



# AIM QUICK FIXES



## Creating Report Cards in the Montana Edition (Value Added)

This guide is intended for Montana Edition users who wish to use the Value-Added features provided by the state to print student report cards. This guide should only be used by districts who have completed the initial setup for Montana Edition Value-Added users. If you have not completed that setup, contact the OPI AIM Staff for assistance.

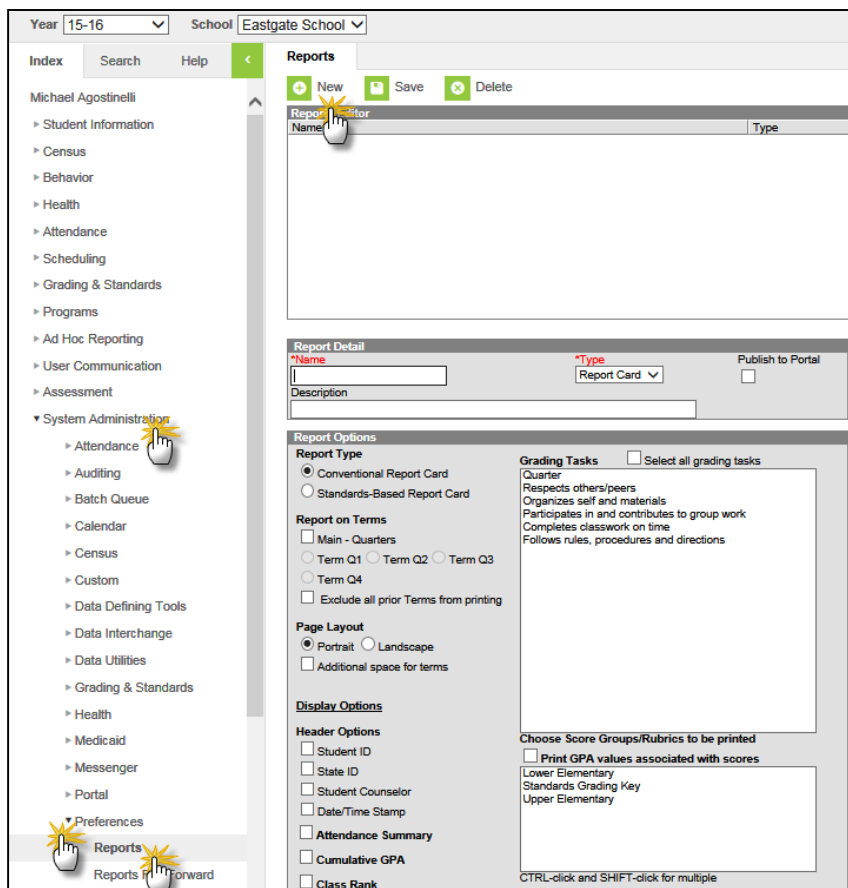
### SYSTEM ADMINISTRATOR/ SUPERVISING TEACHER: Creating Reports

Reports (including report cards, transcripts and schedules) are created by year and school. However, these reports may be rolled from one year to the next.

Choose the *Year* and *School*. From the **Index**, expand **System Administration** and **Preferences**. Select **Reports**.

Click **New**.

**NOTE:** Report Cards may be created by Term (6<sup>th</sup> grade Q1, 6<sup>th</sup> grade Q2), by grade (6<sup>th</sup> grade, 5<sup>th</sup> grade), or by group (upper elementary, lower elementary). To differentiate the final report card (which may include next year's class placement), create a "final" report card format (6<sup>th</sup> grade, 6<sup>th</sup> grade final).



