

## INSTRUCTIONS FOR REMOTE PRINTING OF REPORT CARDS

1. Verify that your grades are posted to the system. If you are using Excelsior, be sure that you have uploaded and posted grades for the proper marking period. You can run *History Status Sheets* (GRD.510) to verify your teachers' grades before printing the report cards.
2. Report cards are printed through the GRD.511 screen. Enter the desired Report Card Format (you can press F4 if you need to see what is available to you). These are usually set up for you by the Technology Staff at the beginning of the school year. (Note that the questions regarding Cumulative GPA, Class Rank, Unlisted Phone Number and Second Contacts need to be changed to Y if you want any of these items included on the report cards.) Enter a 1 next to the item you want the report cards to be sorted by and indicate any limits if applicable. If you are selecting a sort by Home Room, you can set the Home Room for the students in your school using the SCH.638 screen.
  - Your Optional Messages can be verified by going to GRD.211 and pulling up the current Report Card Format with a C for Change. ***On this screen you need to be extremely careful about the individual items that are there –if you are unsure about any of these items please do not make any changes without assistance from RTC Staff. The Technology Center creates these formats for you at the beginning of the year and even just a little change can create a major result in your grade reports.*** If you put a Y in the field titled Current Period GPA Messages you will be able to see what is on file for the current marking period. Any changes can be made to these messages at this time. Again, if you are uneasy with this screen, please call MAISD Staff for help.
3. On the Submittal Prompt screen, you will need to change the **OUTPUT Q** to the word TEST and press Enter. This will allow you to work with the spooled file (output) before actually printing the report cards.
4. Press Escape and then select Item #1 to *Work With Printer Output*. You may have to page down to see the job you submitted but it will be titled **OGRD511**. When the job has completed (an F5 will refresh this screen) the report cards will say **RDY** in the status column. You need to put a 3 in front of the job and press Enter to put them on **HLD** status. Press F5 to refresh and display the updated status as **HLD**.
5. Once the reports cards are on hold, you need to place a 2 on the line in front of the report so that it can be changed. Press Enter and you will see a screen that says *Change Spooled File Attributes*. Press F10 and then PageDown to get to the second screen of attributes. On the first line you will see **Output queue** is listed as **TEST**. Change this to the GR alias that was created for your printer (ie: MAMSGR); then tab down to the line that says **Save file** and change the value from **\*NO** to **\*YES** and press Enter. This will save the spooled file after printing in case you need to reprint any or all of the report cards.
6. You should now be back at the screen titled *Work With Output Queue*. Make sure that your report card paper is in your printer and then put a 6 in front of the report to release it. You will need to release the reports as many times as you want copies, whether they are on the report card paper or plain white paper. When you are finished printing your report cards, press F3 twice to return to CIMS.

## PRINTING OF OPTIONAL GRADE REPORTS

You may want to print the optional reports at any time prior to or after your report cards have been printed. In each of the submissions be sure that you are requesting the same marking period and term that your report cards have been for. When requesting these reports, use your original printer name (ie: MAMS01) rather than the new alias for report cards.

- Grade Distribution by Course GRD.555
- Grade Distribution by Teacher GRD.556
- D F & I Listing GRD.558
- A/B Honor Report AOS.540
- GPA Listing Alphabetical GRD.540
- GPA Listing by Rank GRD.541

Using the instructions above, you can place the individual reports on hold and reprint them as many times as necessary.

In all cases, once you have finished printing your report cards and any optional reports you have selected, you will need to delete them from your Output Q. You would do this by placing a 4 in front of each of them and pressing enter. You will be prompted for a confirmation and when you press Enter a second time, they will be deleted.

If you have any questions on any of these instructions, please feel free to contact the MAISD Help Desk 767-0414.