Creating Report Cards (Value Added Users)

AIM User Guide

THIS AIM USER GUIDE IS INTENDED FOR MONTANA EDITION VALUE ADDED USERS OF INFINITE CAMPUS WHO WISH TO PRINT REPORT CARDS. THIS GUIDE SHOULD ONLY BE USED BY DISTRICTS WHO HAVE COMPLETED THE INITIAL SETUP FOR MONTANA EDITION VALUE ADDED USERS. PLEASE CONTACT THE OPI AIM STAFF IF YOU HAVE NOT YET COMPLETE THE INITIAL SETUP.

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Contents

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.

1. Choose the *Year* and *School* from the tool bar.
2. Select the **Index** tab.
3. Select **System Administration**.
4. Select **Preferences.**
5. Select **Reports**.
6. Click **New.**

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

7. Give the report a *Name* and select the *Type*. (For a report that includes a combination of letter grades and standards, select *Standards-Based Report Card* and proceed to number 13 below.)
8. 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).
9. Select the *Display Grades* you wish to display.
10. Select *Layout* and *Display Options*.
11. Choose the *Grading Tasks* and *Score Groups/Rubrics* that will appear on the printed report card.
12. Type any *School Comment* that will appear on all report cards and choose to print them at the beginning or end.
13. Click **Save**.
14. For a **Standards-Based Report Card**, choose the *Standards Display Options* (to print by *Term*, select *Display All Scores*).
15. Select *Placement and Signature Options*, *Page Layout* (*Landscape* works best), and *Display Grades*, and *Display Options*.
16. Choose the *Grading Tasks* and *Score Groups/Rubrics* that will appear on the printed report card.
17. Type any *School Comment* that will appear on all report cards and choose to print them at the beginning or end.
18. Click **Save**.
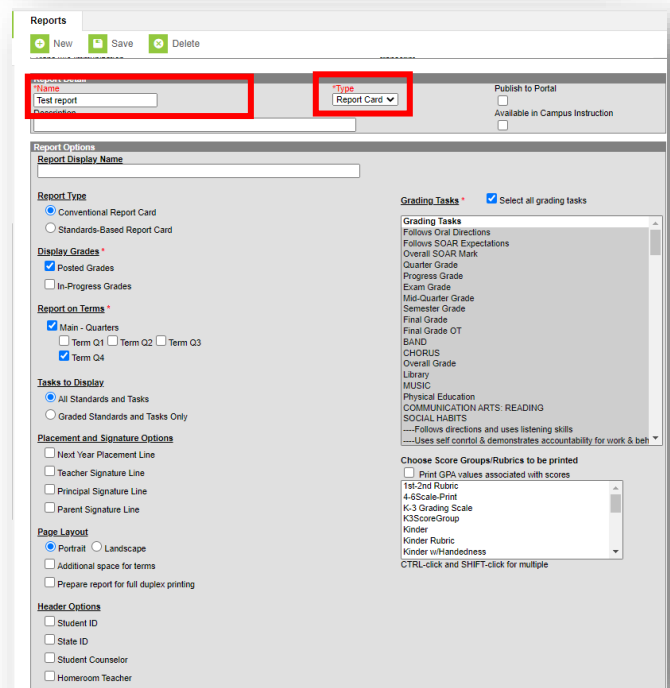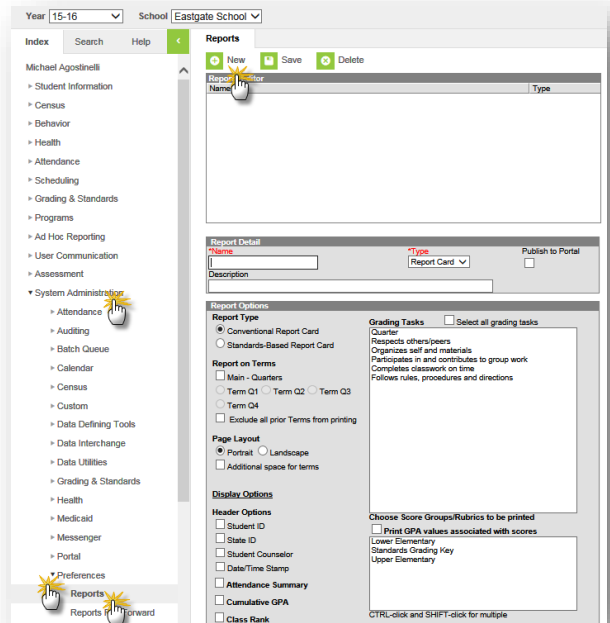
Printing Report Cards by Group

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.

1. From the **Index**, select **Grading & Standards.**
2. Select **Reports**.
3. Select **Report Card.**
4. Choose a previously created report from the report Options field or select the *Display Options* link (no option to save the created report).
5. Choose the *Grade* and *Sort Options*.
6. 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.
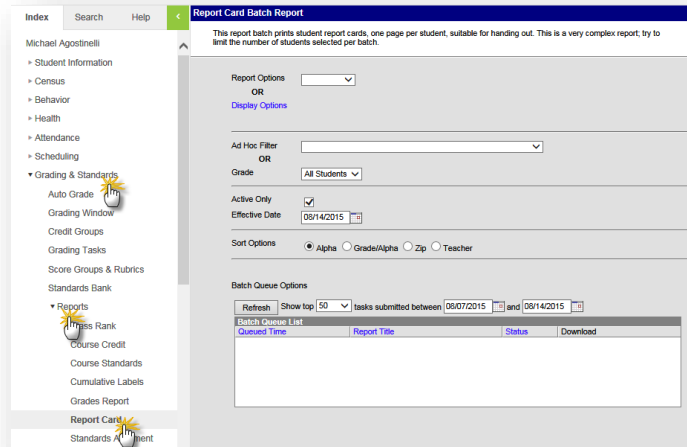
Printing Report Cards by Student

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

1. From the **Index**, select **Student Information.**
2. Select **General**.
3. Search the student by entering their last name, then first name in the search box. Click **Go**.
4. Select the student from the list generated.
5. Click the students' **Grades** tab.
6. Select a report from the *Choose a Report Card Format* dropdown.
7. The report will open in PDF format for viewing and/or printing.

For more information, contact the AIM Help Desk at 1- 877-464-6681 or

[Submit an AIM Help Desk Ticket](#)