



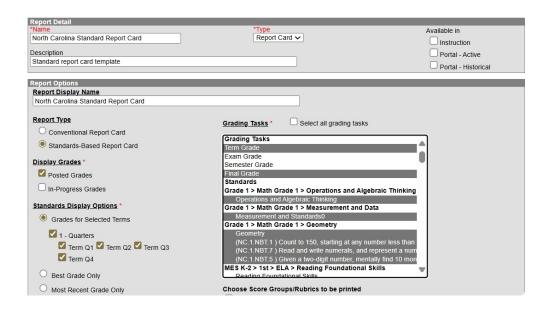
NC Standards Report Card Template

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.

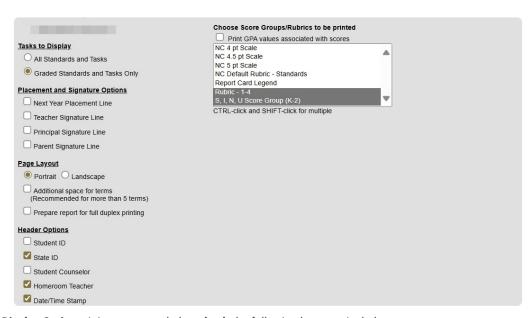
For more information on regarding report setup visit the Report Setup | Infinite Campus (https://kb.infinitecampus.com/help/report-setup) article.

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

- Period Attendance use Course
- Daily Attendance use Daily (Half/Whole Day) Term
- Select Terms as appropriate
- o 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).