



MBA REPORT CARD PLUGIN

TABLE OF CONTENTS

About.....	3
About the Company.....	3
Plugin Description	3
Version and Release Date.....	3
Plugin Setup.....	4
District & System Settings	4
Using the Plugin	7
Develop Report Cards	7
Report Card Creator - Elements.....	8
Report Card Creator - Toolbox	9
Report Card Creator – Configuration & Availability	10
Report Card Creator – Translation of Standards.....	24
Print Report Cards.....	30
Archiving Report Cards.....	32
Teacher, Students and Parent Access	33
Support.....	35
Audit report for ADA/ADM Configuration.....	35
Plugin Support	36

ABOUT

ABOUT THE COMPANY

For over 25 years MBA has provided implementation, training, support and custom programming, and more recently, PowerSchool Plugins, to K-12 districts throughout the US and internationally. Our service team provides knowledgeable, respectful and timely solutions to districts' administrative challenges. Visit us at www.mba-link.com

PLUGIN DESCRIPTION

The MBA Customization Team has developed the MBA Report Card Plugin to simplify and streamline the task of creating and updating report cards in PowerSchool. The MBA Report Card Plugin provides users with a dynamic and intuitive user interface that will facilitate creating, modifying, and updating report cards. The MBA Report Card Plugin seamlessly integrates with core PowerSchool and offers:

- Sophisticated HTML report cards with a completely overhauled user interface.
- Intuitive development options to build report cards to meet your individual school needs.
- Development portal that eliminates the need for multiple school report card templates.
- Design modifications made easy.
- Ability to send report cards through email or PowerSchool Parent Portal to save time and money.
- Creation of a standard translation table for report card printing in languages other than English.

VERSION AND RELEASE DATE

Version:	3.4	Date Released:	March 2018
User Guide Updated:	March 2018		

PLUGIN SETUP

DISTRICT & SYSTEM SETTINGS

FILEPATH: District > **Standards**

If report cards will be utilizing standards, it is important that the District's standards be entered completely, with appropriate parent and child levels clearly defined prior to setting up MBA Report Card Plugin templates using the Report Card Creator. In the example below, standards are clearly defined and are ready to use with the Report Card Creator.

		Collapse All	Expand All	New
▼ CC - Common Core Standards				
▼ K - Kindergarten				
▼ K.LA - Language Arts				
▼ K.RL - Reading - Literature				
K.RL.01 - Ask and answer questions about key details				
K.RL.02 - Retell familiar stories with details				
K.RL.03 - Identify characters, settings, and major events				
K.RL.04 - Ask and answer questions about unknown words				
K.RL.05 - Recognize common types of texts				
K.RL.06 - Name the author and illustrator				
K.RL.07 - Describe the relationship of illustrations to a story				
K.RL.09 - Compare adventures and experiences of characters				
K.RL.10 - Actively engage in group reading				
▶ K.RI - Reading - Informational Text				
▶ K.RF - Reading - Foundational Skills				
▶ K.W - Writing				
▶ K.SL - Speaking and Listening				

Installation of the Report Card Plugin includes the creation of a standard translation table. This table consists of four fields; standard identifier, language, description and name. Translated standards may be imported into the Plugin's "U_standards_translations" table. More information regarding the translation of standards is included later in this User Guide.

FILEPATH: District > Grading > **Report Card Creator Configuration (MBA)**

The Configuration Page gives users the ability to set exclusion rules to determine what Store Codes, Attendance, and Sections display on a report card. Settings to disable duplexing and to allow schools to configure report cards at the school level are also available.

Report Card Plugin Configuration

General Configuration

Grade Scale Meter Configuration

Exclusion Rules

Storecode, attendance, and section exclusions allow you to create report cards that encompass an entire year's grades, attendance, and section enrollment information and to define when this information will be displayed as the year progresses.

Storecode (Grade) Exclusions Add Rule ▼

Storecode	Storecode Exclusion Rules (Stored and Standards Grades)
-----------	---

Attendance Exclusions Add Rule ▼

Term	Attendance Exclusion Rules
------	----------------------------

Section Exclusions Add Rule ▼

Term	Section Exclusion Rules
------	-------------------------

Storecode (Grade) Exclusions

Add Rule ▼

Storecode	Storecode Exclusion Rules (Stored and Standards Grades)
Q3	Exclude Q3 grades until 10 days After First Day of term S2
Q4	Exclude Q4 grades until 10 days Before Last Day of term S2

Attendance Exclusions

Add Rule ▼

Term	Attendance Exclusion Rules
Q4	Exclude Q4 attendance until 10 days Before Last Day of Q4
S2	Exclude S2 attendance until 10 days Before Last Day of S2

Section Exclusions

Add Rule ▼

Term	Section Exclusion Rules
Q4	Exclude Q4 section enrollments until 10 days Before Last Day of Q4

Q1
Q2
Q3
S1
S2

Tardy Calculation

Tardies are calculated as a total of attendance records for a student where the attendance code includes a code category which contains the word "Tardy".

Count tardy attendance records with mode: ☐ Meeting ☐ Daily ☒ Use default mode from student's FTE

Tardy codes are NOT part of ADA/ADM. Choose the correct option for your District's setup.

Duplex Printing

By default, the Report Card Creator will ensure that each student report card has an even number of pages (i.e. a blank page will be added to any report card with an odd number of pages). This is done to ensure that issues do not arise when printing double-sided. Check the box below to disable this functionality and allow odd numbers of pages. Note: If chosen, a button will display when running report cards to allow the user to prepare for double-sided print.

Disable Default Duplex Printing Preparation ☒

School Configuration

Allow school level report card configuration. ☒

School settings override district configuration. If settings are not configured for a school, district settings will be used for that school.

FILEPATH: System > Security > **Groups**

Set up security access for your school developer(s) to see the new tab. Select the drop down next to Report Card Creator Permissions and Submit. Available options include: Develop & Archive, Develop, Archive, or View Only.

MBA Report Card Creator Permissions

Develop & Archive Report Cards ▼

MBA Easy Update Download Access

Has Access ▼

FILEPATH: **System Reports**

Staff that have been granted access to the MBA Report Card Creator Plugin will be able to see the Develop Report Cards tab on the System Reports page. Staff without access to development will only see the Report Cards tab, which is used to generate report cards.

Reports

System

ReportWorks

State

Engine

Setup

Report Cards

Develop Report Cards

USING THE PLUGIN

DEVELOP REPORT CARDS

FILEPATH: School > System Reports > **Develop Report Cards** (Tab)

The **Develop Report Cards** tab provides functionality for the following operations:

1. Create new report cards
2. Configure school settings (if allowed by district configuration)
3. Manage archived report cards
4. Select an existing report card for modification
5. Set availability and configuration of existing report cards
6. Image access setup and image management (upload/delete)
7. Create a Copy
8. Delete a Report Card (with warning)
9. Custom style definitions
10. Write custom JavaScript processes

New report cards are created at the school level by clicking the “**Create New Report Card**” button and creating a name and a category (optional). The name of your new report card will appear in the listing below.

