

NC Traditional Report Card Template

10/30/2025 10:31 am 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) (<https://kb.infinitecampus.com/help/report-setup>) article.

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.

Report Detail	
*Name North Carolina Report Card	*Type Report Card ▾
Description <input type="text"/>	
Available in <input type="checkbox"/> Instruction <input type="checkbox"/> Portal - Active <input type="checkbox"/> Portal - Historical	
Report Options	
Report Display Name North Carolina Report Card	
Report Type <input checked="" type="radio"/> Conventional Report Card <input type="radio"/> Standards-Based Report Card	Grading Tasks * <input type="checkbox"/> Select all grading tasks <div> Grading Tasks Term Grade Exam Grade Semester Grade Final Grade Standards CTE > 3D Modeling and Animation I (1) Understand the career pathways and career opportunities i (1.01) Understand career opportunities in 3D Modeling and An (1.02) Understand opportunities in the Technology Student Ass (2) Apply durable employability skills (2.01) Recognize durable employability skills and their importa (2.02) Apply durable employability skills. (3) Understand 3D modeling software and asset production wc (3.01) Understand the capabilities and interface of 3D modelin (3.02) Understand 3D asset production and workflow. (4) Apply basic modeling techniques. (4.01) Understand transformations in 3D space and subdivision (4.02) Implement tools to edit 3D meshes. (4.03) Implement techniques to produce 3D models. (5) Understand the use and purpose of materials and textures. (5.01) Understand the material editor and material components (5.02) Apply UV mapping and custom materials to a 3D mesh. (6) Apply basic lighting and rendering. (6.01) Understand lights, light attributes, and render settings. ▾ </div>
Display Grades * <input checked="" type="checkbox"/> Posted Grades <input type="checkbox"/> In-Progress Grades	
Report on Terms * <input checked="" type="checkbox"/> 1 - Quarters <input checked="" type="checkbox"/> Term Q1 <input checked="" type="checkbox"/> Term Q2 <input checked="" type="checkbox"/> Term Q3 <input checked="" type="checkbox"/> Term Q4	
Tasks to Display <input checked="" type="radio"/> All Standards and Tasks <input type="radio"/> Graded Standards and Tasks Only	
Placement and Signature Options <input type="checkbox"/> Next Year Placement Line <input type="checkbox"/> Teacher Signature Line <input type="checkbox"/> Principal Signature Line <input type="checkbox"/> Parent Signature Line	Choose Score Groups/Rubrics to be printed <input type="checkbox"/> Print GPA values associated with scores <div> NC 4 pt Scale NC 4.5 pt Scale NC 5 pt Scale NC Default Rubric - Standards Report Card Legend Rubric - 1-4 S, I, N, U Score Group (K-2) CTRL-click and SHIFT-click for multiple </div>
Page Layout <input checked="" type="radio"/> Portrait <input type="radio"/> Landscape <input type="checkbox"/> Additional space for terms <input type="checkbox"/> Prepare report for full duplex printing	
Header Options <input type="checkbox"/> Student ID <input checked="" type="checkbox"/> State ID <input type="checkbox"/> Student Counselor <input checked="" type="checkbox"/> Homeroom Teacher <input checked="" type="checkbox"/> Date/Time Stamp	
Display Options ⓘ <input checked="" type="checkbox"/> Attendance Summary <input type="radio"/> Period <input checked="" type="radio"/> Course <input type="radio"/> Daily Exact Term <input type="radio"/> Daily (Half/Whole Day) Term Select Terms * <input checked="" type="checkbox"/> 1 - Quarters <input checked="" type="checkbox"/> Term Q1 <input checked="" type="checkbox"/> Term Q2 <input checked="" type="checkbox"/> Term Q3 <input checked="" type="checkbox"/> Term Q4 <input type="checkbox"/> Cumulative GPA <input type="checkbox"/> Class Rank <input type="checkbox"/> Period <input checked="" type="checkbox"/> Score Comments <input checked="" type="checkbox"/> Term 1 <input checked="" type="checkbox"/> Term 2 <input checked="" type="checkbox"/> Term 3 <input checked="" type="checkbox"/> Term 4 <input type="checkbox"/> Show Score Percentage <input checked="" type="checkbox"/> Show Report Comments <input checked="" type="checkbox"/> Legal Name	
Term GPA <input type="checkbox"/> Weighted <input type="checkbox"/> Unweighted	
Mailing Label Options <input type="checkbox"/> Student's Primary Household Only <input type="checkbox"/> No Mailing Label <input checked="" type="checkbox"/> Recipient Names	
School Comment (printed on all) <input type="text"/>	



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>).



Reports can be rolled forward from previous years. See the [Reporting and Transportation](https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/reporting-and-transportation) (<https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/reporting-and-transportation>) article for more information on rolling forward reports.

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