

ASPEN GUIDE

Printing 3-Term Report Cards

Most schools have chosen to print two major report cards from Aspen:

- January Progress Report (Term 2 in Aspen)
- June Final Summative Report (Term 3 in Aspen)

Some schools also use Aspen to print a mini-progress report in Term 1 that does not contain all subjects. E.g. Behaviours for Success, Teacher Comment, English, Math.

Printing Reports

1. Students TopTab > Reports Menu > Report Cards > Report Cards - K-9 Three Term

2. Choose your Term:

Student Selection/Sort	Student Course Selection	Student Group Selection	Student Grade Selection
School	Christ the King Elementary		
School year	2021		
Select schedule term	Q		
Select term	Term 2		

3. In the User Specific Parameters tab:

- Uncheck "Display Final"
- Uncheck "Display Descriptor Key"
- Check the signature boxes if required

4. Click the Run button

Student Selection/Sort	Student Course Selection	Student Group Selection	Student Grade Selection	User Specific Parameters
				Display Student Legal Name Instead Of Usual Name <input type="checkbox"/>
				Display Final <input type="checkbox"/> ← Uncheck
				Display Descriptor Key <input type="checkbox"/> ← Uncheck
				Display School Message <input checked="" type="checkbox"/>
				Print Double-Sided <input checked="" type="checkbox"/>
				Print On Legal Paper <input type="checkbox"/>
				Print Using French Language <input type="checkbox"/>
				Display Class Teacher Name <input checked="" type="checkbox"/>
				Include the Current School Course ONLY <input checked="" type="checkbox"/>
				Exclude Grade 10-12 level courses <input checked="" type="checkbox"/>
				Display Student Self Assessment <input checked="" type="checkbox"/>
				Display Teacher Overall Comment <input checked="" type="checkbox"/>
				Display Student Homeroom Number <input checked="" type="checkbox"/>
				Display Homeroom Teacher Name <input checked="" type="checkbox"/>
				Display Box For Principal Signature <input checked="" type="checkbox"/> ← Principal's choice
				Display Box For Teacher Signature <input checked="" type="checkbox"/> ← Principal's choice
				Display Attendance <input type="text" value="Daily Attendance"/>
				Display Attachments With Report Message <input type="checkbox"/>
				Display Back Page <input checked="" type="checkbox"/>

Run Cancel