System ReportWorks State Engine Setup Enterprise Reporting Transcripts Report Cards **Develop Report Cards** Grades and Attendance Dashboard

Create New Report Card Archived Report Cards School-Level Configuration

Elementary

Elementary	Configuration & Availability	Create Copy	Delete
Elementary 2	Configuration & Availability	Create Copy	Delete
Prep for 4.0	Configuration & Availability	Create Copy	Delete




High School

High School Report Card	Configuration & Availability	Create Copy	Delete
Summer School			
Summer School Report Card	Configuration & Availability	Create Copy	Delete

Report Card Images

Upload Image No file chosen

Delete Image Double-click an image to delete.

REPORT CARD CREATOR - ELEMENTS

FILEPATH: System Reports > **Report Card Creator**

Click on the name of an existing report card to navigate to the developer interface for that report card. The Report Card Developer screen consists of two parts: The Toolbox, located on the left side of the screen, and the Preview Pane, showing on the main portion of the screen.

1. The Toolbox contains all controls needed to develop a report card.
2. The Preview Pane provides a basic layout of the report card as elements are added via the Toolbox.

Structure of a Report Card

There are four basic structural items that make up a report card:

1. Pages
2. Rows
3. Columns
4. Elements

Pages, rows and columns are the structural placeholders in the report card. They exist to allow the user to lay out a report card in the format of the school's choosing. The elements contained within the pages, columns and rows do the work of retrieving and displaying the student's data.

Document developers who are used to using Excel will naturally think of clearly defined rows and columns as having individual cells that contain data. When using the MBA Report Card Plugin, a Column could contain a text box that shows student data that covers the page from left to right. A one-column area might be located just above a two- or three-column area. It could also include images or tables that display attendance, grades, standards or comments. Keeping this in mind, you can see that the development terms used with the MBA Report Card Plugin differ from those used in Excel.



Nine types of **Elements** are available:

1. Text elements may include static text, student field values, school field values, honor roll information and class rank and GPA information.
2. Table elements may include the same information available to text elements but will be provided in a table format.
3. Attendance is shown in a table format and provides days absent, days present, days enrolled and the number of times a student has been tardy. Attendance data is shown by term and is based on the student's ADA/ADM.
4. Image elements allow the report card to include images such as school logos.
5. Student Photo, please note this will change according to current photo even on archived reports.
6. The Standards Grade Table element displays standard names/descriptions and grades.
7. The Stored Grades Table element can optionally display current grades if no stored grade is available.
8. The Standards Comments Tables display standard comments.
9. The Stored Grades Comments Tables display stored or current grade comments.

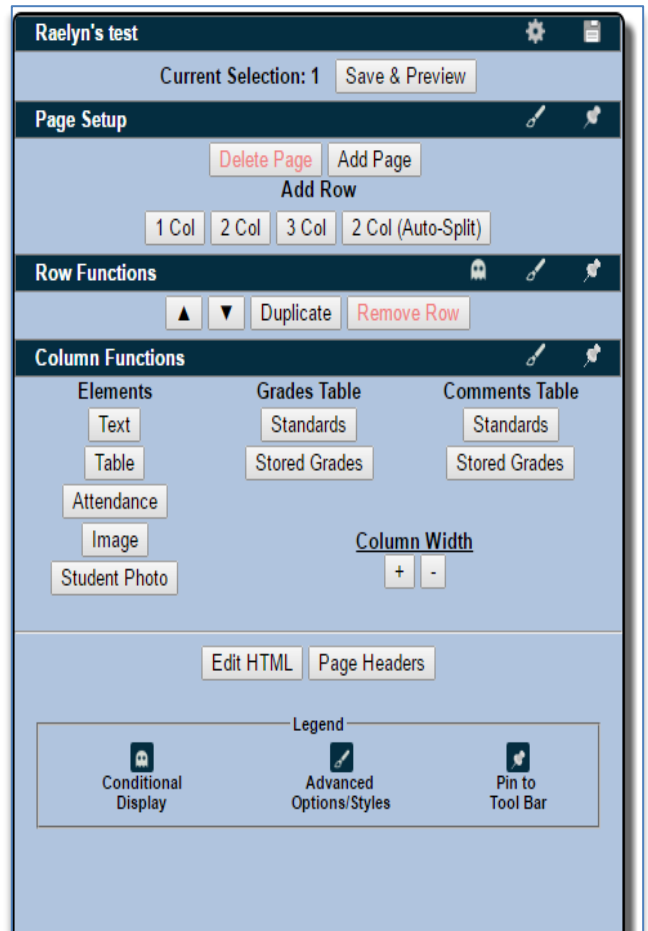
REPORT CARD CREATOR - TOOLBOX

The Toolbox

The toolbox allows the user to add items to a report card template and rearrange items as needed. Options located at the top of the toolbox have the broadest scope in relation to the report card's configuration and the options become more narrowly focused toward the bottom of the toolbox. The options displayed in the toolbox at any time depend on the element which is currently selected and is highlighted in the Preview Pane with a green border. Clicking an element in the preview pane will set that element as the current selection.

- Save Changes – is available on the top right with the  icon.
- Settings  icon has the Configuration & Availability (this is also available from the main Develop Report Card screen under the list of Report Cards)
- Save & Preview – allows the user to save all changes and then preview the report card showing in the preview pane using the current selection of students. Be sure to allow popups.

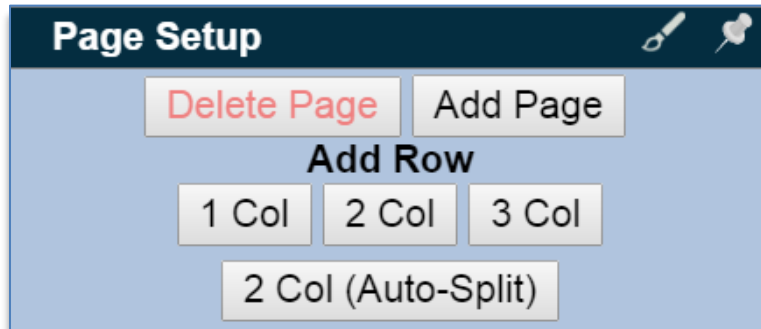
Each of the Toolbox sections includes a little pushpin icon. Clicking on the pushpin will keep that section of the Toolbox open while you are working inside a column.



REPORT CARD CREATOR – CONFIGURATION & AVAILABILITY

1. Page Orientation - these options, Portrait and Landscape, change the display of the report card in the preview pane and affect the positioning of page breaks in the finished product. However, users must be sure to also select the correct format from the browser's print options to ensure proper printing.
2. Dropped Courses – Include grades and/or comments for dropped courses.
3. Include Current Grades - Marking this box will display current grades & current comments if the stored grades process has not been completed.
4. Empty Grade Table - Checking this box will allow empty tables to display on your report. This option is typically used when developing and previewing your report prior to grade entry.

