

## Importing the template file:

### Start Page>System>Import Report Template

**Character Set:** choose the appropriate Mac Roman (Mac) or Windows Ansi (Windows)

**File to Import:** Click Browse and navigate to the location of the file to be imported

Click **Import**

### Import Report Template



## Elementary Label

The following two illustrations show the sections that you will need to verify for your building. Each of these sections is repeated throughout the layout to make a total of 6 labels per page. To edit the permanent record labels to fit your school, from the Start Page navigate to **System Reports>Setup>Object Reports** and open your label report. There are a few items to consider/edit:

1. Header Layer: be sure the absence code is working for your building as well as the tardy codes specific to your building. This information will be in the Header Layer 0, Header Layer 1, Header Layer 2, Header Layer 3, Header Layer 4, Header Layer 5 sections - items #2, 6, 10, 14, 18, 22.

Option	Value
Object Label	Header Layer 0
Text Fields	<pre>&lt;tabl .40&gt;&lt;b&gt;~(student_number)&lt;tabc 1.9&gt;~(last_name), ~ (first_name)&lt;tabr 3.75&gt;~(yearabbr)&lt;/b&gt;&lt;br&gt;&lt;tabl .40&gt;GRADE: ^ (grade_level)&lt;tabl 1.0&gt;ABS: ^ (*DABS;Q1+Q2+Q3+Q4;format=##0.0) &lt;tabl 1.75&gt;TAR: ^ (daily.att.count;current;TE,TU;Q1+Q2+Q3+Q4) &lt;br&gt;&lt;tabl .40&gt;&lt;b&gt;COURSE TITLE&lt;tabl 1.95&gt;GP1&lt;tabl 2.3&gt;GP2&lt;tabl 2.65&gt;GP3&lt;tabl 3.0&gt;GP4&lt;tabl 3.3&gt;FINAL&lt;/b&gt;</pre>

2. Transcript: be sure that the term codes are correct for your building. This information will be in the Trans 0, Trans 1, Trans 2, Trans 3, Trans 4, Trans 5 sections - items #3, 7, 11, 15, 19, 23.

Term	Field	Other Field/Text/Format	Width	Align
	Course Name		1.75	L
Q1	Letter Grade		0.35	L
Q2	Letter Grade		0.35	L
Q3	Letter Grade		0.35	L
Q4	Letter Grade		0.35	L
Y1	Letter Grade		0.35	L

You may want to create labels for each grade level by following the import steps, one for each grade. For each you will need to edit the grade level. This is found in lower half of each of the Trans 0, Trans 1, Trans 2, Trans 3, Trans 4, Trans 5 sections - items# 3, 7, 11, 15, 19, and 23.

**Include only historical grades  
from these grade levels**

through  (optional)

This is an example of an elementary label where 1 student will printer for each label, there are 4 students listed here.

654				11-12		
GRADE:	7	ABS:	11.5	TAR:	0	
COURSE TITLE		GP1	GP2	GP3	GP4	FINAL
CHORUS 7 8		A	A	A		
Health 7				A-		
LANGUAGE ARTS 7		B-	B	B-		
Math 7		B-	B	B-		
Physical Ed 7		A+	A+			
Science 7		B-	B-	C		
World Cultures		C+	B-	C		

654				11-12		
GRADE:	7	ABS:	4.5	TAR:	0	
COURSE TITLE		GP1	GP2	GP3	GP4	FINAL
CHORUS 7 8		A-	A	A		
Health 7		B	B-			
LANGUAGE ARTS 7		D+	C	B		
Math 7		C+	C	C-		
Physical Ed 7				A+		
Science 7		C+	C+	C+		
World Cultures		C+	B-	C		

719				11-12		
GRADE:	7	ABS:	3.5	TAR:	0	
COURSE TITLE		GP1	GP2	GP3	GP4	FINAL
7 8 GENERAL MUSIC		A-	C+	A		
Health 7		A	A-			
LANGUAGE ARTS 7		A-	A-	A		
Math 7		B	A-	A-		
Physical Ed 7				A+		
Science 7		A	A-	B+		
World Cultures		A-	A-	A-		

