



Wisconsin PowerSchool
User's Group Meeting
November 18th-19th, 2009
Kalahari Resort, Wisconsin Dells

Report Cards and Data Access Tags

 Brenner Associates

PEARSON


Report Card Elements

Heading



Apple Grove High School
2006-2007
Name: Kerbs, Michael B
Grade: 10 Student Number: 840000765

Schedule Listing



Per	Teacher	Course	Q1	Q2	Q3	Q4	ABS	TAR
1(A-B)	Vigen, Robert R	Algebra					0	0
2(A)	Jorgenson, James J	English I					0	0
2(B)	Zildjian, Prescott X	World History		B	A	A-	0	0
3(A)	Rutter, Stephen D	Phys Ed 10					0	0
3(B)	Rutter, Stephen D	Health 10					0	0
4(A)	Staff, Open	Open Media					0	0
4(B)	Schmidt, Andrew G	Home Repair					0	0

Footer



TEACHER COMMENTS:
.
CUM GPA: 3.39
EARNED CREDIT HOURS: 7.50
A = 4.0
A- = 3.7

The Main Body Design

Option Value

Column Title Style Palatino 14 (B)

Class Listings Style Palatino 14

Use Future Schedule (student's schedule for next year)

The items below this line in this area are optional and may be left blank.

Listing Line Height 15 points

Frame 1 Width 6 Corner Rounding

Divider Line Width .25 Horizontal .25 Vertical

Padding 6

Terms to Repeat (comma-separated)

Col	Shows	Column Title	Width	Align
1	Expression	P	.75	L
2	Course name	COURSE	1.75	L
3	Teacher	TEACHER	2.5	L
4	Historical grade	Q1	.75	C
5	Historical grade	Q2	.75	C
6	Historical grade	Q3	.75	C
7	Historical grade	Q4	.75	C

Start Page > Reports > Setup > Report Cards >
New > Schedule Listing

The Heading Setup

The heading is printed below the title, but above the student's schedule

Heading text style **Times 10 (B)** **Left** (Fields)

```
<br><br>Name: ^(lastfirst)
Grade: ^(grade_level)
ID: ^(student_number)<br><br>
```

Start Page > Reports > Setup > Report Cards >
New > Heading

The Footer Setup

The footer is printed below the student's schedule

Footer text style **Palatino 10/13** **Left** (Fields)

```
GPA: ^(*gpa)
Total Credits: ^(*credit_hours)
```

Start Page > Reports > Setup > Report Cards >
New > Footer

Report Cards

Report card reports can be used for much more than just end-of-the-term reports. You can also use them to create other types of documents, such as schedules, custom letters or progress reports. Any report card-style report can include text as well as PowerSchool fields..

Heading

The heading can include any type of information, such as your school's address, a note to parents, some HTML tags, or data codes that pull information from the PowerSchool database.

1. On the Report Cards page, click the name of the report.
2. On the Report Card page, click **Heading**. The Report Card Heading page appears.
3. Use the following table to enter information in the fields:

Field	Description
Heading Text Style	Choose the style for the heading text from the pop-up menu.
Justification	Choose the heading alignment from the pop-up menu.

4. Enter the content of the heading in the large white field using text, some HTML tags, and PowerSchool data codes. Click **Fields** to view a list of PowerSchool fields. Click the name of a field to insert it in this field. For more information about data codes, visit [PowerSource](#).
5. Click **Submit**. The Report Card page appears.
6. Click **Submit** again to save the report template.

Field	Description
Column Titles Style	Choose a style for the column titles from the pop-up menu.
Class Listings Style	Choose a style for the class listings from the pop-up menu.
Use Future Schedule	Select the checkbox to use next year's student schedules. To use this year's schedules, deselect the checkbox.

Schedule Listing

Format schedule listings to display grades, teacher comments, absences, and tardies.

1. On the Report Cards page, click the name of the report.
2. On the Report Card page, click **Schedule Listing**. The Student Schedule Listing page appears.
3. Use the following table to enter information in the fields:

Field	Description
Shows	Use the pop-up menu to choose the information for the first column on the report card.

changes to the formatting fields. For further explanation of the fields, see [Report Formatting](#). Select what data will comprise the schedule listings in the columns.

- Use the following table to enter information in the fields:

Column Title	Enter a column title.
Column Width	Enter a column width.
Align	Enter one of the following codes: <input type="radio"/> R for right justification <input type="radio"/> L for left justification <input type="radio"/> C for center justification

- Repeat Step 5 for other columns to be included on the report card. Create up to 12 columns.
- Use the following table to enter information in the fields:

Field	Description
...include only those classes	Select the checkbox for the students who have final grades recorded in the specified term (optional). In the space provided, enter the terms/store codes, such as Q1 , Q2 , and Q3 . This tells PowerSchool to list only classes for which there are stored grades for the terms listed. When a student drops a class and does not receive a final grade, the class will not appear on the report card.
Extended stored grade retrieval	Select the checkbox to include additional stored grades. This is helpful when a student switches from one section of a course to another section of the same course. The courses and grades appear on one row of the report rather than different lines for each section.

- Click **Submit**. The Report Card page appears.
- Click **Submit** again to save the report template.

Footer

Next, set up the footer. The footer is exactly like the heading except that it appears below the schedule listings. It can contain any type of information, including your school's address, a note to parents, some HTML tags, or PowerSchool data codes.

- On the Report Cards page, click the name of the report.
- On the Report Card page, click **Footer**. The Report Card Footer page appears.
- Use the following table to enter information in the fields:

Field	Description
Footer text style	Choose the style for the footer text from the pop-up menu.
Justification	Choose the footer alignment from the pop-up menu.