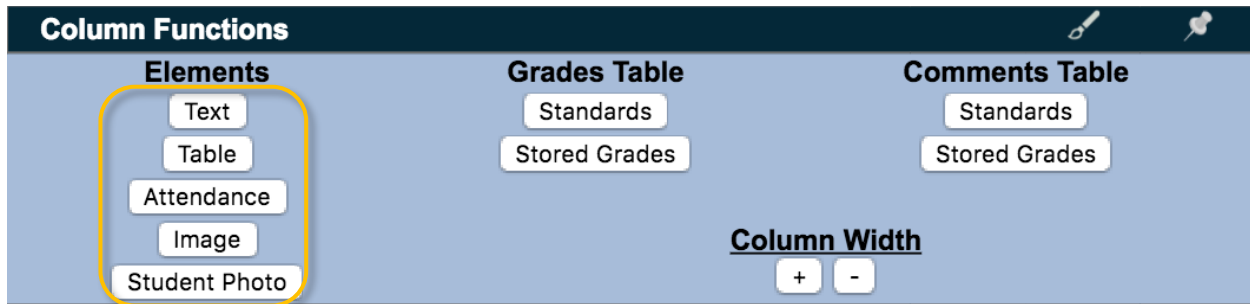
5. Excluded Terms and Storecodes – If you choose to allow school level configuration, then you will see options to Use District Settings or Use Report Card-Specific Settings. If you choose Use Report Card-Specific Settings, then you can select the Terms you would like to exclude from your report.
6. Summer School – If this option is selected, only summer school enrollments will be included in the report card data. If this option is not selected, all summer school enrollments are excluded.
7. Language – If standard translations have been defined, all available languages will display as an option here.
8. Portal Availability – Select the portals that should be allowed to view the published report cards. If a report card is not published to any portal, it will still be available from the Report Card Developer tab.
9. School Availability – Indicate any school that should be able to view the report card on the portal(s) indicated above.



PAGE CONTROLS	VALUES
Delete Page	Delete a page
Add Page	Add a new page
1 Col	Add a row with a single column
2 Col	Add a row with two columns. Each column will occupy ½ of the width of the page.
3 Col	Add a row with three columns. Each column will occupy 1/3 of the width of the page.
2 Col (Auto-Split)	Creates a two-column row. All elements will be created in the left column and will be distributed as evenly as possible between the two columns when report cards are generated.

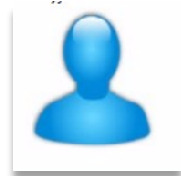


ROW CONTROLS	VALUES
▲ (Up) Button	Move a row up on the page. If it is the top row, this button will move the row to the bottom of the previous page.
▼ (Down) Button	Move a row down on the page. If it is the bottom row, this button will move the row to the top of the next page.
Duplicate	Creates a copy of the current row.
Remove Row	Deletes the current row.



Column controls enable you to easily add static text, student field values, school field values, honor roll information, class rank and GPA information to your report card. Each selection will dynamically add corresponding elements to the preview pane in the currently selected column.

ELEMENTS	VALUES
Text	Adds a blank text field. When a text element is added, a new section of the toolbox will open and offers options to add static text or select student or school values. The text in your text box will dynamically respond to your tool selections. Text formatting is applied to all text included in the text box. If you find that some of your text needs to be formatted differently from the rest, you will need to add another text box and make the formatting changes as needed. The text box will enlarge or shrink in accordance with the type and style it contains. Class rank, GPA, Honor Roll, and Data Access Tags (DATs) can also be displayed in text elements.
Table	Adds a blank table to your preview pane. This selection will also open a new area of the Toolbox to allow users to select the number of rows/columns needed, add a caption for the new table, and type table cell text or insert field values from PowerSchool.

Attendance	<p>Clicking this element will add a new table to the preview pane and will include a default caption of “Attendance. An “Attendance Table” area will open in the Toolbox. The table only contains one column, but may show rows for Days Absent, Days Present, Times Tardy and Days Enrolled. Each element is controlled by the check boxes located in the Attendance Table section of the Toolbox. Uncheck any types of attendance that should not appear on the report card. Using the dropdowns under “Terms” allows users to select the terms that will show attendance information. As terms are selected, columns will be added to the attendance table with a header indicating the selected term abbreviation. Up to six term selections may be included in the Attendance table. Clicking “Remove Table” will remove the Attendance Table from the preview pane.</p>
Image	<p>When the Image button is clicked, a window will display all available images. Select the image to be included on the report card, and it will be added to the preview pane. A new Image section of the toolbox will also open. Use the “--“, “-“, “+” and “++” buttons next to Width and Height to adjust the size of the image.</p>
Student Photo	<p>This will add a generic student photo icon to the preview page. This image will be replaced by the student photos when report cards are generated.</p> 

Some things to keep in mind as you work through the report card creation process for the first time:

1. Using the Save and Preview option is highly recommended as you progress through the development of the report card. The preview will generate in a new browser tab, so be sure to enable popups in the browser. A new tab will open and after reviewing your report card layout, simply close the tab and return to your report card.
2. Schools using Standards-based Grading may have experience building a report card that defines each specific standard. The MBA Report Card Plugin intuitively reports only the standards that are connected to a student's current enrollment, saving time and effort formerly spent in report card development.
3. The MBA Report Card Plugin is highly intuitive! This means that if you have an area of your report card designated for specific data, a student's data will be shown on the report card only if it exists and only if it's been selected for inclusion in the Configuration and Availability Options step. This is what allows you to use one report card template for multiple grade levels and schools.

A beginner may find that they are “overthinking” the process by trying to include very specific elements in the setup when a general, broad setting would work just as well. Remind yourself to let the MBA Report Card Plugin do the work of gathering and presenting student data. Start with the basic elements, preview your work, and then add elements as needed.

GPA, Class Rank, and Honor Roll

Select one of field values under Grading in the field value list. Next, select the source and the method you want to display on the report.

GPA Cancel & Close

GPA Source: Class Rank ?

Class Rank Method: Weighted

Insert GPA

GPA Cancel & Close

GPA Source: Calculate at Runtime ?

Calculation Method: Weighted

- Weighted
- Simple
- Weighted Percent
- Simple Percent**
- Low Grade Count
- Grade Count

Text Table Standards Stored Grades Insert GPA

Text: `{{Weighted.gpa}}`

----- Field Value -----

▲ ▼ ◀ ▶

Duplicate Remove Text

Note the coding added when selecting Calculate at Runtime. Be careful not to alter this information as it may impact the ability for the report to display the requested data.

Data Access Tag (DAT)

Data Access Tags (DATs) provide access to data not contained in a specific table or field. DATs can be used to display data on your reports.

In the Text Element, click Insert Data Access Tag (DAT) to show the Data Access Tag Entry dialog box. Review directions on screen to ensure proper formatting of the DAT.

Please define the Data Access Tag (DAT) below.

- **Do not include the preceding tilde (~) or caret (^) character.**
- **Do not include surrounding parentheses.**
- **If nested tags are included, use the caret character in lieu of the tilde.**

Here are some Examples:

decode;^(grade_level);0;KG;^(grade_level)

decode;^(gender);m;Male;F;Female

Data Access Tag Entry

Cancel & Close

Please define the Data Access Tag (DAT) below.

