Report Cards

02/06/2026 8:23 am EST

NC Traditional Report Card Template

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.

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 ▼

Available in
☐ Instruction

Description
[   ]

☐ Portal - Active
☐ Portal - Historical

Report Options

Report Display Name
North Carolina Report Card

Report Type
◉ Conventional Report Card
○ Standards-Based Report Card

Display Grades *
☑ Posted Grades
☐ In-Progress Grades

Report on Terms *
☑ 1 - Quarters
  ☑ Term Q1 ☑ Term Q2 ☑ Term Q3
  ☑ Term Q4

Tasks to Display
◉ All Standards and Tasks
○ Graded Standards and Tasks Only

Placement and Signature Options
☐ Next Year Placement Line
☐ Teacher Signature Line
☐ Principal Signature Line
☐ Parent Signature Line

Grading Tasks *   ☐ Select all grading tasks

Grading Tasks
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 wo
(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 subdivisio
(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.

Choose Score Groups/Rubrics to be printed

☐ Print GPA values associated with scores

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

Page Layout
◉ Portrait ○ Landscape
☐ Additional space for terms
☐ Prepare report for full duplex printing

Header Options
☐ Student ID
☑ State ID
☐ Student Counselor
☑ Homeroom Teacher
☑ Date/Time Stamp

Display Options ⓘ
☑ Attendance Summary
  ○ Period ◉ Course
  ○ Daily Exact Term
  ○ Daily (Half/Whole Day) Term

  Select Terms *
  ☑ 1 - Quarters
    ☑ Term Q1 ☑ Term Q2 ☑ Term Q3
    ☑ Term Q4

☐ Cumulative GPA
☐ Class Rank
☐ Period
☑ Score Comments
  ☑ Term 1 ☑ Term 2 ☑ Term 3 ☑ Term 4
☐ Show Score Percentage
☑ Show Report Comments
☑ Legal Name

Term GPA
☐ Weighted
☐ Unweighted

Mailing Label Options
☐ Student's Primary Household Only
☐ No Mailing Label
☑ Recipient Names

School Comment (printed on all)

[   ]

✅ **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).

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

NC Standards Report Card Template

Use the following steps to create a report card template for standards 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.

Navigation: System Settings > System Preferences > Report Setup

- Enter "**North Carolina Standard 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 **Standards-Based 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.

- In the **Grading Tasks** box, select which grading tasks or standards to include, i.e. Term Grade, Exam Grade, Semester Grade, Final Grade. Select standards or grading tasks individually by holding CTRL and selecting the standard or grading task.

- Select **Graded Standards and Tasks Only** in Tasks to display.
  - If all standards are aligned to a course, only those standards graded for the terms selected will display on the report card.

- Select which Placement and Signature options as necessary (Optional)

- Select the **Score Group** or **Rubric** to be printed.

- Select which page layout to apply, Portrait or Landscape. This may vary based on the standards aligned to courses.

- 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

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- Period Attendance use Course
      - Daily Attendance use Daily (Half/Whole Day) Term
      - Select Terms as appropriate
  - Score Comments - Select all terms
  - 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.
- Adding a School Comment will print on all report cards.

- 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).**

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