

## Instructions for Printing a Whole Class's Report Cards in eSIS

1. Click the "Reports" button on the main Teacher Assistant screen.
2. Click "Progress Report".
3. Set the Current Reporting Period to the current term.
4. The school message is not currently used. If it becomes available and you want what is in the "School Message" field on your report cards after your comments, turn on the school message radio button.
5. Click on the printer icon
6. Select Print from the Acrobat Reader\* File menu if the cards look OK.
7. Remove any blank sheets.

The screenshot shows the 'Eugene Elementary Report Card' application window. At the top, it displays 'School: Charlemagne/Fox Hollow Elem' and 'School Year: 2005/2006'. Below that, 'Extract: 2005-10-04 09:00 PM' and 'Semester: 1' are shown. The main area is titled 'Report Title' and contains 'Eugene Elementary School Report Card'. On the left, there are several dropdown menus: 'Sort by' (Alpha), 'Current Reporting Period' (Term 1), 'Which Homeroom?' (WATS), 'Which Grade?' (empty), 'Performance Scale' (Performance Key), 'Effort Scale' (empty), and 'Performance/Effort Scale' (empty). On the right, there are four checkboxes: 'Select this checkbox to print parent signature line on the report' (unchecked), 'Select this checkbox to print School message on the report' (unchecked), 'Print addresses on a separate page' (unchecked), and 'Use student address on the report' (checked). Below these are two radio buttons: 'Use copy of correspondence address on the report' (selected) and 'Use both addresses on the report' (unchecked). There are two text input fields: 'School Message' (empty) and 'District Message' (containing a pre-written message). At the bottom, there are two dropdown menus: 'Run in Background?' (No) and 'Show version number?' (No). On the far right, there are three icons: a printer, a document, and a computer monitor.

If you want to print one student's card:

1. Click on the student's name on the main Teacher Assistant screen.
2. Click the printer icon, check "Progress Report" option only, click the printer icon again.
3. Set the "Current Reporting Period" to the current term.
4. Click on the printer icon
5. If your report card looks OK, select Print from the Acrobat Reader\* File menu.

\* If you do not have Acrobat Reader on your computer, download from [www.adobe.com](http://www.adobe.com).