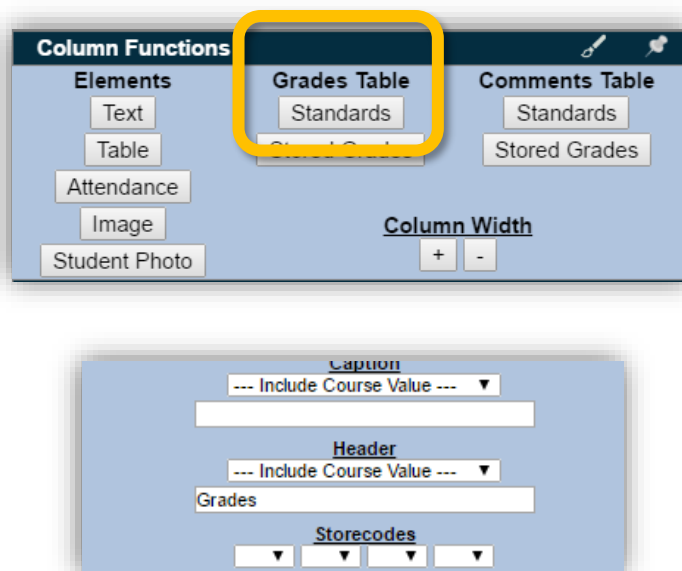
- **Do not include the preceding tilde(~) or caret(^) character.**
- **Do not include surrounding parentheses.**
- **If nested tags are included, use the caret character in lieu of the tilde.**

Example
decode;^(grade_level);0;KG;^(grade_level)

~ ()

Insert DAT

Test DAT for Currently Selected Students (1)



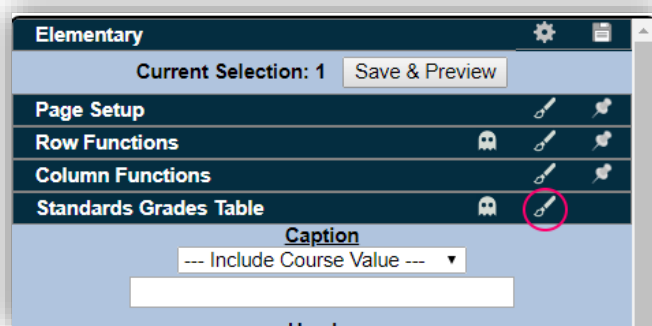
If standards grades will be included, click the Standards button to add a “Grades” table to your preview pane. A new Standards Grades Table section will also open in your Toolbox. The following table helps define each option:

STANDARDS ELEMENTS	VALUES
Caption	Optional – Include any caption text that should appear on the standards grades tables. If reporting standards by course, course values can be inserted here.
Header	Include any text that should appear in the standards grades table headers. If reporting standards by course, course values can be inserted here.
Storecodes	Use the dropdown boxes to select the Storecodes that should appear in the table. Tables can support up to 16 storecodes. Users will notice only 4 dropdowns for storecodes when a table is first added to the report card. If the fourth dropdown is changed to include a value, a new row of dropdowns will appear.
Course List	Click the pencil icon (edit) to open a window that lists the names of courses. Users may elect to include all courses in the District or just the courses available at one school. Click on the name of a course and note that the color changes from blue to green and the course name appears in the Sort Order box on the left. Use this tool to select courses and sort. Click the X in the upper right corner of the dialog box to close this window. The course numbers of each of the courses selected will now be showing in the Toolbox.

STANDARDS ELEMENTS	VALUES
Subject Area List	Click the pencil icon (edit) to open a window that lists the names of subject areas. Click on the name of a subject area and note that the color changes from blue to green. Click the X in the upper right corner of the dialog box to close this window. The names of the selected subject areas will now be showing in the Toolbox.
Standard List	<p>Click the pencil icon (edit) to open a window that lists the district's standards. The standard identifier will be listed follow by a dash (-) and the standard name. If there are child standards associated with a standard, the standard name will be followed by (<i>Child Standards</i>).</p> <p>Click the arrow next to a standard identifier to display the child standards associated with that standard.</p> <p>Click a standard name to set that status of that standard.</p> <ul style="list-style-type: none"> • The initial status of all standards is No Status Set (blue). This means that the standard will display as part of the table only if it associated with one of the courses or subject areas selected for the standard grade table • Clicking the standard name one time will set the status of the standard to Selected (green). This means that the standard will display in the table. If courses or subject areas have been chosen, selected standards will appear only if they are also associated with one of the chosen courses or subject areas. • Clicking the standard name, a second time will set the status to Excluded (red). This means the standard will not be displayed in the table even if it is associated with one of the selected courses or subject areas. <p>Click the (Child Standards) text next to a parent standard to indicate that all child standards for that standard should be included in the.</p>
Parent Standards	A list of all standards that have the Child Standards selected.
Standards	A list of all standards with a status of Selected.
Excluded	A list of all standards with a status of Excluded.
Display	Choose whether to display standard names or descriptions on the report card.

STANDARDS ELEMENTS	VALUES
List Standard if not Graded	By default, only graded standards will display for each student. However, if this box is checked, all standards associated with the selected courses or subject areas, or standards which have been individually selected will display (with empty cells for grades in each storecode column).
Include Stored Grades	Includes a row in the Standards Grades table which will display the stored grades for the selected storecodes.
Display Course Attendance	Includes a row in the Standards Grades table which will report the number of tardies and absences the student has for a selected course (<i>Valid only if reporting standards by course</i>).
Indent Child Standards	Child standards will be indented below Parent standards to visually set them apart.
Shade Parent Standard Rows	Parent standards will be shown on a shaded line background, setting them apart from the Child standards.
Include Citizenship Grades	Check this box to include a student's Citizenship grades and then use the Top or Bottom check boxes to set the location of the grades in the table.
Include Course Comments (Stored Grades Comments)	Include teacher comments that are associated with stored grades.
Storecodes	If reporting standards by course, storecode may be selected to include the teacher comments associated with the stored grades for that course/storecode.
Remove Table	Click this button to delete the Standards Grades table from the preview pane.

Click the Advanced Options/Styles (paintbrush) icon to open the advanced options/styles dialog.



