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:

Report Cards - K-9 Three Term

Student Selection/Sort	Student Course Selection	Student Group Selection	Student Grade Selection

School	Christ the King Elementary
School year	2021 🔍
Select schedule term	🔍
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

Report Cards - K-9 Three Term

Student Selection/Sort	Student Course Selection	Student Group Selection	Student Grade Selection	**User Specific Parameters**	Publish

Display Student Legal Name Instead Of Usual Name	☐	
Display Final	Do not display ⌄	← **Do Not Display**
Display Descriptor Key	Do Not Display ⌄	**School choice. Descriptor Key is not needed if the scale is in the School Message**
Display Programs/Plans	Do Not Display ⌄	←
Display School Message	☑	
Print Double-Sided	☑	
Print On Legal Paper	☐	
Print Using French Language	☐	
Display Class Teacher Name	☑	
Include the Current School Course ONLY	☑	
Exclude Grade 10-12 level courses	☑	
Display Student Self Assessment	☑	
Display Teacher Overall Comment	☑	
Display Student Homeroom Number	☑	
Display Homeroom Teacher Name	☑	
Display Box For Principal Signature	☐	← **Signatures are school choice**
Display Box For Teacher Signature	☐	
Display Attendance	Daily Attendance ⌄	
Display Attachments With Report Message	☐	
Display Back Page	☑	
Display Student Photo	☑	
Display Proficiency Label (Term / Final)	☐	← **Uncheck this**

▶ Run   ✖ Cancel