

Report Cards Added to Student Permanent Record



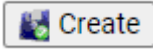
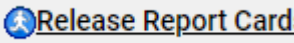
Introduction

WebSmart has made individual student report cards available in the Permanent Record for students. This will allow users to access the most recent report card for a student by simply going to that student in Student Manager. This process is tied to the existing report card run process.

NOTE: As part of this update, all schools have access to the new *WebSmart Parent Portal*. For more information about setting up the portal so that parents can access their students' attendance, grades, and report card history, please contact **WebSmart Client Support**.

Creating Report Card Runs and Bulk Release


In order for the report cards to be available, they must be released. To do this:

1. Go to *Students > Grades > Report Cards*
2. Either click  **Create Report Card Run** to create a new report card run, or click **Edit**  to edit an existing run
3. If creating a new run, select all the parameters and click 
4. Go to the Bulk Release tab, select the desired parameters, and click 
5. WebSmart will display a message when the reports cards have been released.

Note: At this point, the report cards have been sent to the new Parent Portal. Please contact **WebSmart Client Support** to begin the setup process.

Viewing Student Report Cards

Released report cards can be viewed in Student Manager on the Permanent Record tab. To view the report card:

1. Click the new Report Cards menu item
2. Select the School Year
3. Click the  icon below the desired cycle to download the PDF of the report card

Demo District 1																			
Campus 5																			
2020-2021 School Year																			
Student Name	Local ID	Homeroom				Grade Level	Term	Cycle											
Smith, Jane	001584					10	3	6											
Distribution	Promotion/Retention Comments																		
Smith, Jane																			
To the parents/guardians of Smith, Jane 555 Main Street Somewhere TX 00000											Comments:								
Subject	Teacher	Term 1			Term 2			Term 3			AVG	CTZ	CMT	CR	Attendance				
		1	2	EX	GR	ST	3	4	EX	GR	ST	5	6	EX	GR	ST			
Biology	S Carroll	78	78	78	78	01	71	81	74	76	01						77		1.00
Scientific Research and Design	S Carroll											60	6	70	39	02	39		0.00
World History	C Acevedo	88	81	79	84	01	76	73	76	76	01						80		1.00
Social Studies Research Methods 1	C Acevedo											27	57	70	46	02	46		0.00
Study Hall HS	J Garner																00		0.00
Study Hall HS	J Garner																00		0.00
Fundamentals of Computer Science	T Hammontree											50	50	50	50	02	50		0.00
Computer science I (1 unit) (TACS1)	T Hammontree	98	47	0	62	02	75	50	0	53	02						58		0.00
Algebra II	T Dao	83	72	69	76	01	73	72	67	72	01						74		1.00
Advanced Quantitative Reasoning	T Dao											86	55	70	70	01	70		0.50
English II	H Staats	82	88	80	84	01	91	91	74	89	01						87		1.00
Creative/imaginative writing (1/2-1 unit)	H Staats											91	90	74	88	06	88		0.00

Student Report Card