Advanced Options/Styles - Standards Grades Table

Caption

Text Size	Font Face	Align	Style	Background Color	Font Color
+ - 9 pt	Sans-Serif	<input type="radio"/> Left <input checked="" type="radio"/> Center <input type="radio"/> Right	<input type="checkbox"/> Bold <input type="checkbox"/> Italic		

Header

Text Size	Font Face	Align	Style	Background Color	Font Color
+ - 9 pt	Sans-Serif	<input type="radio"/> Left <input checked="" type="radio"/> Center <input type="radio"/> Right	<input checked="" type="checkbox"/> Bold <input type="checkbox"/> Italic		

Standards Grades Table Styles

Text Size	Font Face	Align	Style	Background Color	Font Color
+ - 9 pt	Sans-Serif	<input checked="" type="radio"/> Left <input type="radio"/> Center <input type="radio"/> Right	<input type="checkbox"/> Bold <input type="checkbox"/> Italic		

Storecode Labels

Q1 Q2 Q3 Q4

Grade Display

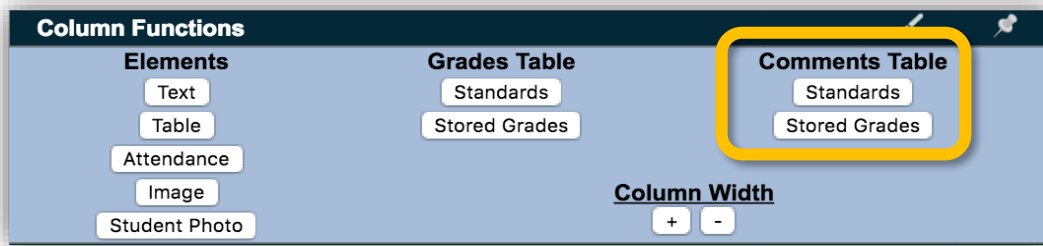
☒ Grades Only
 ☐ Grades & Meters
 ☐ Grades & Meters (Stacked)
 ☐ Meters Only

Meter Size: Default

The advanced options/styles dialog provides additional options for styling the caption, header, and contents of the standards grades table.

Select the **Stored Grades** button to add a table to your report card that will show students' stored grades. A new Stored Grades Table section will also open in the Toolbox. Work through the options to add desired elements to the table. The following table helps define each option:

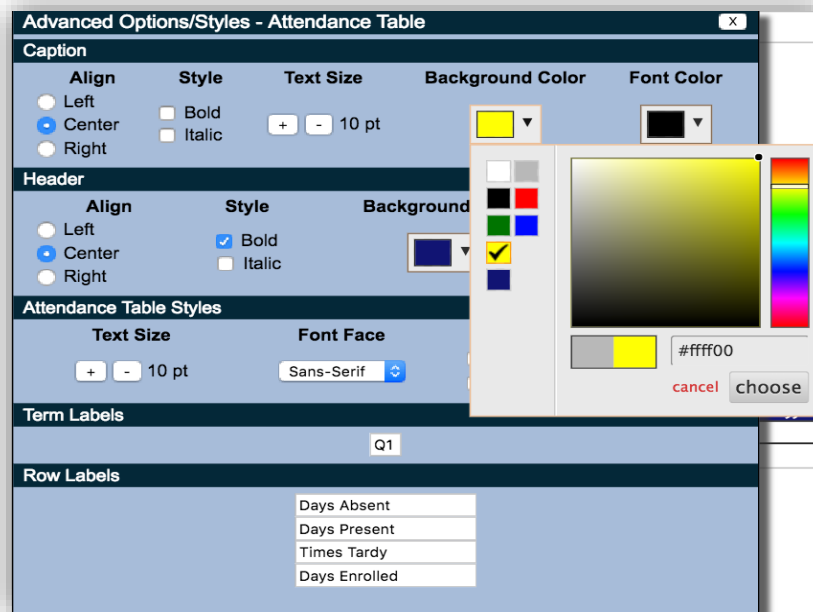
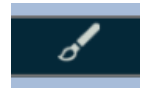
STORED GRADES	VALUES
Caption	Optional – Enter the desired table caption text.
Headers	Enter the desired header text.
Course # Header	If course numbers will be displayed, enter the text to display in the column header
Teacher Header	If teacher names will be displayed, enter the text to display in the column header
Storecodes/Attendance	Use the dropdowns to select the storecodes that should appear in the table. Up to 16 storecodes can be included. Additional dropdowns will appear if each of the first four has been populated.
Storecodes Grades Options	Check or Uncheck Course Number, Percent, Citizenship, Earned Credits to appear in the table.
Teacher	Select the desired teacher name format.
Comments	Dropdown option for no comments or specific term.
Duplicate	Will duplicate table exactly, below current table.
Remove Table	Click this button to delete the Stored Grades table from the preview pane.



In the Comments Table area of this section, click the **Standards** button to add a new table that will include any Standards Comments provided by the teacher(s). Setup of the Standards Comments Table will be the same as used in setting up your Standards Grades Table.

In the Comments Table area of this section, click the **Stored Grades** button to add a new table that will include Stored Grades Comments. Setup of the Stored Grades Comments Table will be the same as used in setting up Stored Grades Tables.

Any tables may be modified using the **Advanced Options/Styles** section of the Toolbox available on each different element by clicking on the paintbrush on the tool bar. Change the appearance of a table by selecting it in the preview pane, and then use the Text Size, Alignment and available Font Face options to reflect your preferences. Options are also provided for changing background and font colors.



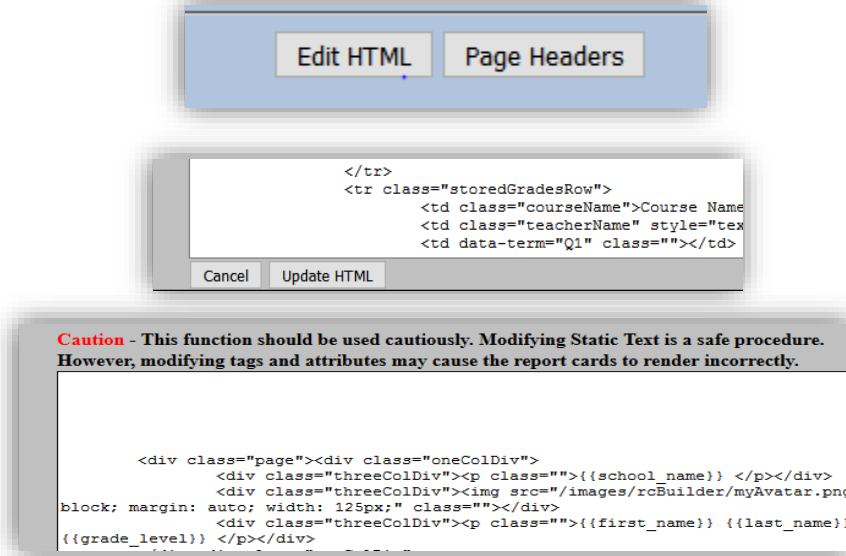
Any of the rows or column elements included in the report card may be modified by using the **Conditional Display** section of the Toolbox available on each row or element by clicking on the ghost on the tool bar.



This feature allows users to create a single report card template for multiple grade levels and schools. Each row or individual element in a report card can be configured to display for only student in certain grade levels, and/or schools.