**Reports**

New Save Delete

**Report Detail**

\*Name: 8th Grade \*Type: Report Card Publish to Portal:

Description:

**Report Options**

**Report Type**

Conventional Report Card  
 Standards-Based Report Card

**Report on Terms**

Main - Quarters  
 Term Q1  Term Q2  Term Q3  
 Term Q4  
 Exclude all prior Terms from printing

**Page Layout**

Portrait  Landscape  
 Additional space for terms

**Display Options**

**Header Options**

Student ID  
 State ID  
 Student Counselor  
 Date/Time Stamp

Attendance Summary  
 Period  Course  
 Daily Exact Term  
 Daily (Half/Whole Day) Term

Cumulative GPA  
 Class Rank  
 Term GPA  with Bonus Points  
 Period

Score Comments  
 Term 1  Term 2  Term 3  Term 4

**School Comment (printed on all)**

Please return the signed envelope to your child's teacher.

**Grading Tasks**  Select all grading tasks

Quarter  
 Respects others/peers  
 Organizes self and materials  
 Participates in and contributes to group work  
 Completes classwork on time  
 Follows rules, procedures and directions

Choose Score Groups/Rubrics to be printed

Print GPA values associated with scores

Lower Elementary  
 Standards Grading Key  
 Upper Elementary

CTRL-click and SHIFT-click for multiple

Choose *Report Type*. For a report that includes a combination of letter grades and standards, select *Standards-Based Report Card*.

Give the report a *Name* and select *Type*.

For a **Conventional Report Card**, choose the *Terms* (if choosing the last term, all terms will print unless the *Exclude all prior Terms from printing* box is checked).

Select *Layout* and *Display Options*.

Choose the *Grading Tasks* and *Score Groups/Rubrics* that will appear on the printed report card.

Type any *School Comment* that will appear on all report cards and choose to print them at the beginning or end.

Click **Save**.

For a **Standards-Based Report Card**, choose the *Standards Display Options* (to print by *Term*, select *Display All Scores*).

Select *Placement and Signature Options*, *Page Layout* (*Landscape* works best), and *Display Options*.

Choose the *Grading Tasks* and *Score Groups/Rubrics* that will appear on the printed report card.

Type any *School Comment* that will appear on all report cards and choose to print them at the beginning or end.

Click **Save**.

**Report Options**

**Report Type**

Conventional Report Card  
 Standards-Based Report Card

**Standards Display Options**

Display All Scores  
 Display Best Score Only  
 Display Most Recent Score 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)

**Display Options**

**Header Options**

Student ID  
 State ID  
 Student Counselor  
 Date/Time Stamp

Attendance Summary  
 Period  Course  
 Daily Exact Term  
 Daily (Half/Whole Day) Term

Cumulative GPA  
 Class Rank  
 Term GPA  
 Period

Score Comments  
 Term 1  Term 2  Term 3  Term 4

**School Comment (printed on all)**

Print at Beginning  Print at End

Please return the signed envelope to your child's teacher.

**Grading Tasks**  Select all grading tasks

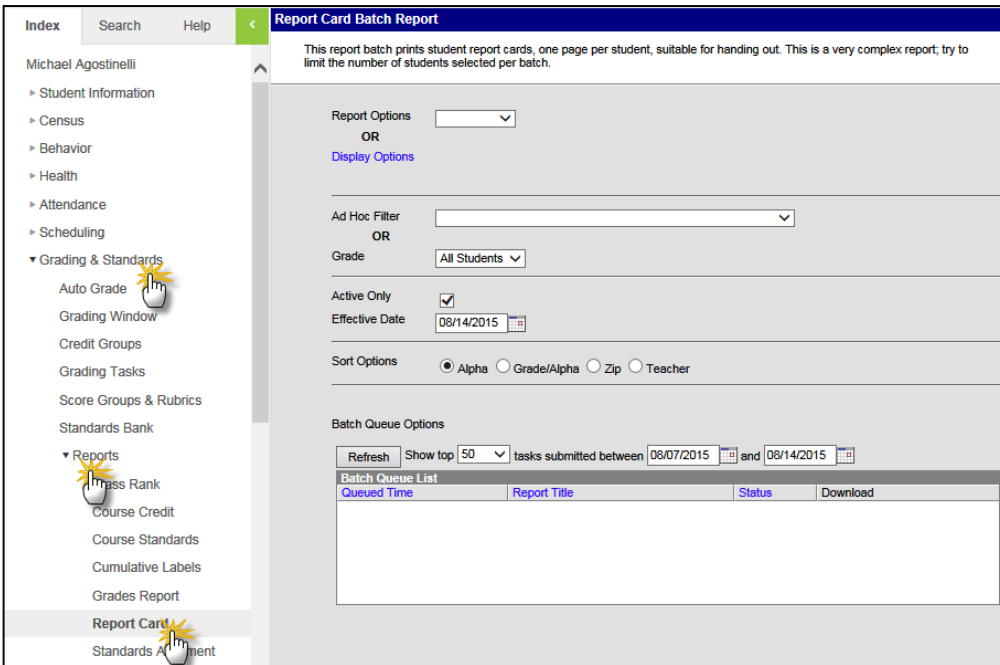
Quarter  
 Respects others/peers  
 Organizes self and materials  
 Participates in and contributes to group work  
 Completes classwork on time  
 Follows rules, procedures and directions

