

# **Report Cards**

07/10/2025 7:31 pm EDT

### **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/reportsetup) 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.

North Carolina Report Card	Report Card 🗸	Instruction
Description		Portal - Active
		Portal - Historical
Denset Onlines		
Report Display Name		
North Carolina Report Card		
Depart Time		
Report Type	Grading Tasks Select all grading tasks	
Conventional Report Card	Grading Tasks	
<ul> <li>Standards-Based Report Card</li> </ul>	Term Grade	
Display Grades *	Semester Grade	
Posted Grades	Final Grade	
In-Progress Grades	CTE > 3D Modeling and Animation I	
Report on Terms	(1) Understand the career pathways and career opportu (1.01) Understand career opportunities in 2D Medeling.	Inities i
	(1.02) Understand opportunities in the Technology Stud	ent Ass
Term 01 Term 03 Term 03	(2) Apply durable employability skills (2.01) Recognize durable employability skills and their i	monta
	(2.02) Apply durable employability skills.	niporta
	(3) Understand 3D modeling software and asset product (3.01) Understand the constitution and interface of 2D and (3.01) Understand the constitution of 2D and (3.01).	tion wc
Tasks to Display	(3.02) Understand 3D asset production and workflow.	ionemii
All Standards and Tasks	(4) Apply basic modeling techniques.	divicio
O Graded Standards and Tasks Only	(4.01) Understand transformations in 3D space and sub (4.02) Implement tools to edit 3D meshes.	
Placement and Signature Options	(4.03) Implement techniques to produce 3D models.	otures
Next Year Placement Line	(5.01) Understand the material editor and material com	ponents
Teacher Signature Line	(5.02) Apply UV mapping and custom materials to a 3D	mesh.
	<ul> <li>(6) Appry basic lighting and rendering.</li> <li>(6.01) Understand lights, light attributes, and render set</li> </ul>	tings. 🔻
Parent Signature Line	Choose Score Groups/Rubrics to be printed	
Page Layout	Print GPA values associated with scores     NC 4 nt Scale	
Portrait      Landscape	NC 4.5 pt Scale	
Additional space for terms	NC 5 pt Scale	
Property report for full duploy printing	Report Card Legend	
	Rubric - 1-4	
Header Options	CTRL-click and SHIFT-click for multiple	
Student ID		
State ID		
Student Counselor		
Homeroom Teacher		
Date/Time Stamp		
Display Options		
Attendance Summary		
O Period O Course		
O Daily Exact Term		
<ul> <li>Daily (Half/Whole Day) Term</li> </ul>		
Select Terms *		
1 - Quarters		
Term Q1 C Term Q2 C Term Q3		
M Term Q4		
Cumulative GPA		
Class Rank		
Period		
Score Comments		
Term 1 Term 2 Term 3 Term 4		
Show Score Percentage		
Show Report Comments		
- Logai Name		
Term GPA		
U Weighted		
Unweighted		
Mailing Label Ontions		
Student's Primary Household Only		
- Student's Frinary Hodsenold Only		
No Mailing Label		
No Mailing Label Recipient Names		
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).

## **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.

Report Detail		
*Name	*Туре	Available in
North Carolina Standard Report Card	Report Card V	Instruction
Description		Dortal Astivo
Standard report card template		
[	]	Portal - Historical
Report Options		
Report Display Name		
North Carolina Standard Report Card		
Report Type	Orading Tasks	
Conventional Depart Cord	Grading lasks	
	Grading Tasks	
Standards-Based Report Card	Term Grade	<b>▲</b>
	Exam Grade	
Display Grades *	Semester Grade	-
Posted Grades	Final Grade	
	Standards	
In-Progress Grades	Grade 1 > Math Grade 1 > Operations and Algebraic Thir	nking
	Operations and Algebraic Thinking	
Standards Display Options	Grade 1 > Math Grade 1 > Measurement and Data	
Grades for Selected Terms	Measurement and Standards0	
_	Grade 1 > Math Grade 1 > Geometry	
1 - Quarters	Geometry	45
Term Q1 🗹 Term Q2 🔽 Term Q3	(NC.1.NBT.1) Count to 150, starting at any number less (NC.1.NBT.7) Dead and write numerals, and represents	unan .
Torm O4	(NC.1.NDT.7) Redu and write numerals, and represent a	
tenn Q4	(NC. I.NBT.5 ) Given a two-digit number, mentally find ro	
O Best Grade Only	Reading Foundational Skills	
O Most Recent Grade Only	Choose Score Groups/Rubrics to be printed	

- 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.

	Choose Score Groups/Rubrics to be printed	
Taska ta Disalau	Print GPA values associated with scores	
	NC 4 pt Scale	
O All Standards and Tasks	NC 5 pt Scale	
Graded Standards and Tasks Only	NC Default Rubric - Standards	
Placement and Signature Ontions	Report Card Legend	_
	S. I. N. U Score Group (K-2)	$\mathbf{v}$
	CTRL-click and SHIFT-click for multiple	_
Teacher Signature Line		
Principal Signature Line		
Parent Signature Line		
Page Layout		
Portrait O Landscape		
Additional space for terms (Recommended for more than 5 terms)		
Prepare report for full duplex printing		
Header Options		
Student ID		
State ID		
Student Counselor		
Momeroom Teacher		
Z Date/Time Stamp		

- 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
  - Legal Name

Display Options 0
☑ Attendance Summary
O Period O Course
O Daily Exact Term
Daily (Half/Whole Day) Term
Select Terms *
I - 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 Report Comments
Legal Name
Term GPA
U Weighted

- 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.

Mailing Label Options	
Student's Primary Household Only	
O No Mailing Label	
Recipient Names	
Sakaal Commant (printed on all)	
School Comment (printed of all)	
Print at Beginning     Print at End	

• 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).

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