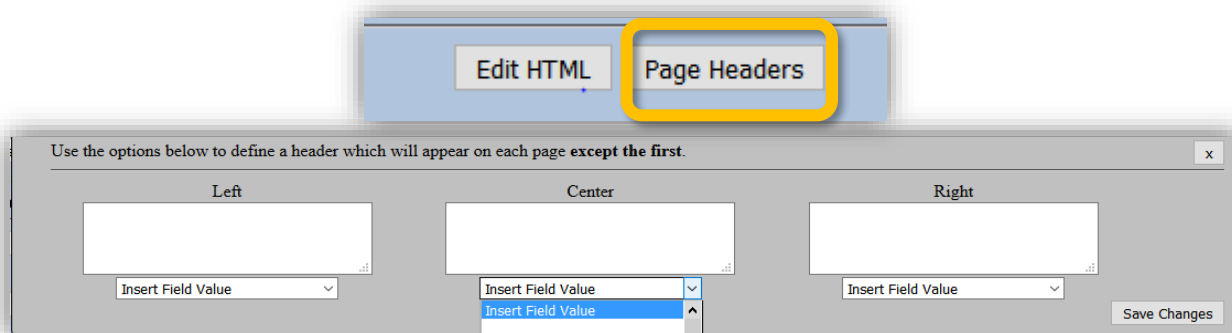
Edit HTML

Developers who are confident using HTML may modify their coding by clicking on the **Edit HTML** button at the bottom of the Toolbox. Please use caution when editing HTML.



Update or **Cancel HTML** edits by clicking the appropriate button at the bottom right of the HTML popup window. This will also close the editing window.

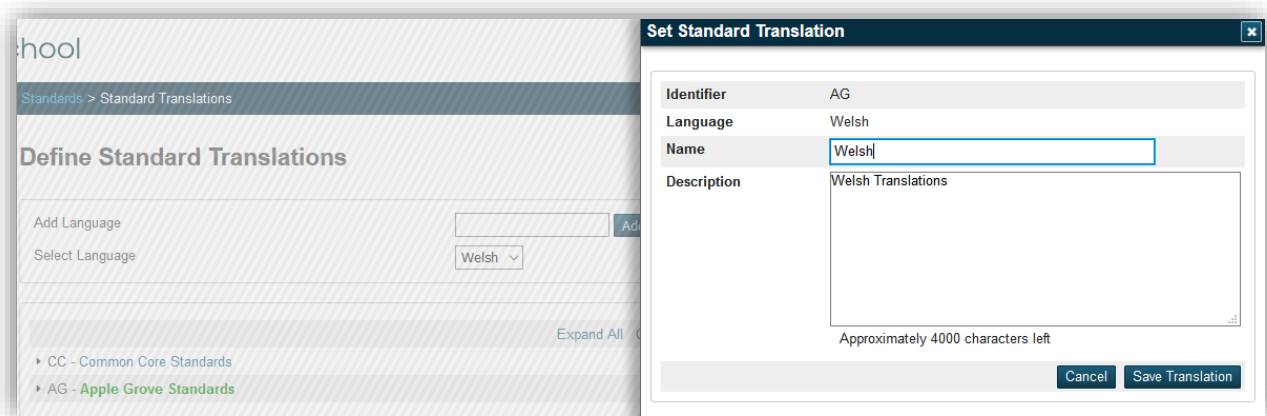
Page Headers are used to provide student and/or school information on the additional pages (not the first page) of a student's report card. Use the dropdown boxes to Insert Field Value(s) for Left, Center and Right headers. Headers will not appear at the top of pages that are added by in the developer screen. They will only be dynamically added where the system inserts a page break.



REPORT CARD CREATOR – TRANSLATION OF STANDARDS

In addition to making the inclusion of report card standards and comments easy to set up, the MBA Report Card Plugin also provides a way to provide standards in alternate languages that are used by your students and their families. The actual translation of each of the standards will be the most time-consuming part of this process. If each standard does not have a translated version, the English version will be placed in the report card, making it possible to translate and import small selections of standards as time permits.

FILEPATH: District > Standards > **Standard Translations**



In the examples to follow in this section, Welsh is the language to be added to the District's Standards Translations. Define the new Standard Translation by typing the name of the new language in the Add Language box, and then click the Add button.

Click on the set of existing standards that will have translated standards associated. In the Set Standard Translation popup window, type in the language Name and Description of your translated standards. Click the Save Translation button. You will see that the existing standards you selected now appear in green, telling you that the new language standards are now associated with your existing standards.

FILEPATH: Special Functions > Importing & Exporting > Data Export Manager

Data Export Manager

Export My Templates

Select Columns to Export

Category: PowerSchool Data Sets

Export From: Standards: District List

This data set includes records from the Standard table, as well as data from StandardCourseAssoc.

☐ STANDARDS: DISTRICT LIST

- ☐ ID
- ☐ ParentStandardIdentifier
- ☐ LongitudinalID
- ☐ YearID
- ☒ Name
- ☒ Description

Sort	Field	Labels Used on Export	Remove
↑ ↓	Identifier	Identifier	[-]
↑ ↓	Name	Name	[-]
↑ ↓	Description	Description	[-]

To begin the process of translating your standards, you'll first need to export the standards you currently use for English language readers. Open Data Export Manager and select "PowerSchool Data Sets" for the category and "Standards: District List" in the "Export From" area. Check the fields that you would like to include in your export, such as Name, Description, etc. You **must include the Identifier** because this is the field that will tie your English and alternate language standards together. Use the sort arrows to position your fields in the order you wish to show in the export spreadsheet. Click Next.

Select Columns to Export

Select/Edit Records from Standards: District List

Column Filters

Filter by: IDENTIFIER Value: = 4.MD.03

☐ Export All Rows ☒ Export Filtered Rows

Clear Show Records

1 of 3103 items

name	description	identifier
Apply the area and perimeter formulas for rectangles in real-world problems	Apply the area and perimeter formulas for rectangles in real world and mathematical problems. For example, find the width of a rectangular room given the area of the flooring and the length, by viewing the area formula as a multiplication equation with an unknown factor.	4.MD.03

If you wish to export all District Standards for the translation process, click the Export All Rows radio button, and then the Show Records button. The District standards will be listed in the window.

Use Column Filters if you wish to list specific course types of standards for export, such as Math or Social Studies. Click the "+" button to add another filter if needed. Click the Export Filtered Rows radio button and then the Show Records button. In the example above, the filter was used to select one standard for demonstration purposes.

When the standards you wish to export are showing, click Next.

Export Summary and Output Options

Export Summary

Records to Export: 1

Export Format

Export File Name:

Line Delimiter:

Field Delimiter:

Character Set:

Export Options

Include Column Headers: ☒

Surround "field values" in Quotes: ☐

Prev
Save Template
Export

The Export Summary and Output Options will show the number of records (standards) that will be exported, and Export Format will provide default selection. Be sure to check the Include Column Headers option in the Export Options section. Click Export.

A file will be generated. Use Excel to open this file and then save it for the translation process.

	A	B	C	D	E	F
1	Identifier	LANG	Name	Description	Name	Description
2	4.MD.03	Welsh	Apply the area and perimeter formulas for rectangles in real-world problems	Apply the area and perimeter formulas for rectangles in real world and mathematical problems. For example, find the width of a rectangular room given the area of the flooring and the length, by viewing the area formula as a multiplication equation with an unknown factor.	Gwneud cais arwynebedd a pherimedr fformiwlâu ar gyfer petryal mewn problemau byd go iawn	Gwneud cais yr ardal a fformiwlâu perimedr gyfer petryal yn y byd go iawn a phroblemau mathemategol. Er enghraifft, dod o hyd lled ystafell hirsgwar o ystyried ardal y lloeriau a hyd, drwy edrych ar y fformiwlâ ardal fel hafaliad lluosî â ffactor anhysbys.