Choose Score Groups/Rubrics to be printed

Print GPA values associated with scores

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 Standards Grading Key  
 Upper Elementary

CTRL-click and SHIFT-click for multiple



**SYSTEM ADMINISTRATOR/  
SUPERVISING TEACHER:  
Printing Report Cards by Group**

Users assigned to the **Teachers** group do not have the rights necessary to print report cards.

Further, it is recommended that the grading window be closed prior to printing report cards.

From the **Index**, expand **Grading & Standards** and **Reports**.

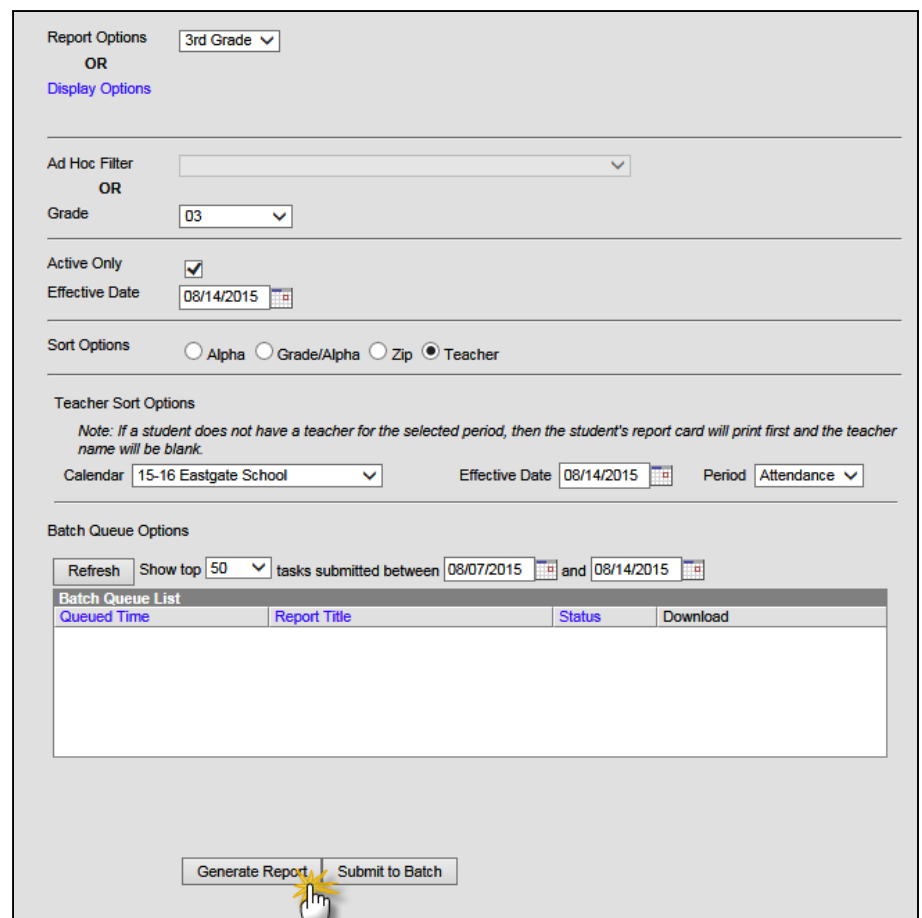
Select **Report Card**.

