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

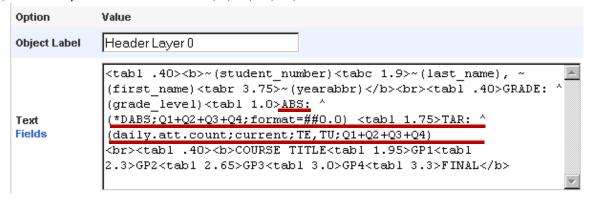
Import Report Template

Character Set:	Mac Roman 🔻	
File to Import:		Browse
		[Import]

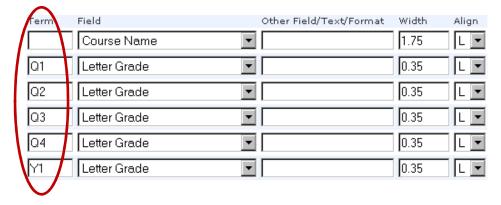
Elementary Label

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.



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 5 sections - items #3, 7, 11, 15, 19, 23.



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



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	Α	_A	_	
Health 7			A-		
LANGUAGE ARTS 7	B-	В	B-		
Math 7	B-	В	B-		
Physical Ed 7	A+	A+			
Science 7	B-	В-	C		
World Cultures	C+	B-	C		

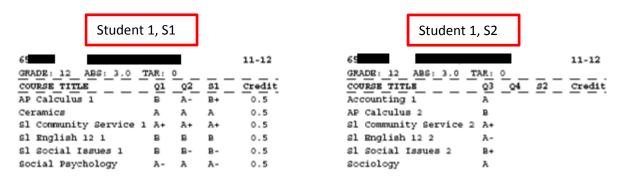
654					11-12	
GRADE: 7 _ ABS: 4.5	TAR			_		_
COURSE TITLE	GP1	GP2	GP3	GP4	FINAL	
CHORUS 7 8	A-	A	_A	_		•
Health 7	В	B-				
LANGUAGE ARTS 7	D+	C	В			
Math 7	C+	C	C-			
Physical Ed 7			A+			
Science 7	C+	C+	C+			
World Cultures	C+	B-	C			

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	В	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
	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

98 Augsburger,	Keel	ey		11-12	98 11-12
GRADE: 12 ABS: 22.0 COURSE TITLE AP English 12 1	Q1 B+	Q2_ A-	= - B+ =	Credit 0.5	GRADE: 12 ABS: 22.0 TAR: 0 COURSE TITLE Q3 Q4 S2 Credit AP English 12 2 B+
Applied Business	λ	Α	Α	0.5	Introduction To A
Economics					Eusiness
Orchestra 1	A	A+	A	0.5	Mystery Crime Fiction A+
Pre Calculus 1	B-	C	C+	0.5	Orchestra 2 A
Social Psychology	A	A-	A-	0.5	Pre Calculus 2 C-
Spanish III 1	B+	B+	В	0.5	Sociology A-
Theatre Arts	A+	A	A+	0.5	Spanish III 2 A-

Cum GPA: 3.3093

Cum GPA: 3.8610

Cum Class Rank: 16 out of 155

Cum Credit Hours: 25.00

Cum Class Rank: 56 out of 155

Cum Credit Hours: 22.50

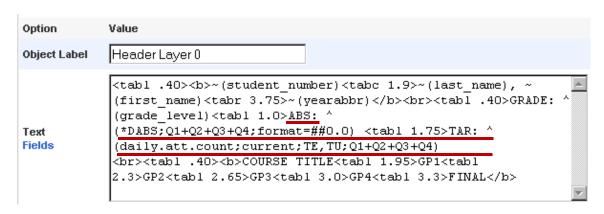
Student 2

11-12 6 9 11-12 GRADE: 12 ABS: 6.5 TAR: GRADE: 12 ABS: 6.5 TAR: Credit COURSE TITLE COURSE TITLE __ 03 Q4 S2 Credit Anat Physiology 1 0.5 Anat Physiology 2 Astronomy Α+ A-Α 0.5 College Algebra 2 A-College Algebra 1 A+ A+ 0.5 Computer Essentials A+ A-Sl Community Service 1 A+ A+ A+ 0.5 Sl Community Service 2 A+ Sl English 12 1 A- A- A-Sl English 12 2 0.5 B+ Sl Social Issues 1 A- B+ B+ 0.5 Sl Social Issues 2 B+ Spanish IV 1 0.5 Spanish IV 2

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

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 b ect Reports and open your label report. There are a few items to consider/edit:

1. 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.



2. 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.

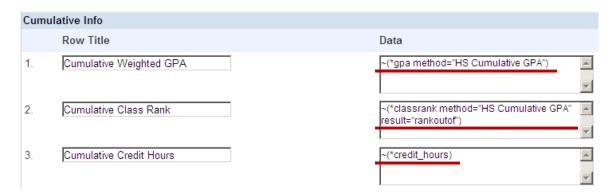
T erm	Field	Other Field/Text/Format	Width	Align
	Course Name		1.75	L
Q1	Letter Grade		0.35	L
Q2	Letter Grade		0.35	L
S1	Letter Grade ▼		0.35	L
	Blank		0.2	L
S1	Earned Credit Hours (format:)		0.35	L

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

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

3. 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.

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.



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