Using this spreadsheet, add a column for your new language (LANG) and additional new columns for your translated standard names and descriptions. Use Fill Down to add the name of your translated language to each standards row. Add the translated standards to the spreadsheet, delete the English Name and Description columns and then Save As the new language version in a .txt format. Your original Excel worksheet will still contain both languages for future use if needed.

	A	B	C	D
1	Identifier	LANG	Name	Description
2	4.MD.03	Welsh	Gwneud cais arwynebedd a pherimedr fformiwlâu ar gyfer petryal mewn problemau byd go iawn	Gwneud cais yr ardal a fformiwlâu perimedr gyfer petryal yn y byd go iawn a phroblemau mathemategol. Er enghraifft, dod o hyd lled ystafell hirsgwar o ystyried ardal y lloriau a hyd, drwy edrych ar y fformiwlâ ardal fel hafaliad lluosî â ffactor anhysbys.
3				

If report cards will only be showing Standards Names, names would need to be included in the file, and the same would be true with Standards Descriptions.

FILEPATH: District > Special Functions > Importing & Exporting > **Data Import Manager**
From District, you're now ready to import your translated standards.

Data Import Manager

Select Source and Target

Source: Welsh Standards.txt

Import Into:

Field Delimiter: Character Set:

From Data Import Manager, click Browse to select your .txt file. The name of your file will appear. Translated standards are stored in the MBA Report Card Plugin's "U_Standard_Translations" table, so be sure that this table is selected for the Import Into area. Click next.

Select Source and Target [Welsh Standards.txt --> U_STANDARD_TRANSLATIONS]

Map Columns

Import File Column
PowerSchool Field

Identifier
U_STANDARD_TRANSLATIONS.IDENTIFIER

LANG
U_STANDARD_TRANSLATIONS.LANG

Name
U_STANDARD_TRANSLATIONS.NAME

Description
U_STANDARD_TRANSLATIONS.DESRIPTION

Select Template

Save Template

Prev
Next

Select Options

PowerSchool's Data Import Manager's Map Columns feature will now ask you to map the columns in your .txt file to the fields included in the "U_Standard_Translations" table. Use the dropdowns to select the appropriate field names. Click Next.

Note: You will not see fields in the Import File Columns area if your import file is still in .xls format. Rename your spreadsheet and import your file again.

Data Import Manager

Select Source and Target [Welsh Standards.txt --> U_STANDARD_TRANSLATIONS]

Map Columns

Select Options

Check to exclude the first row (contains headers).
☒

If a record in the import file matches an existing record in the database, how would you like that record processed?

☒ Do not process record
☐ Update existing record

Check to confirm that records should be deleted if blank rows exist in the import file. All columns in a table must be present in the import file.
☐

Prev

Import

Select Options is a final check before your import. Check the box to exclude the headers contained in the first row of your spreadsheet.

Import Results: Welsh Standards.txt --> U_STANDARD_TRANSLATIONS

Processed 2 out of 2 records

Failed: 0

Row #	Reason
-------	--------

Page 1 of 0

No records to view

Imported: 2

Row #	Result
1	Skipped
2	Insert

Import Results will show the importing process and then the results. If any of your data was not imported, it will appear in the Failed area, with a failure reason shown. Standards that were successfully imported will be found at the bottom. Row #1 shows as “skipped” because you excluded the spreadsheet’s header row in the previous step.

FILEPATH: School > System Reports > **Develop Report Cards** (tab)

Now you’re ready to run the report card for the student or student selection that needs to have translated standards. Click the “Configuration and Availability Options” button on the line next to the name of the report card you would like to print.

Sample Card	Configuration	Configuration
Sample Standards Based Card	Configuration	Excluded Storecodes
Standards Based Report Card	Configuration	Indicate any storecodes for which grades should not be displayed at this time.
Standards-Based Report Card	Configuration	Q1 <input type="checkbox"/>
Ted's Demo	Configuration	Q2 <input type="checkbox"/>
Washington Elementary Quarter 1	Configuration	Q3 <input type="checkbox"/>
Washington Elementary Quarter 2	Configuration	Q4 <input type="checkbox"/>
Washington Elementary Quarter 3	Configuration	S1 <input type="checkbox"/>
Washington Elementary Quarter 4	Configuration	S2 <input type="checkbox"/>
we	Configuration	Y1 <input type="checkbox"/>
WE Q4 Translation	Configuration	Language
	Configuration	Welsh <input type="button" value="v"/>

Using the dropdown in the Language section, select the language to be used for this report card’s standards. After all selections are made, click the Save button at the top of the dialog box to return to the list of available report cards.

PRINT REPORT CARDS

FILEPATH: School > System Reports > **Report Cards** (tab)

System	ReportWorks	State	Engine	Setup	Enterprise Reporting	Transcripts	Report Cards	Develop Report Cards
--------	-------------	-------	--------	-------	----------------------	-------------	--------------	----------------------

Generate Report Cards

Report Card	Student Selection	Grade Level	Sort Order	Include Dropped Courses	Include Transferred Out Students	
Elementary ▼	Current Selection (1) ▼	All Grades ▼	Student Name ▼	<input type="checkbox"/>	<input type="checkbox"/>	Generate Report Cards

Archived Report Cards - Apple Grove High School (2017-2018)

Report Card Name	Student Selection	Date Archived	Sort Order	
Glenbrook - Archive ▼	Current Selection (1) ▼	01/17/2018 ▼	Student Name ▼	View Report Cards

To generate report cards, select the Report Cards tab on the System Reports page. Use the dropdowns to select the report card, student selection, grade level and sort order. Report cards may be generated for all students or a current selection, as well as for all grade levels or just one. Click the Generate Report Cards button. A new tab will open in your browser and the MBA Report Card Plugin will load data for the students. The screen will appear blue while the loading process is underway and shows the progress at the top of the screen. When the report cards are complete, the blue will clear, and student report cards will be available.

Washington Elementary

415 Claiborne Ave
Jackson, MS 39203

Principal Alex McQuaid



Jordan Attridge

Grade 4
Home Room - Emery
Student Number - 3291

Attendance			Course Grades						
	S1	S2	Q1	Q2	Q3	Q4	S1	S2	
Days Absent						A			
Days Present						A			
Tardy						A			
Days Enrolled						B			
						F			
						F			

4th Grade Math - Mr. Emery					Q1	Q2	Q3	Q4
Gwneud cais arwynebedd a pherimedr fformiwlâu ar gyfer petryal mewn problemau byd go iawn								E
Make a line plot to display data of measurements in fractions of a unit								E
Recognize angles as shapes formed where two rays share a common endpoint								E
An angle is measured with reference to a circle								E
An angle that turns through n one-degree angles has a measurement of n degrees								E

This sample report card shows the information set up in the development process and includes an example of a standard printed in Welsh, the alternate language we've used for demonstration purposes.

