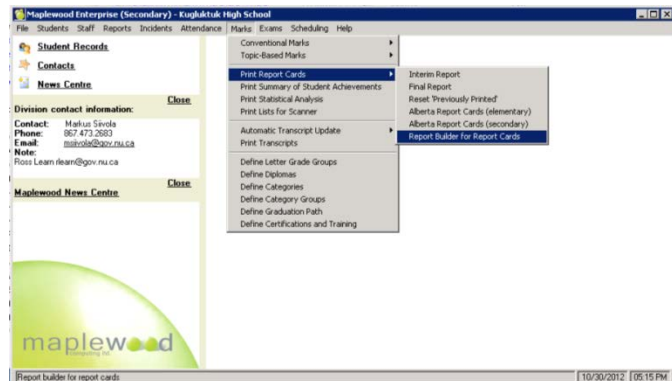
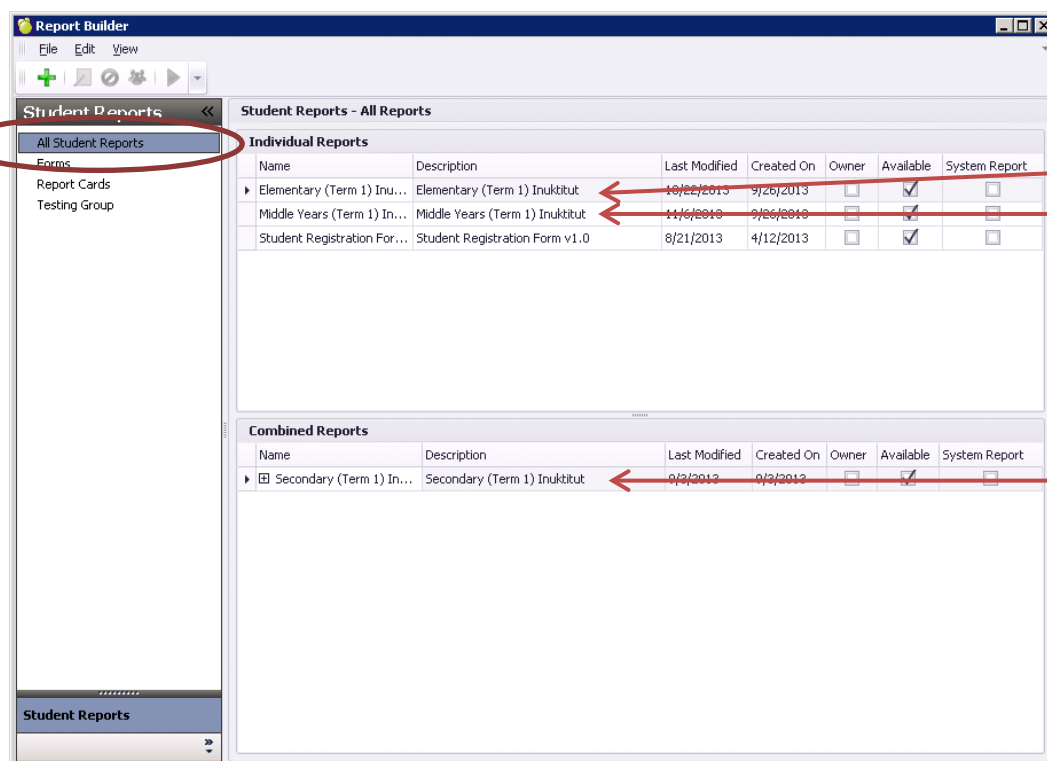


HOW TO PRINT NUNAVUT REPORT CARDS – MAPLEWOOD ADMINISTRATION SYSTEM

1. Go to **Marks, Print Report Cards, Report Builder for Report Cards.**



2. In the Report Builder, select **All Student Reports** from the left to see what report cards are available to your school. Click once on the report card you would like to produce. See below for details.



Click on **Elementary (Term x)** for grade K-6 report cards.

Click on **Middle Years (Term x)** for grade 7-9 report cards.

Click on the combined report **Secondary (Term x)** for senior-secondary report cards. (It combines pages 1 and 2 of the report.)

Explanations of different report cards (for Term 1):

Card name	Grades	Intended use
Elementary (Term 1)	K-6	Elementary school report card for Term 1
Middle Years (Term 1)	7-9	Middle school/junior high school report card for Term 1
Secondary (Term 1)	10-12	Senior high school report card for the first semester (fall semester)

3. After selecting the desired card from the list, press on the the blue **Play** button at the top to run the selected report.

Press the blue **Play** button to run the selected report.

Middle Years (Term 1) card has been selected: *its row appears light blue.*

Name	Description	Last Modified	Created On	Owner	Available
▶ Middle Years (Term 1)	Middle Years (Term 1)	10/29/2012	7/31/2012	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Secondary (First) P1	Secondary (First) P1	10/29/2012	7/31/2012	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Secondary (First) P2	Secondary (First) P2	10/29/2012	7/31/2012	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Name	Description	Last Modified	Created On	Owner	Available	System Report
▶ Secondary (First)	Secondary (First)	10/29/2012	10/29/2012	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4. In the next screen, set the **Report Date** the way you want it to appear on the report card.

