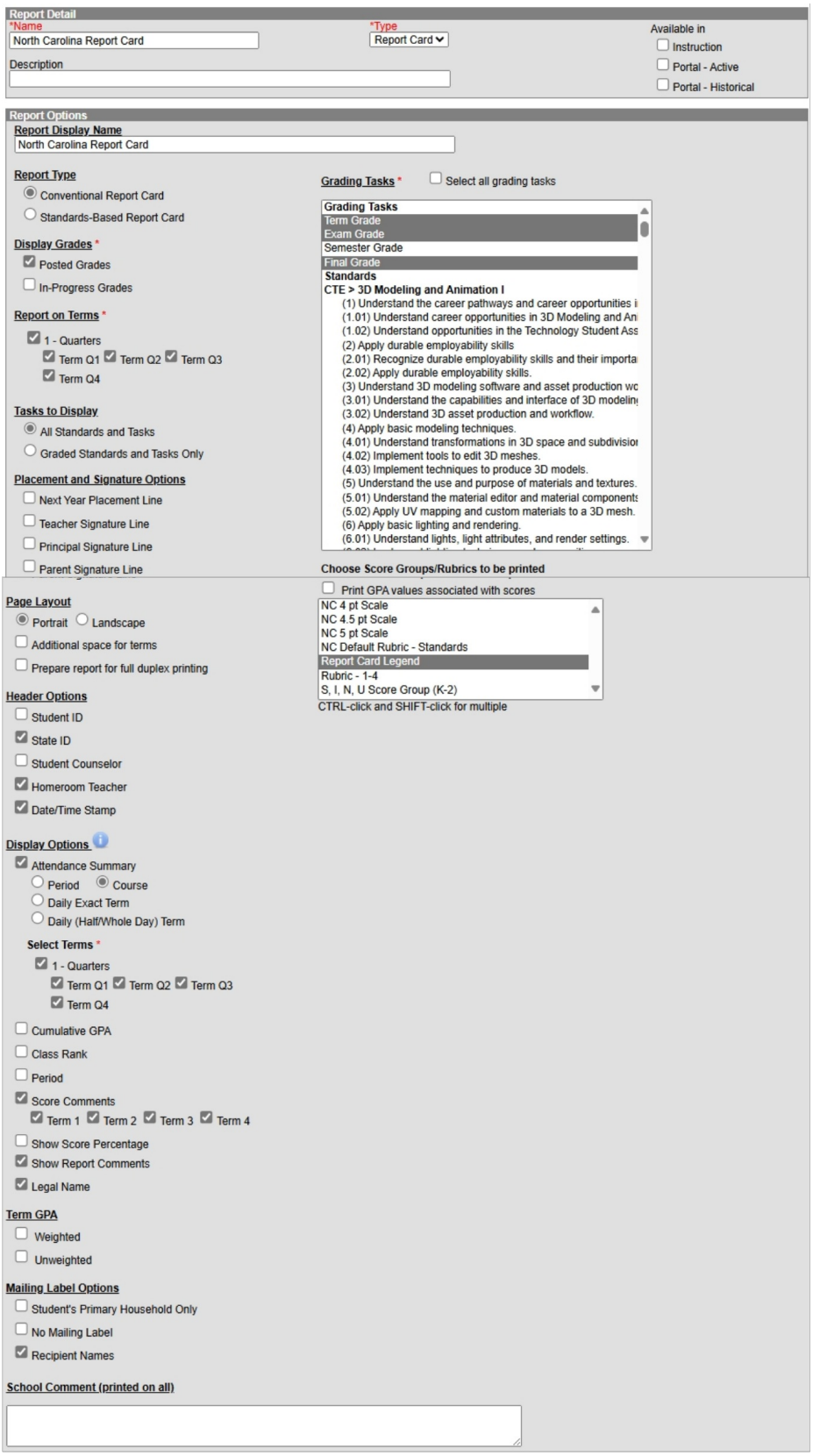
***Navigation: System Settings > System Preferences > Report Setup***

- Enter "**North Carolina Report Card**" in the Name field.
- Select **Report Card** from the type dropdown.
- Enter a brief description as needed. (Optional)
- To make the report card template available in Campus Instruction or Portals, check boxes that will apply. (Optional)
- Enter "**North Carolina Report Card**" in the Report Display Name field.
- Select **Conventional Report Card** from the report type dropdown.
- Check the box to display **Posted Grades**.
- Select the **Terms** to include for the report card. PSUs can create one report card per term, but it is recommended to include all terms on the end of year report card.
- Select **All Standards** and Tasks to display.
- In the **Grading Tasks** box, select which grading tasks to include, i.e. Term Grade, Exam Grade, Semester Grade, Final Grade.
- Select which Placement and Signature options as necessary (Optional)
- Select the **Report Card Legend** as the Score Group to be printed. This legend displays the 10-point grading scale. i.e. 90-100 = A, etc.
- Select which page layout to apply. Recommend layout is **Portrait**.
- In the Headers Options, it is recommended to **check** the boxes to include **State ID**, **Date/Time Stamp**, and **Homeroom Teacher** if applicable.
- In the **Display Options**, it is recommended to **check** the following boxes to include:
    - Attendance Summary

        - Period Attendance use Course
        - Daily Attendance use Daily (Half/Whole Day) Term
        - Select Terms as appropriate
    - Score Comments - Select all terms
    - Show Report Card Comments
    - Legal Name
- The **Mailing options** can be chosen per PSU decision. Selecting Recipient Names will add the Parent/Guardian of the Household names. Not selecting any mailing option will print "Parent/Guardian of Student". If a student has more than one household, one report card will print per household.
- Click **Save** once all report details have been added.




After the first template has been created in one calendar, it can be copied to all necessary calendars in the PSU using the Reports Roll Forward Wizard | Infinite Campus (https://kb.infinitecampus.com/help/report-roll-forward).