

# How To Print Report Cards (Secondary)

3/31/2006

- Log into Discovery
- Click on the **Grades Module**
- Click on the **Batch** page
- Click on the link **GSD BAT RPTCD** next to Report Card
- You will now see 2 sections :
  - **Batch Parameters- Criteria Name** –**Do Not** do anything in that section
  - **Report Card-Batch Parameters-**
    - In this section you can insert a “*Message*” in the **comment** field to parents from the school
    - You can sort by period- pattern- Student ID-Teacher ID- YIS, or student name. If you have 7+ periods, select the pattern (none)
    - You can run a report card for 1 student by typing in his **student ID number**
    - You can run report cards for one teacher by their teacher employee ID number. You can search for their ID number by clicking the blue box that says **Teacher ID** to find their number
    - You can choose to sort in the drop down list by :
      - Teacher Name, Student Last Name
      - Student Last Name
      - YIS, Student Last Name
    - Click **SUBMIT** when you have made your selection
- Once you click **Submit**, you will see red lines at the top and bottom of the screen that says the **GSD BAT RPTCD job has been submitted. The job ID** is (ie.176)
- To check the status of your job, click the **STATUS** page at the top, you will see a list of jobs, find your job # (ie.176)
- In processing the **Status** column, you will see the status of your job:
  - **In Progress:** generating
  - **Pending:** waiting
  - **Error** :abended/ problem occurred
  - **Complete** : finished ( report cards are done)
- If it is done, then under the **Report** column, click **YES**
- A box will appear with the **Report Code**, click on the Report code which should have your job # ie. **176 GSD BAT RPTCD.pdf**, click on it and your report cards should come up ready to print or save in a PDF file