654				11-12		
GRADE:	7	ABS:	5.0	TAR:	0	
COURSE TITLE		GP1	GP2	GP3	GP4	FINAL
CHORUS 7 8		A	A	A		
Health 7				A		
LANGUAGE ARTS 7		A	A	A		
Math 8		A	A	A		
Physical Ed 7		A+	A+			
Science 7		A	A	A+		
World Cultures		A	A	A-		

## High School Label

The high school label layout is set for 3 students per page where the first row is student 1, S1 on the left and S2 on the right. Row 2 begins student 2.

Student 1, S1

```

69 [REDACTED] [REDACTED] 11-12
GRADE: 12 ABS: 3.0 TAR: 0
COURSE TITLE Q1 Q2 S1 Credit
AP Calculus 1 B A- B+ 0.5
Ceramics A A A 0.5
S1 Community Service 1 A+ A+ A+ 0.5
S1 English 12 1 B B B 0.5
S1 Social Issues 1 B B- B- 0.5
Social Psychology A- A A- 0.5
    
```

Student 1, S2

```

69 [REDACTED] [REDACTED] 11-12
GRADE: 12 ABS: 3.0 TAR: 0
COURSE TITLE Q3 Q4 S2 Credit
Accounting 1 A
AP Calculus 2 B
S1 Community Service 2 A+
S1 English 12 2 A-
S1 Social Issues 2 B+
Sociology A
    
```

Student 1

```

[REDACTED]98 Augsburg, Keeley 11-12
GRADE: 12 ABS: 22.0 TAR: 0
COURSE TITLE Q1 Q2 S1 Credit
AP English 12 1 B+ A- B+ 0.5
Applied Business A A A 0.5
Economics
Orchestra 1 A A+ A 0.5
Pre Calculus 1 B- C C+ 0.5
Social Psychology A A- A- 0.5
Spanish III 1 B+ B+ B 0.5
Theatre Arts A+ A A+ 0.5
    
```

Cum GPA: 3.3093  
 Cum Class Rank: 56 out of 155  
 Cum Credit Hours: 22.50

```

[REDACTED]98 [REDACTED] 11-12
GRADE: 12 ABS: 22.0 TAR: 0
COURSE TITLE Q3 Q4 S2 Credit
AP English 12 2 B+
Introduction To Business A
Mystery Crime FictionA+
Orchestra 2 A
Pre Calculus 2 C-
Sociology A-
Spanish III 2 A-
    
```

Cum GPA: 3.8610  
 Cum Class Rank: 16 out of 155  
 Cum Credit Hours: 25.00

Student 2

```

6 [REDACTED]9 [REDACTED] 11-12
GRADE: 12 ABS: 6.5 TAR: 0
COURSE TITLE Q1 Q2 S1 Credit
Anat Physiology 1 A+ A A+ 0.5
Astronomy A+ A- A 0.5
College Algebra 1 A+ A+ A+ 0.5
S1 Community Service 1 A+ A+ A+ 0.5
S1 English 12 1 A- A- A- 0.5
S1 Social Issues 1 A- B+ B+ 0.5
Spanish IV 1 A A A 0.5
    
```

```

6 [REDACTED]9 [REDACTED] 11-12
GRADE: 12 ABS: 6.5 TAR: 0
COURSE TITLE Q3 Q4 S2 Credit
Anat Physiology 2 A+
College Algebra 2 A-
Computer Essentials A-
S1 Community Service 2 A+
S1 English 12 2 B+
S1 Social Issues 2 B+
Spanish IV 2 A
    
```

Cum GPA: 3.5324  
 Cum Class Rank: 36 out of 155  
 Cum Credit Hours: 23.50

Student 3

The following illustrations show the sections that you will need to verify/change for your building. To edit the permanent record labels to fit your school, from the Start Page navigate to System Reports Setup Object Reports and open your label report. There are a few items to consider/edit:

- Header: be sure the absence code is working for your building as well as the tardy codes specific to your building. This information will be in the Header Layer 0, Header Layer 1, Header Layer 2, Header Layer 3, Header Layer 4, Header Layer 5 - items #2, 6, 10, 14, 18, 22.

