

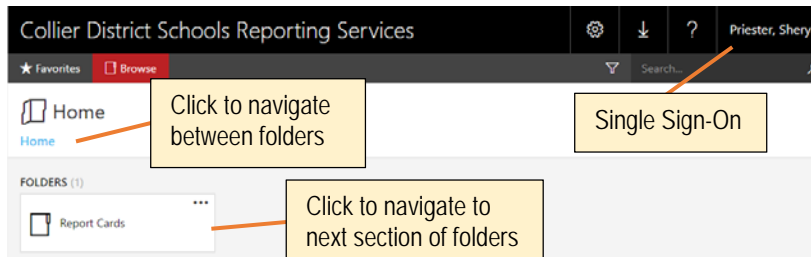
## Elementary

## Printing Report Cards

The CCPS Reporting Services application will be used to generate and print report cards. Once all interim information has been entered, you can begin the printing process.

### Accessing Reporting Services:

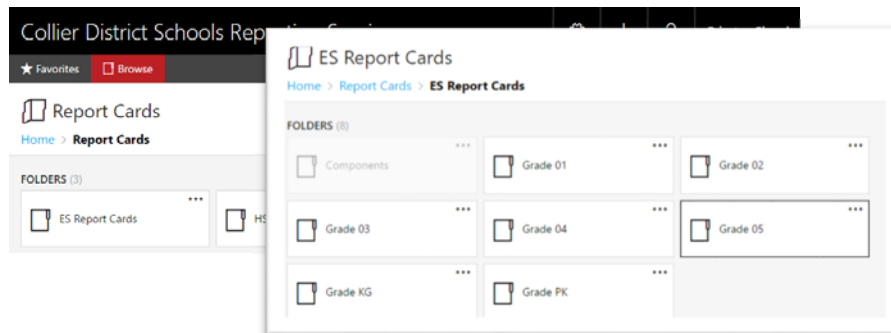
1. Click the FOCUS Report Cards link on your desktop.  
Note: If the Report Cards link is not present, use the following URL:  
<https://report.focus.collierschools.com/reports/browse/>
2. The Reporting Services application window will display.



This application is single sign-on and dependent upon whomever is logged in on the computer.

### Accessing Report Cards:

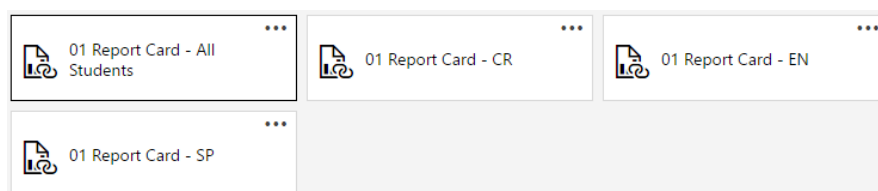
1. Click the Report Cards icon.
2. Select the ES Report Cards folder. When the Elementary school folder is selected, a folder for each grade level pertaining to report cards will appear.
3. Grade specific sub-folders will display.  
Note: Your sub-folders will differ depending on the grade category selected.



Each folder will contain four sets of report cards – All English, Spanish, Creole, and English.

- All Students – Report Cards in English for all students regardless of contact language.
- CR (Creole) – Creole translation
- EN (English) – English
- SP (Spanish) – Spanish translation

Report Card languages are based on the students contact language in FOCUS.

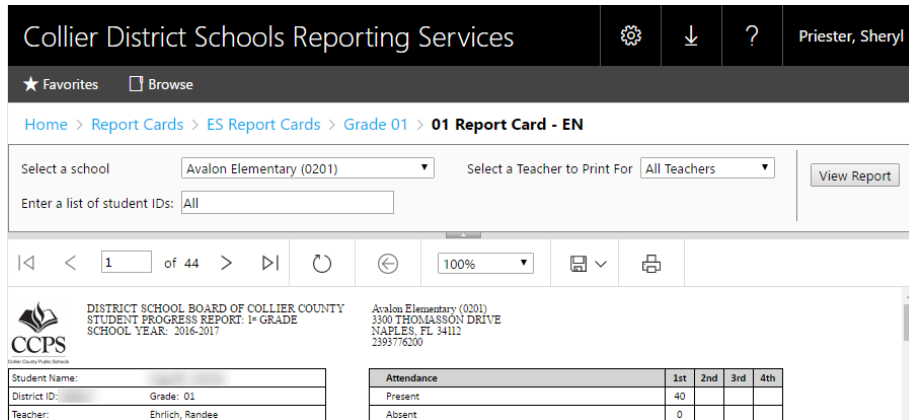


## Generating Report Cards:

Elementary Report cards are split up into category, grade level, and language.