Choose a previously created report or select **Display Options** (no option to save the created report).

Choose the *Grade* and *Sort Options*.

Click **Generate Report**.

**NOTE:** To print report cards for a class of students, create a **Selection Editor Ad Hoc Filter** or within the report card *Sort Options*, choose *Teacher* and print only those pages.



Year **15-16** School **Eastgate School**

Index Search Help < **Duggar, Jackson**

Grade: 06 DOB: 05/23/2004 Gender: M

Credit Summary Assessment Behavior Graduation AdHoc Letters Records

Summary Enrollments Schedule Attendance Flags **Grades** Transcripts

Choose a Report Card Format...

Class	Task	Quarters Q1	Quarters Q2	Quarters Q3	Quarters Q4
4602-1 Language Arts Simmons, Gene	Quarter	B			
4604-1 Math Simmons, Gene	Quarter	C			
4608-1 Music Simmons, Gene	Quarter	A			
4607-1 PE Simmons, Gene	Quarter	A			
4603-1 Reading Simmons, Gene	Quarter	A			
4606-1 Science Simmons, Gene	Quarter	A			
4605-1 Social Studies Simmons, Gene	Quarter	B			
4601-1 Upper Elementary Simmons, Gene	Respects others/peers	E			
	Organizes self and materials	S			

**SYSTEM ADMINISTRATOR/  
SUPERVISING TEACHER:  
Printing Report Cards by  
Student**

Individual report cards may be printed from the Student Information module.

From the **Index**, expand **Student Information** and **General**. Click the **Grades** tab.

Select a report from the *Choose a Report Card Format* dropdown.

The report will open in PDF format for viewing and/or printing.

**EAST HELENA ELEMENTARY GRADE 06 REPORT CARD 2015-2016**

Student: Duggar, Jackson

School: Eastgate School

Teacher: N/A

ELEMENTARY				
	Term			
	Q1	Q2	Q3	Q4
PE				
Quarter	A			

ATTENDANCE				
Term	Q1	Q2	Q3	Q4
Days Present	33	0	0	0
Days Absent	0	0	0	0
Periods Tardy	0	0	0	0

Academic Performance Level for Lower Elementary	
Name	Score
Advanced	1
Proficient	2
Nearing Proficiency	3
Novice	4

Academic Performance Level for Standards Grading Key	
Name	Score
Excellent	E
Satisfactory	S
Needs Improvement	N

ELEMENTARY				
	Term			
	Q1	Q2	Q3	Q4
<b>LANGUAGE ARTS</b>				
Quarter	B			
<b>MATH</b>				
Quarter	C			
<b>READING</b>				
Quarter	A			
<b>SCIENCE</b>				
Quarter	A			
<i>Term 1 Comments: Jackson is a pleasure to have in class. He loves science and works hard.</i>				
<b>SOCIAL STUDIES</b>				
Quarter	B			
<b>MUSIC</b>				
Quarter	A			
<i>Term 1 Comments: Fantastic violin player!</i>				

ELEMENTARY				
	Term			
	Q1	Q2	Q3	Q4
Respects others/peers	E			
Organizes self and materials	S			
<i>Term 1 Comments: Jackson is very organized</i>				
Participates in and contributes to group work	E			
Completes classwork on time	N			
<i>Term 1 Comments: Jackson needs to work on returning his homework to class on time</i>				
Follows rules, procedures and directions	S			

\*Comments: Please return the signed envelope to your child's teacher.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Parent Signature

