

# Report Card Setup Checklist

## Prior to Report Card Setup

|                          | Action Items                              | Knowledge Base Article  |
|--------------------------|---|---|
| <input type="checkbox"/> | Grading periods configured                | <a href="#">How do I create new grading periods?</a>  |
| <input type="checkbox"/> | Grading scales assigned to courses        | <a href="#">How do I attach a grading scale to my courses?</a>                                |
| <input type="checkbox"/> | Manage courses                            | <a href="#">How do I mark a course inactive?</a><br><a href="#">How do I create a course?</a> |
| <input type="checkbox"/> | Class assigned to instructors             | <a href="#">How do I add an instructor to a class?</a>  |
| <input type="checkbox"/> | Students rostered into classes            | <a href="#">How do I add students to a class roster?</a>                                      |
| <input type="checkbox"/> | Roll over SBL Groups and learning targets | <a href="#">How do I roll over learning targets to the next academic year?</a>                |

## Report Card Setup

|                          | Action Items   | Knowledge Base Article   |
|--------------------------|--|--|
| <input type="checkbox"/> | Existing: Copy report card entities                          | <a href="#">How do I copy a report card to the next academic year?</a>                                     |
| <input type="checkbox"/> | New: Create report card and report card item lists as needed | <a href="#">How do I create a report card?</a><br><a href="#">How do I create a report card item list?</a> |
| <input type="checkbox"/> | Assign report card item lists to courses                     | <a href="#">How do I assign report card item lists to courses?</a>   |
| <input type="checkbox"/> | Create special grade codes                                   | <a href="#">How do I add special grade codes to my grading scale?</a>                                      |
| <input type="checkbox"/> | Configure the visual layout and preview report card          | <a href="#">How do I change the appearance of the report card?</a>   |
| <input type="checkbox"/> | Activate report card grading periods                         | <a href="#">How do I change the grading period status on the report card?</a>                              |
| <input type="checkbox"/> | Configure multiple languages on the report card              | <a href="#">How do I print report cards in multiple languages?</a>   |

## Grade Entry

|                          | Action Items                                    | Knowledge Base Article  |
|--------------------------|---|---|
| <input type="checkbox"/> | Instructor imports or enters report card grades | <a href="#">How does an instructor enter report card grades?</a>        |
| <input type="checkbox"/> | Admin report card grade entry                   | <a href="#">How does an admin enter report card grades?</a>             |
| <input type="checkbox"/> | Calculate summary grades                        | <a href="#">How are summary grades calculated in report cards?</a>      |
| <input type="checkbox"/> | Confirm instructors have entered grades         | <a href="#">How do I see who has/hasn't entered report card grades?</a> |

## Post-Grade Entry

|                          | Action Items   | Knowledge Base Article   |
|--------------------------|--|--|
| <input type="checkbox"/> | Add attendance to the report card                      | <a href="#">How do I add attendance to the report card?</a>                            |
| <input type="checkbox"/> | Calculate GPA  | <a href="#">How do I calculate GPA?</a><br><a href="#">What does *NR mean?</a>         |
| <input type="checkbox"/> | Print report cards                                     | <a href="#">How do I print report cards?</a>   |
| <input type="checkbox"/> | Make report cards visible on the student/parent portal | <a href="#">How do I make report cards visible to parents?</a>                         |
| <input type="checkbox"/> | Run reports  | <a href="#">How do I set up honor roll?</a><br><a href="#">Graduation requirements</a> |
| <input type="checkbox"/> | Create transcript tests                                | <a href="#">How do I add a transcript test?</a>  |
| <input type="checkbox"/> | Enter transcript test scores                           | <a href="#">How do I add transcript test scores?</a>                                   |
| <input type="checkbox"/> | Generate transcripts                                   | <a href="#">How do I generate a transcript?</a>  |