

Report Setup - Start Here

Last Modified on 07/28/2026 3:09 pm CDT

The Report Setup tool enables users to create and configure options for four report types: Report Cards, Schedules, Transcripts, and eTranscripts. These reports can be saved and made available to users, where data elements do not have to be selected again; instead, they can simply be chosen for generation and printing.

Saved reports can be selected in the [Reports Roll Forward Wizard](#), eliminating the need to recreate reports across multiple calendars.

Getting started

- [Report Setup](#)

How-To Guides

Create Report Templates

- [Conventional Report Card](#)
- [Standards-Based Report Card](#)
- [Student Schedule](#)
- [eTranscript](#)
 - [eTranscript Workflow](#)
- [Transcript](#)

Print Saved Reports

- Report Cards
 - [Individual Student Report Card](#)
 - [Report Card Batch](#) | [Video](#)
 - [Student Report Cards](#) (*Campus Instruction*)
- Student Schedule
 - [Individual Student Schedule](#)
 - [Schedule Batch](#)
- [eTranscript Batch](#) | [Video](#)
- Transcript
 - [Individual Student Transcript](#)
 - [Transcript Batch](#) | [Video](#)

Explanation

- [Report Setup Editor](#)

Reference

Report Display Options

- [Conventional Report Card](#)
- [Standards-Based Report Card](#)
- [Student Schedule](#)
- [eTranscript](#)
- [Transcript](#)

Troubleshooting

- [Conventional Report Card](#)
- [Standards-Based Report Card](#)
- [eTranscript](#)

Sample Reports

- [Conventional Report Card](#)
- [Standards-Based Report Card](#)
- [Student Schedule](#)
- [eTranscript \(PESC XML Output\)](#)
- [Transcript](#)
 - [Margin Size](#)

Tool Rights

- [Report Setup Tool Rights](#)