

# Report Cards (Instruction)

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**PATH:** [Campus Instruction](#) > [Reports](#) > [Report Cards](#)

This report allows teachers to print report cards for students in their sections. Report card templates are established at the district-level in [Report Setup](#). Teachers need tool rights to access this report.

**Report Card**

**Instructions**

This report prints student report cards, one page per student, suitable for handing out.

**Context**

**Term**  
3 - (12/31/18 - 03/29/19) ▼

**Section**  
1) 3600-4 AP Literature ▼

**Report Options**

**Select Report Card Template**  
High School Report Card ▼

**Select Students\***

<input checked="" type="checkbox"/>	Name ↑	Student #	Grade
<input checked="" type="checkbox"/>	Student, Andy	1234567...	12
<input checked="" type="checkbox"/>	Student, Jordan	2345678...	11
<input checked="" type="checkbox"/>	Student, Kyle	3456789...	12

[Generate PDF](#) ▼

[Close](#)

*Generate report cards for students in a section.*

## Setup

Report card templates are established at the district-level in [Report Preferences](#). These preferences determine which grading tasks and standards are included in the report card, as well as various other settings such as layout, grades, and terms.

Reports must have a **Type** of **Report Card** and must have **Available in Campus Instruction** marked to be available to generate here.

## Generating Report Cards

1. Select the **Term** and **Section** to populate the student list.
2. Select a **Report Card Template**.
3. Indicate which **Students** to generate a report card for. Students are marked by default. Filter the student list by entering a Student Group if desired.
4. Click **Generate PDF** to view the report in PDF format or click the arrow button next to **Generate** to select a different format.