Hover over any row in a standards grades table to display the standard identifier for troubleshooting purposes.

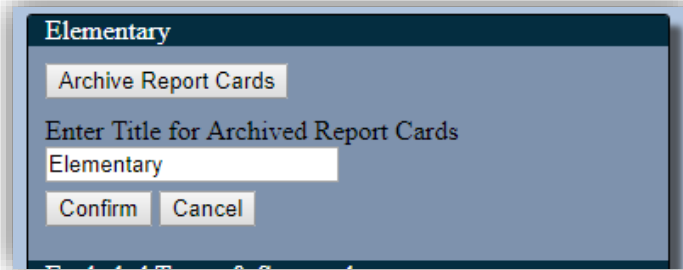
Ask and answer questions about
Retell 1.RL.01 and demonstrate u
Describe characters, settings, a
Identify words and phrases that
Explain differences between boo
Identify who is telling the story
Use illustrations and details to d

Double-click anywhere in a report card to bring up links to student screens.

C					A-	90		B+	88
									96
Student Screen Links - Brandon Adair									
<ul style="list-style-type: none"> Quick Lookup Quick Lookup (Standards) Historical Grades Attendance 									
Close									
Q1									Tdy
A									
A+									
A-									
B									
A									
D+					A	A			
D+					C-				

ARCHIVING REPORT CARDS

Users assigned to a security group with the appropriate settings will have the option to archive report cards.



Best practice when naming your archived report card is to include the school, grade level and year. These are “snap shots” in time and will appear as they have been saved, even if changes in grades or attendance occur. The only exception to this is the student photo. The photo will always display the most recent student photo. Administrators can now go to the student and select the archived report card to print. Archived reports will now show up under the Report Card tab, in its own section, as seen below.

Report Card	Student Selection	Grade Level	Sort Order	Include Dropped Courses
2.0 ▼	Current Selection (3) ▼	All Grades ▼	Student Name ▼	<input checked="" type="checkbox"/>

Generate Report Cards

Archived Report Cards - Washington Elementary (2016-2017)

Report Card Name	Student Selection	Date Archived	Sort Order
Elementary 16-17 EOY ▼	Current Selection (3) ▼	04/28/2017 ▼	Student Name ▼

Review Report Cards

TEACHER, STUDENTS AND PARENT ACCESS

Parents/Students:

Parents can see all archived report cards for their children, plus any current report cards that are published to the public portal. This is done by clicking on the report card tab in the public portal.

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Teacher Comments
- Report Cards**
- School Bulletin
- Class Registration
- Balance

Grades and Attendance: Dandy, James

Grades and Attendance
Standards Grades

Exp	Attendance By Class														Q1	Q2	S1			
	Last Week							This Week												
	M	T	W	T	F	S	S	M	T	W	T	F	S	S						
1(A)																				
2(A)															B	--	--			
															80					
3(A)															B	A	--			
															89.15	90.56				
4(A)															A	B	--			
															94.33	88.67				

James

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- Report Cards**

Report Cards Dandy, James

Current Report Cards

- Lincoln
- Montgomery County Unit 23
- Regional School District 10

Archived Report Cards

CC Standards
02/13/2018

Teachers:

Teachers can run report cards for students by selecting the Report Card from the student back pack. The report card can also be generated in PTP.

Student's Report Cards MBA

Select Screens

Dandy, James 0 20122024 WE

Run New Report Card

Report Card

Lincoln

Generate Report Cards

Archived Report Cards

Report Card	Created On
CC Standards	02/13/2018 10:47 AM

PowerSchool

2(A) 1st Grade English - 17-18

Create ? Margaret Barker

A+ Grading

Students

Progress

Reports

Settings

Apps

Dandy, James - Report Card

Students (22) Show Dropped

Type to search

Brown, Riley
Dandy, James
Davis, Julie
Gray, Amber
Gustin, Anthony
Holland, Jonathan
Kelly, Corey
Kemink, Rachelle
Lock, Jacob

Student View

Standards Progress

Comment Log

Demographics

Quick Lookup - Traditional

Quick Lookup - Standards

General Demographics (MBA)

Emergency/Medical (MBA)

Report Card

PowerTeacher Portal

Other Classes

1(A) Homeroom 17-18

PowerSchool

2(A) 1st Grade English - 17-18

Create ? Margaret Barker

A+ Grading

Students

Progress

Reports

Dandy, James - Report Card

Run New Report Card

Report Card

Lincoln

Generate Report Cards

Archived Report Cards

Report Card	Archived
CC Standards	02/13/2018 10:47 AM

SUPPORT

AUDIT REPORT FOR ADA/ADM CONFIGURATION

The ADA/ADM Audit Report was created to help detect errors which may result in inaccurate ADA/ADM calculation on your Report Card. This is a building-based report as it looks at the calendar at the currently selected school.

FILEPATH: System Reports > MBA ADA/ADM Configuration Audit

Each category in the configuration status will show either a green (No Errors) result or a red (Errors Found) result.

Attendance Configuration Status							
Student FTE Values	Student and Calendar Tracks	Student Membership Share	Bell Schedules	Calendar Setup	Section Attendance Modes	Attendance Codes	Attendance Conversions
✓ No Errors	✓ No Errors	✓ No Errors	✓ No Errors	⚠ Errors Found	✓ No Errors	✓ No Errors	✓ No Errors

Scroll through the report to find details regarding any errors that are discovered.

Attendance Codes not Counted in ADA or ADM			
⚠ All Attendance Codes Must be Counted for ADA and ADM.			
Code	Description	Counts for ADA	Counts for ADM
F	Field Trip	Yes	No

Clickable Field (with red arrow pointing to the 'F' code)

After modifying any attendance related configuration, premier attendance view must be refreshed. Our report located at the top of the page makes this process easy, we have a click [here](#) to run the process for you.

After modifying attendance related configuration, premier attendance view data must be refreshed. Click [here](#) to run this process.

PLUGIN SUPPORT

Overview

The MBA Report Card Plugin is a PowerSchool enhancement developed and distributed by Marcia Brenner Associates (MBA). This customization is installed as a PowerSchool plugin by way of the Plugin Management Dashboard (System > System Settings > Plugin Management Configuration). The plugin contents include database extensions.

Use of the plugin requires that customization is enabled on the client server as well custom page management.

In addition to installation and activation of the plugin, an authorization process must be completed by an MBA staff member. To complete the installation, activation, authorization, and migration process, MBA must have access - temporarily - to the client's admin portal as well as PS Administrator so that Custom Page Management can be accessed.

Custom Pages

The MBA Report Card Plugin includes custom pages which affect the admin, teacher and public portals. To minimize the impact to future PowerSchool version releases, the customizations are implemented using page fragments. The custom content does not include any direct customization of core PowerSchool pages.

Web Support

Your district has identified designated technical contacts who are authorized to submit support tickets via the [MBA web support portal](#). Please contact your IT administrator for more information.