- Enter the content of the footer in the large white field using text, some HTML tags, and PowerSchool data codes. For a complete list of field codes, click **View Field List** on the PowerSchool start page. For more information about data codes, visit [PowerSource](#).

- Click **Submit**. The report card footer is created and the Report Card page appears.
- Click **Submit** again to save the report template.

Availability

Specify which schools can access the report.

- On the Report Cards page, click the name of the report.
- On the Report Card page, select an option to indicate which schools on the PowerSchool system will have access to this report:
 - users at all schools** [on the server]
 - only users at** [selected school]
- To indicate that teachers can print this report, select the checkbox.
- Click **Submit**. The Report Cards page appears.
- Click **Submit** again to save the report template.

How to Preview a Report Card

- Open a report preview page. For more information, see [How to Open a Preview Page](#).
- Use the following table to enter information in the fields:

Field	Description
Which report would you like to print?	Choose the report from the pop-up menu.
For which students?	<p>Select an option to indicate the students for whom to run the report, if necessary. Indicate the number of pages to print:</p> <ul style="list-style-type: none"> <input type="radio"/> To print a report for all of the selected students, choose the All records in a single batch option. <input type="radio"/> To print a limited number of pages, choose the Print only the first X records option and enter the number of pages to print. <input type="radio"/> To print batches of reports for all of the selected students, choose the All records in batches of X records option and enter the number of records to print per batch.
In what order?	Select the sort order.
If printing student schedules, use	Select an option to indicate enrollment specifications. If you select the enrollment as of option, enter the enrollment date in the field.
If printing fee list, only include transactions conducted during... (may be overridden in report setup)	If you selected an Object Report in the "Which report to would you like to print" field and that Object Report includes a fee list object, choose the date range from the pop-up menu. If you select the "Date Range," enter the beginning and ending dates in the fields using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field is submitted as a blank entry.
Watermark Text	To print text as a watermark on each page of the report, choose from the pop-up menu one of the standard phrases or choose Custom and enter the text you want to print as a watermark in the field.
Watermark Mode	Use the pop-up menu to determine how you want the text to print. Watermark prints the text behind objects on the

	report, while Overlay prints the text over objects on the report.
When to print	<p>Select a time to start the report:</p> <ul style="list-style-type: none"> <input type="radio"/> ASAP: Execute immediately. <input type="radio"/> At Night: Execute during the next evening. <input type="radio"/> On Weekend: Execute during the next weekend. <input type="radio"/> On Specific Date/Time: Execute on the date and time specified in the following fields.

3. Click **Submit**. The report appears with the specified parameters. Review the report to verify that the formatting and content are correct before printing.

How to Edit a Custom Report Card Template

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. Click the **Setup** tab. The Report Setup page appears.
3. Click **Report Cards**. The Report Cards page appears.
4. Click the name of the report you want to edit. The Report Card page appears.
5. Edit the report card to meet your needs and specifications. For more information, see [How to Add a Custom Report Card Template](#).
6. Click **Submit**. The Report Cards page appears. If you are ready to run the report, see [Run, Print, and Save Reports](#).

How to Delete a Custom Report Card Template

1. On the start page, choose **Reports** from the main menu. The Reports page appears.
2. Click the **Setup** tab. The Report Setup page appears.
3. Click **Report Cards**. The Report Cards page appears.
4. Click the name of the report you want to delete. The Report Card page appears.
5. Click **Delete**. The Selection Deleted page appears.

The following table lists some common PowerSchool report codes:

Code	Does This	Example	Prints This
^[time]	Prints the current time.	This report was printed at^[time].	This report was printed at 10:37 AM.
^(He/She) ^(he/she) ^(him/her) ^(His/Her) ^(his/her) ^(son/daughter)	Uses the Gender field to print the correct pronoun for each student.	Your^(son/daughter) is invited to make up^(his/her) attendance points during our Saturday school sessions.	Your daughter is invited to make up her attendance points during our Saturday school sessions.
^(schoolname)	Prints the name of the school.	Welcome to^(schoolname)!	Welcome to Apple Grove High School!
^(yearname)	Prints the name of the school year.	We are looking forward to a great^(yearname) school year.	We are looking forward to a great 2004-2005 school year.
^(^credit_hours)	Prints the number of cumulative credit hours the student has earned.	Your student has earned a total of^(^credit_hours) credits.	Your student has earned a total of 12 credits.

For more information about PowerSchool codes, log in to the PowerSchool Support website at www.powerschool.com/support/ and click Support > Downloads.

If you are interested in using additional codes, please take a look at the object report quick reference guide. You can also download the Data Access Tag Supplement document found on PowerSource at https://powersource.pearsonschools.com/d/data_access_tags_supplement

The following table lists some common HTML tags.

HTML Tag (on)	HTML Tag (off)	Does This	Example	Prints This
		16 points.		
		Changes the style of the text to bold.	Keep your username and password private.	Keep your username and password private .
<i>	</i>	Changes the style of the text to italic.	Welcome to <i>Apple Grove High School</i>	Welcome to <i>Apple Grove High School</i>
<u>	</u>	Changes the style of the text to underlined.	Report cards will be distributed this <u>Thursday</u> to all students.	Report cards will be distributed this <u>Thursday</u> to all students.
		Changes the color of the font.	Important Announcement	Important Announcement
 		Adds a line break (or multiple breaks).	Sincerely, 	Sincerely, Mr. Brown Principal

Several websites provide templates schools can use to import form letters or reports into the school's PowerSchool. Here are a few examples:

<http://www.edutech.nodak.edu/powerschool/templates/>

<http://www.gwaea.org/psusers/Reports.htm>

Once you download the file you want, in your Power School navigate to [Start Page](#) > [System Administrator](#) > Import Report Template

