

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 V	Instruction
Description		Portal - Active
		Portal - Historical
D		
Report Options Report Display Name		
North Carolina Report Card		
Deport Type		
Report Type	Grading Tasks Select all grading tasks	
Conventional Report Card	Grading Tasks	
Standards-Based Report Card	Term Grade Exam Grade	
Display Grades *	Semester Grade	
Posted Grades	Final Grade	
In-Progress Grades	Standards CTE > 3D Modeling and Animation I	
Report on Terms *	 (1) Understand the career pathways and career opportunities (1.01) Understand career opportunities in 3D Modeling a 	nities i
	(1.01) Understand career opportunities in 3D wodeling a (1.02) Understand opportunities in the Technology Stude	ent Ass
I - Quarters Term Q1 Term Q2 Term Q3	(2) Apply durable employability skills	
Term Q4	(2.01) Recognize durable employability skills and their in (2.02) Apply durable employability skills.	nporta
	(3) Understand 3D modeling software and asset product	
Tasks to Display	(3.01) Understand the capabilities and interface of 3D m (3.02) Understand 3D asset production and workflow.	odenni
All Standards and Tasks	(4) Apply basic modeling techniques.	di dala
O Graded Standards and Tasks Only	(4.01) Understand transformations in 3D space and subo (4.02) Implement tools to edit 3D meshes.	DIVISIO
Placement and Signature Options	(4.03) Implement techniques to produce 3D models.	
Next Year Placement Line	(5) Understand the use and purpose of materials and tex (5.01) Understand the material editor and material comp	
	(5.02) Apply UV mapping and custom materials to a 3D	
Teacher Signature Line	 (6) Apply basic lighting and rendering. (6.01) Understand lights, light attributes, and render setti 	inas. 🔻
Principal Signature Line		
Parent Signature Line	Choose Score Groups/Rubrics to be printed	
Page Layout	Print GPA values associated with scores	
Portrait Landscape	NC 4 pt Scale	
Additional space for terms	NC 5 pt Scale	
_	NC Default Rubric - Standards Report Card Legend	
Prepare report for full duplex printing	Rubric - 1-4	
Header Options	S, I, N, U Score Group (K-2)	
Student ID	CTRL-click and SHIFT-click for multiple	
State ID		
Student Counselor		
Homeroom Teacher		
Date/Time Stamp		
Date/Time Stamp		
Display Options (1)		
Attendance Summary		
O Period Course		
O 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)		
x		

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 🗸	Instruction
Description		Portal - Active
Standard report card template		
[Portal - Historical
Report Options		
Report Display Name		
North Carolina Standard Report Card		
Report Type	Grading Tasks * Select all grading tasks	
Conventional Report Card	Grading Tasks * Select all grading tasks	
	Grading Tasks	
Standards-Based Report Card	Term Grade	▲
	Exam Grade	
Display Grades *	Semester Grade	-
Posted Grades	Final Grade	
	Standards	
In-Progress Grades	Grade 1 > Math Grade 1 > Operations and Algebraic Thin	king
	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	
Term Q1 🗹 Term Q2 🔽 Term Q3	(NC.1.NBT.1) Count to 150, starting at any number less t (NC.1.NBT.7) Read and write numerals, and represent a	
Term Q4	(NC.1.NBT.5) Given a two-digit number, mentally find 10	
terin Q4	MES K-2 > 1st > ELA > Reading Foundational Skills	more
Best Grade Only	Reading Foundational Skills	
O Most Recent Grade Only	Choose Score Groups/Rubrics to be printed	
Most Recent Grade Only	Giouse score Groups/Kublics 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	
Tasks to Display	NC 4 pt Scale NC 4.5 pt Scale	
O All Standards and Tasks	NC 5 pt Scale	
Graded Standards and Tasks Only	NC Default Rubric - Standards	
Placement and Signature Options	Report Card Legend Rubric - 1-4	_
Next Year Placement Line	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		
Homeroom 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

Options U	
<u>Options</u>	
endance Summary	
Period O Course	
Daily Exact Term	
Daily (Half/Whole Day) Term	
ect Terms *	
1 - Quarters	
Term Q1 🗹 Term Q2 🗹 Term Q3	
Term Q4	
mulative GPA	
iss Rank	
riod	
pre Comments	
Term 1 🔽 Term 2 🔽 Term 3 🌄 Term 4	
ow Report Comments	
gal Name	
<u>PA</u>	
eighted	
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	
No Mailing Label	
Recipient Names	
School Comment (printed on all)	
O Print at Beginning I Print at End	
	1

• Click Save once all report details have been added.

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