ELECTRONIC REPORT CARD GUIDE

Before School Starts: Set Report Card Deadlines for Staff- Distribute information

Report Card Prep - Beginning of Semester or Trimester

Check report card to make sure that all courses and Standards (if used) are included.

-System reports

-Develop report Card

-Click on the report card you will be using

-Click on the Attendance box, add/remove Terms by using the pull downs on the left-hand side, click the save icon on the top

-Click on the grading box, last box on the document.

-Add/remove Storecodes, click the save icon on the top

-If using Standards, adjust Course List and Standards List as needed, the save icon on the top

-Scroll to below the Standards List, click on Course Comments that you want included, click the save icon on the top

Set Internal PowerSchool -Beginning of Semester/Trimester/Each 6WK/Or set up for year

-Click on System Reports

-School-Level Configuration (right below tabs at top)

-You may set exclusion rules here so that report cards are not generated for current grades on parent portals.

Two Weeks Before Report Card Deadline:

Send teaching staff reminder of report card deadline, with instructions for finalizing and submitting grades and comments:

[Finalizing and Submitting Grades](https://www.bsd7.org/cms/one.aspx?portalid=112502&pageid=32134551)

One Week Before Report Card Deadline:

Send teaching staff reminder of report card deadline, with instructions for finalizing and submitting grades and comments:

[Finalizing and Submitting Grades](https://www.bsd7.org/cms/one.aspx?portalid=112502&pageid=32134551)

3 days before Report Card Deadline (or earlier):

From this page:

<https://ps.bsd7.org/admin/schoolsetup/gradingsetup/home.html>

-Open Section Readiness under Completed Grades

-Set your parameters at the top for Reporting Term and Verified Status, Hit apply

-On the screen you will see which teachers have not completed their grades, talk to your administrator to see if you should take any action at this point.

Report Card Deadline:

From this page:

<https://ps.bsd7.org/admin/schoolsetup/gradingsetup/home.html>

-Open Section Readiness under Completed Grades

-Set your parameters at the top for Reporting Term and Verified Status, Hit apply

-On the screen you will see which teachers have not completed their grades, talk to your administrator to see if you should take any action at this point.

Archive Report Cards

-System Reports

-Report Cards

-Choose Report Card

-All Students

-Generate by Grade Level

-Sort by Student Name

-Include Transferred Out Student (for Perm Records)

-Click Generate Report Cards

-It will take a minute for data to load

-On the top left, Click Archive Report Cards

-Under Title for Report Cards

School Year, Term, School, Grade Level

Example: 18-19\_T1\_CJMS\_6

You will receive a green box that says Save Complete  
-Click out of that screen, when you go back in you will see the report cards that you just achieved.

Open Parent Portal

-Click on System Reports

-Develop Report Cards

-Click on Configuration & Availability next to report card (s) you are posting

-Scroll Down to Portal Availability

-Click Parent Portal

-Scroll to top and Click Save

-Check with Admin’s for notification to all parents that report cards are available online.