

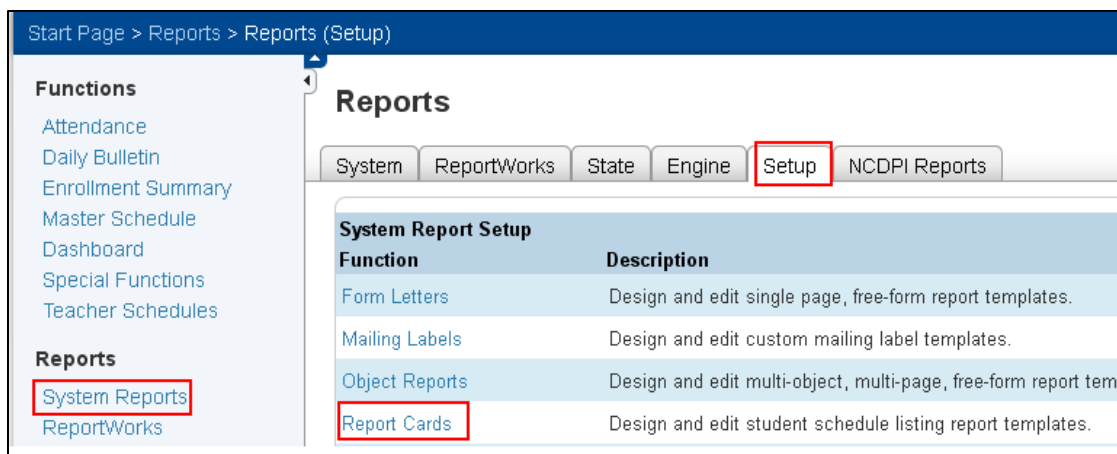
Creating Student Schedules Using Report Card Template - Setup Instructions

The Report Card template, in PowerSchool, can be used to print student schedules. Once the setup has been completed, for using this template for schedules, the report template is saved and can be used again. The report creator can opt to allow the use of the report just for their school or at all schools within the LEA.

Create New Template

Navigation: Start Page > Reports > Systems Reports > Setup Tab

1. On the **Setup** tab click on **Report Cards**.



2. Click **New**.
3. On **Create New Report Card Format** screen complete the following fields:
 - a. **Name of new report card template** = type in the desired name for your report (Schedule, Full year Schedule, Student Schedule, etc.)
 - b. **Title (printed at top of page)** = type in the desired information to print at the top of each page of the report (School Name, student name, student ID, etc using field name and Data tags)
 - c. **Title style** = select the font style and size from the drop-down.
4. Click **submit**.
 - a. The Report Cards screen will be displayed.

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Option	Value
Name of new report card template	<input type="text" value="Full Year Schedule"/>
Title (printed at top of page)	<input type="text" value="School Name Student Schedule: ^(lastfirst)"/>
Title style	<input type="text" value="Helvetica 12"/>

Note: The ^(lastfirst) tag will be replaced with the student's name when this report is printed.

5. On the **Report Cards** screen, click on your report title to open the report template in order to add additional information.

Report Heading

This area is used to setup the heading of the report.

1. Update **Title Justification** = Left, Center or Right
2. Click **Heading**

Option	Value
Template Name	<input type="text" value="Full Year Schedule"/>
Printed Report Title	<input type="text" value="School Name Student Schedule: ^(lastfirst)"/>
Title Style	<input type="text" value="Helvetica 12"/>
Title Justification	<input type="text" value="Center"/>
Heading	
Schedule Listing	
Footer	
This report available to	<input type="radio"/> users at all schools <input checked="" type="radio"/> only users at Banks Road Elementary
Teachers can print?	<input type="checkbox"/> yes

3. Select the **Heading text style** from the drop-down
4. Enter the desired heading text in the box using **Fields** and tags.

Heading screen

The heading is printed below the title, but above the student's schedule

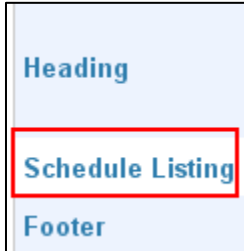
Heading text style (Fields)

```
<center> Welcome to, <i> ^(schoolname) </i>  
  
Please find the student schedule for ^(first_name) ^(last_name)  
detailed below.</center>
```

Schedule Listing

This area is used to enter the information desired for the columns of the report.

1. Click **Schedule Listing** and complete the following fields:



- a. **Column Title Style** = user Choice
- b. **Class Listing Style** = user Choice
- c. **Use Future Schedule** = (student's schedule for next year) = Blank
- d. **Listing Line Height** = user choice (14 points)
- e. **Frame** = user choice (1 width)
Corner Rounding = user choice (6)
- f. **Divider Line width** = user choice (25 Horizontal)
Vertical = user choice (25)
- g. **Padding** = user choice (6)
- h. **Terms to repeat (comma separated)** = S1, S2 (enter the semesters for your school)
- i. **Col 1 - Col 12** = user choice (to be filled with information from drop down tabs to fill schedule information)
- j. **Column Title, width and Align** = user choice

Creating Student Schedules Using Report Card Template - Setup Instructions

Start Page > Reports > Report Setup > Report Cards > Report Card > Student Schedule Listing for Report Card

School: Term: 13-14 Year

Student Schedule Listing for Report Card: Sample - Student Schedules

Option	Value
Column Title Style	Helvetica 10 (B)
Class Listings Style	Helvetica 9/18
Use Future Schedule (student's schedule for next year)	<input type="checkbox"/>
The items below this line in this area are optional and may be left blank.	
Listing Line Height	18 points
Frame	1 Width 0.25 Corner Rounding
Divider Line Width	0.5 Horizontal 5 Vertical
Padding	
Terms to Repeat (comma-separated)	
Note: In the Shows column when selecting to show current or historical grade information be sure to enter the term code in the box next to the popup menu. For example, if you want to show Q4 grades, whether they are current or historical, enter Q4 in the box.	

Col	Shows	Column Title	Width	Align
1	Expression	Period	0.75	L
2	Term abbrev.	Term	0.75	C
3	Course name	Course	2	L
4	Teacher	Teacher	1.5	L
5	Room	Room	0.75	L

2. Click **Submit** to save changes and return to the **Report Card** screen.
3. Complete the following fields:
 - a. **Footer** = Optional
 - b. **This report available to** = user choice
 - i. **Users at all schools** – makes this report available to all schools within an LEA
 - ii. **Users only at (your school)** – only users at your school have access to the report
 - c. **Teachers can print** = user choice
4. Click **Submit**.

Important: Once this report has been completed there will be no need to go through the setup steps again

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