

NC Standards Report Card Template

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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 Standards
 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.



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>).



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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