Set the **Report Date** as you want it to appear on the report card.

Report Parameters

Schools: Qaqalik School

Report Date: 11/6/2013

Include Students

☒ This Year and Next

☒ This Year Only

☐ Next Year Only

☐ Deleted

☐ Past

Student Selection Criteria

Add Criterion

Delete Criterion

Reset Criteria

Sort Order

☐ Grade

☐ Age

☐ Homeroom

☐ Homeroom Teacher

☐ Advisory Group

Run Report

Cancel

5. To see a list of students for whom the card will be printed, click the **Show Students** button. The list will show at the bottom:

Click the **Show Students** button to see who you are printing for.

Report Parameters

Schools: Kugluktuk High School

Report Date: 10/30/2012

Term(s): Term 1 (ELEM) (8/27/2012 - 12/7/2012)

Include Students

☒ This Year and Next

☒ This Year Only

☐ Next Year Only

☐ Deleted

☐ Past

Student Selection Criteria

Add Criterion

Delete Criterion

Reset Criteria

Sort Order

☐ Grade

☐ Age

☐ Homeroom

☐ Homeroom Teacher

Run Report

Cancel

Student List

Surname	Given Name	Grade	Status
▶ Adjun	Danielle	12	This Year and Next
Adjun	Gustin	10	This Year and Next
Adjun	Regan	11	This Year and Next
Adjun	Wyatt	10	This Year and Next
Aggarik	Myles	11	This Year and Next

6. To only print students for a single grade (recommended) click on **Add Criterion**, select **Personal Details** on the left and pick **Student is in grade ...**

Student Report Criteria

Report Parameters

Schools: Kuglukuk High School

Report Date: 10/30/2012 Term(s): Term 1 (ELEM) (8/27/2012 - 12/7/2012)

Include Students

☒ This Year and Next

☒ This Year Only

☐ Next Year Only

☐ Deleted

☐ Past

Student Selection Criteria

Add Criterion

Sort Order

☒ Grade

☐ Age

☐ Homeroom

☐ Homeroom Teacher

Run Report Cancel

Surname	Given Name	Grade	Status
Adjun	Danielle	12	This Year and Next
Adjun	Gustin	10	This Year and Next
Adjun	Regan	11	This Year and Next
Adjun	Wyatt	10	This Year and Next
Aggarik	Myles	11	This Year and Next

Click the **Add Criterion** button to narrow down the list of students for whom the report card will be printed, for example *grade seven students only*.

Add Student Selection Criterion

☐ Alphabetic

☒ **Personal Details**

☐ Student Number

☐ Homeroom

☐ Class

☐ Excursion List

☐ Advisory Group

☐ Inquiry List

Student is in grade: 7

Student's age is: 0

OK Cancel

On the left sidebar, select **Personal Details...**

...and then select the desired grade here.

To accept, click **OK**.

7. Finally, to produce the report cards, click **Run Report**. Wait for the report to generate:

Report Progress

Report Generated

Name	Description	Last Modified	Created On	Owner	Available	System Report
Middle Years (Term 1)	Middle Years (Term 1)	10/29/2012	7/31/2012		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secondary (First) P1	Secondary (First) P1	10/29/2012	7/31/2012		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secondary (First) P2	Secondary (First) P2	10/29/2012	7/31/2012		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Combined Reports

Name	Description	Last Modified	Created On	Owner	Available	System Report
Secondary (First)	Secondary (First)	10/29/2012	10/29/2012		<input checked="" type="checkbox"/>	<input type="checkbox"/>

9. The report should show up looking like this (this example is for a junior high report card):

Kugluktuk High School
Grades 7-9 Report Card
 Reporting Term: Fall

Grade 12	Student: Adjun, Danielle	Student ID: 001018358
Report Card	Homeroom Teacher: Attila Csaba	Date Issued: 10/30/2012

Attendance				
Attendance	Term 1	Term 2	Term 3	Total
Days Absent:				
Days Late:				

Academic Achievement
 The student's academic achievement is described by the following scale.

10. To save the report as a PDF for printing to a printer, click the green icon at the top and select **PDF File**. Save the PDF on the *Desktop*. After that, you can close the Report Builder and open the PDF file from the Desktop in Adobe Reader and print it off.

Kugluktuk High School
Grades 7-9 Report Card
 Reporting Term: Fall

Grade 12	Student: Adjun, Danielle	Student ID: 001018358
Report Card	Homeroom Teacher: Attila Csaba	Date Issued: 10/30/2012

Attendance				
Attendance	Term 1	Term 2	Term 3	Total
Days Absent:				
Days Late:				

Academic Achievement
 The student's academic achievement is described by the following scale.