



Print the Progress Report (secondary schools)

1. From the Primary Toolbar, select 'Grading'.
2. From the Secondary toolbar, select 'Report Cards'.



3. The Report Card screen will open.

Report Card Generation for PHS - Plainfield High School

Update Marking Period Attendance Summary

This will update the student marking period attendance counts that are printed on some report cards. If this school's report card prints marking period attendance summary counts, then this function should be run first. If this function is not run, the attendance counts will be 0 on the report cards.

Select Report Card to update:

Generate Report Cards

Select Report Card to run:

Select Student List:

Select Sort Order:

Print a report card for only the Legal Address: No Yes

Print all flagged addresses but the Legal Address: No Yes

Hide courses that do not have grades and comments:

Suppress interims / report cards that do not contain any courses:

Suppress interims / report cards for students with OPEN fines:

Report Card Date:

Number of times to print the first student's report card:

Print report cards only for students that are currently active in this school:

Select Report Card to Update – This option updates attendance for the report. Use the dropdown to select which report you are running and select 'Accept'.

Select Report Card – From the dropdown, select the report card / progress report you want to run.

Select Student List – From the dropdown, select a student list to print reports for a specific group of students, or select All Students.

Select Sort Order – Select how you want the students to be sorted. (ie: 'Homeroom, Student Name')

Print ... Legal Address – If you would like to only generate a report for the legal address on the student's file, select this option. Otherwise, a report will be generated for every address under the student's contact information.

Hide Courses... - This option will hide any courses that the student did not receive a grade or comment for.

Suppress...Do not contain Courses – this option will suppress any progress reports that are blank and keep them from being printed.

Suppress...OPEN fines – This option will prohibit the system from generating reports for students with open fines.

Report Card Date – This is just the date that the reports are being printed.

Number of times... – Leave this as 1. This is the number of times to print the reports.

Print...Only for Active – Place a check in this box to print reports for active students only.

4. Select 'Accept'.
5. The reports will begin to generate.

NOTE: All Genesis reports generate in .pdf format. Be sure to use the Adobe print icon and not the browser print icon to print your reports!