Option	Value
Object Label	Header Layer 0
Text Fields	<pre> &lt;tab1 .40&gt;&lt;b&gt;~(student_number)&lt;tabc 1.9&gt;~(last_name), ~ (first_name)&lt;tabr 3.75&gt;~(yearabbr)&lt;/b&gt;&lt;br&gt;&lt;tab1 .40&gt;GRADE: ^ (grade_level)&lt;tab1 1.0&gt;ABS: ^ (*DABS;Q1+Q2+Q3+Q4;format=##0.0) &lt;tab1 1.75&gt;TAR: ^ (daily.att.count;current;TE,TU;Q1+Q2+Q3+Q4) &lt;br&gt;&lt;tab1 .40&gt;&lt;b&gt;COURSE TITLE&lt;tab1 1.95&gt;GP1&lt;tab1 2.3&gt;GP2&lt;tab1 2.65&gt;GP3&lt;tab1 3.0&gt;GP4&lt;tab1 3.3&gt;FINAL&lt;/b&gt;           </pre>

- Transcript: be sure that the term codes are correct for your building. Semester 1 information will be in the Trans 0, Trans 2, Trans 4 sections - items # 3, 11, 19.

Term	Field	Other Field/Text/Format	Width	Align
	Course Name		1.75	L
Q1	Letter Grade		0.35	L
Q2	Letter Grade		0.35	L
S1	Letter Grade		0.35	L
	Blank		0.2	L
S1	Earned Credit Hours (format:)		0.35	L

Semester 2 information will be in the Trans 1, Trans 3, Trans 5 sections - items# 7, 15, 23.

Term	Field	Other Field/Text/Format	Width	Align
	Course Name		1.75	L
Q3	Letter Grade		0.35	L
Q4	Letter Grade		0.35	L
S2	Letter Grade		0.35	L
	Blank		0.2	L
S2	Earned Credit Hours (format:)		0.35	L

- You may want to create labels for each grade level of your high school by following the import steps, one for each grade. For each grade you will need to edit the grade level. This is found in lower half of each of the Trans 0, Trans 1, Trans 2, Trans 3, Trans 4, Trans 5 sections - items# 3, 7, 11, 15, 19, 23.

Include only historical grades from these grade levels

12 through 12 (optional)

4. GPA, Class Rank, Credit Hours information is located in the XFooter Layers: XFooter Layer 1, XFooter Layer 3, XFooter Layer 5 – items# 8, 16, 24. You will need to change the DATs to reflect your building’s calculation methods. The Cumulative calculations can be found by navigating to **School>GPA Student Screens** . The calculations are located in the Data column.

Cumulative Info	
Row Title	Data
1. <input type="text" value="Cumulative Weighted GPA"/>	<u>~(*gpa method="HS Cumulative GPA")</u>
2. <input type="text" value="Cumulative Class Rank"/>	<u>~(*classrank method="HS Cumulative GPA" result="rankoutof")</u>
3. <input type="text" value="Cumulative Credit Hours"/>	<u>~(*credit_hours)</u>

Copy/paste the calculations you want to show into the XFooter Layers mentioned above.

Option	Value
Object Label	<input type="text" value="XFooter Layer1"/>
Text Fields	<u>&lt;tabl 4.65&gt;&lt;b&gt;Cum GPA:&lt;/b&gt; ~(*gpa method="HS Cumulative GPA")</u> <u>&lt;tabl 4.65&gt;&lt;b&gt;Cum Class Rank:&lt;/b&gt; ~(*classrank method="HS Cumulative GPA" result="rankoutof")</u> <u>&lt;tabl 4.65&gt;&lt;b&gt;Cum Credit Hours:&lt;/b&gt; ~(*credit_hours)</u>