



# Elementary SISK12: Objective Based Report Cards

**Who:** Building Principals and Office Staff

**What:** Printing Grade Cards

**When:** End of the Quarter

Willard R-II School District

Staff Parents Students

User Name:

Password:

Login

1. Login to SISK12.

View / Maintain Reports Utilities

Student Attendance Term Grades Profile Medical Lunch Fines and Fees Text Book Random Scheduling Curriculum Lockers Special Services

Verification Listing (Current Cycle) Missing Grades (Current Cycle) Report Cards Objective Based Report Card Report Card Comments Grade Listing Distribution Analysis High School Transcripts Transcript Labels Ranks Report Credits and GPAs Listing Term GPA Comparison Grading Awards Gradebook Statistical Analysis Report

2. Select "Reports".  
3. Choose "Term Grades".  
4. Select "Objective Based Report Card".

TODAY'S BULLETINS  
[View All](#)

FAVORITES  
Attendance By Class  
Student Data Grid

MY CLAS

d: 123456

Remember Settings





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## Setting Report Options:

**Tab #1: Report Card Options**

5. Choose Layout Type:  
Standard Objectives List (1 or 2 Columns)
6. Select the Grade Cycle:  
Term 1--First Quarter  
Term 2--Second Quarter  
Term 3--Third Quarter  
Term 4--Fourth Quarter

**Comments:**

7. Print Comments for All Terms
8. Print on Last Page

**Student Selection Status:**

9. Select "Specify Custom Selection".
10. Go to Tab #2

**11. Tab #2: Print Options**

12. Print Logo Options: Select "None".
13. Check "Student Name Reverse"
14. Check "Print Full Duplex"
15. Email Options: Choose "Print Report Card Only (No Email)"
16. Press "Start Report"





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## Selecting Students:

Done Edit Cancel

Last Name:  Id:  Search Selected Site  Include students from Groups

First Name:  SSN:  Search District  Include Withdrawn Students

Select All Highlighted Go to Grid for Selection

17. Press "Go to Grid for Selection".

Done Edit Cancel Actions

Student Name Grade

18. Choose the icon for "Get All by Homeroom Teacher".

(You may wish to remove any students not assigned to a Kindergarten-4<sup>th</sup> Grade Class.)

Done Actions

Teacher Student Name Grade

19. Press "Done".

MY REPORTS

WIEN - 1011 (Curriculum) Attendance Date: Monday, 1/1/12

Done Edit

Update Display

Site Year

WIEN 1011 Standard Objectives List (1 or 2 columns)

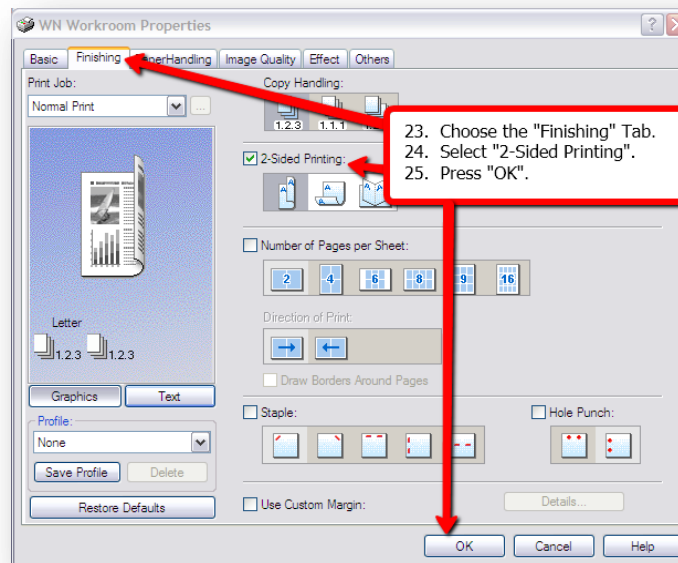
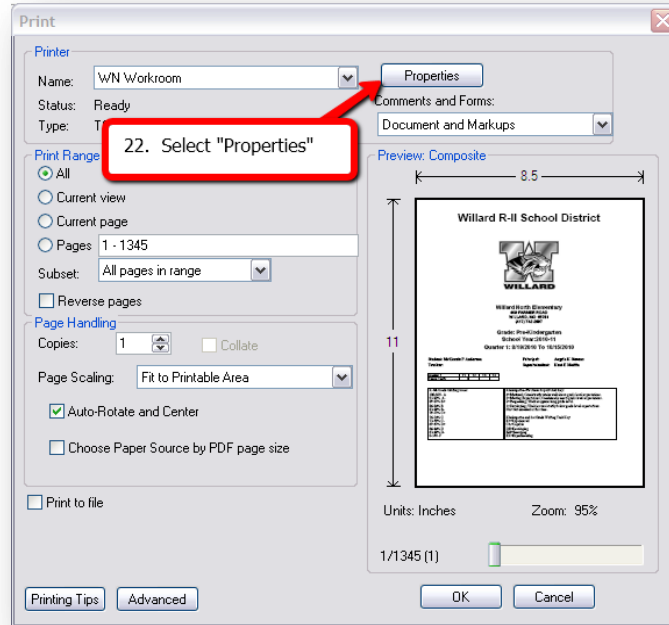
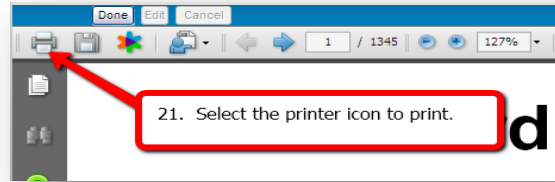
20. Choose the blue circle with the white arrow to view the report.





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## Printing Objective Based Report Cards:



(Press "OK" on the Basics Tab to begin.)

