

Report Card Setup

10/30/2025 10:35 am 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/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 ▼	Available in <input type="checkbox"/> Instruction <input type="checkbox"/> Portal - Active <input type="checkbox"/> Portal - Historical
Description <input type="text"/>		
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) </div> CTRL-click and SHIFT-click for multiple	
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 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"/>		



forward).

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-](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.

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) (<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: North Carolina Standard Report Card

*Type: Report Card

Description: Standard report card template

Available in:
☐ Instruction
☐ Portal - Active
☐ Portal - Historical

Report Options

Report Display Name
 North Carolina Standard Report Card

Report Type
☐ Conventional Report Card
☒ Standards-Based Report Card

Display Grades *
☒ Posted Grades
☐ In-Progress Grades

Standards Display Options *
☒ Grades for Selected Terms
☐ Best Grade Only
☐ Most Recent Grade Only

Grading Tasks * ☐ Select all grading tasks

Grading Tasks
 Term Grade
 Exam Grade
 Semester Grade
 Final Grade

Standards
 Grade 1 > Math Grade 1 > Operations and Algebraic Thinking
 Operations and Algebraic Thinking
 Grade 1 > Math Grade 1 > Measurement and Data
 Measurement and Standards0
 Grade 1 > Math Grade 1 > Geometry
 Geometry
 (NC.1.NBT.1) Count to 150, starting at any number less than
 (NC.1.NBT.7) Read and write numerals, and represent a num
 (NC.1.NBT.5) Given a two-digit number, mentally find 10 more
 MES K-2 > 1st > ELA > Reading Foundational Skills
 Reading Foundational Skills

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
☐ Print GPA values associated with scores

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

Page Layout
☒ Portrait ☐ 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
☒ Date/Time Stamp

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

- 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 ⓘ

☒ 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 Report Comments
 ☐ Legal Name

Term GPA
☐ Weighted
 ☐ Unweighted

- 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)
☐ Print at Beginning
 ☒ Print at End

- Click **Save** once all report details have been added.



forward).

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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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