1. If an Elementary school folder is selected, a folder for each grade level will appear.
2. Select the grade level you want to print.
3. Four sets of report cards, based on language, will display.
4. You will need to select each language and print accordingly.
5. Select your school from the drop-down.
6. Select a Teacher to Print for from the drop-down. Note: Select All Teachers to print all report cards for the selected grade category. Select a specific teacher to print only report cards for that teacher.
7. Let the Enter a List of Student ID's field default to All. This feature will allow you to print a single report card by entering a single student ID number or a comma delineated list regardless of enrollment status (active/inactive).
8. Click view report.
9. The set of report cards will generate and display at the bottom of the screen alphabetically by teacher and student last name.

**DO NOT PRINT from the PDF viewer. Print from the downloaded file.**



The screenshot shows the 'Collier District Schools Reporting Services' interface. At the top, it displays the user's name 'Priester, Sheryl' and navigation icons. Below this, there are tabs for 'Favorites' and 'Browse'. The main navigation path is 'Home > Report Cards > ES Report Cards > Grade 01 > 01 Report Card - EN'. The interface includes a 'Select a school' dropdown menu set to 'Avalon Elementary (0201)', a 'Select a Teacher to Print For' dropdown menu set to 'All Teachers', and a 'View Report' button. There is also a text input field for 'Enter a list of student IDs:' with the value 'All'. Below the navigation area, there are navigation controls (back, forward, refresh, search) and a '100%' zoom level. The main content area displays the CCPS logo and the following information:

DISTRICT SCHOOL BOARD OF COLLIER COUNTY  
STUDENT PROGRESS REPORT: 1<sup>st</sup> GRADE  
SCHOOL YEAR: 2016-2017

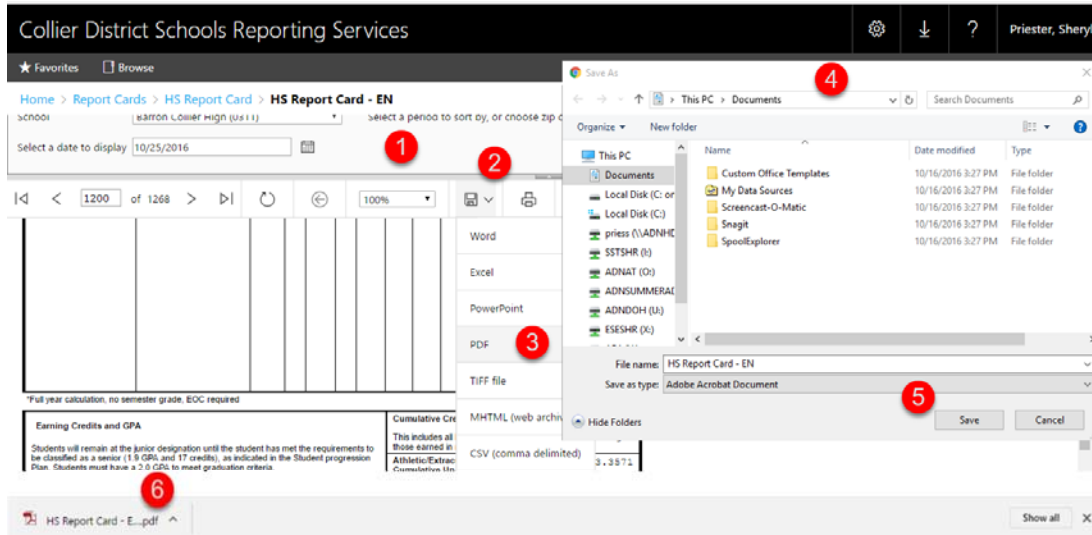
Avalon Elementary (0201)  
3300 THOMASSON DRIVE  
NAPLES, FL 34112  
2393776200

Student Name:				
District ID:	Grade: 01			
Teacher:	Ehrlich, Randeae			

Attendance	1st	2nd	3rd	4th
Present	40			
Absent	0			

## Downloading Report Cards:

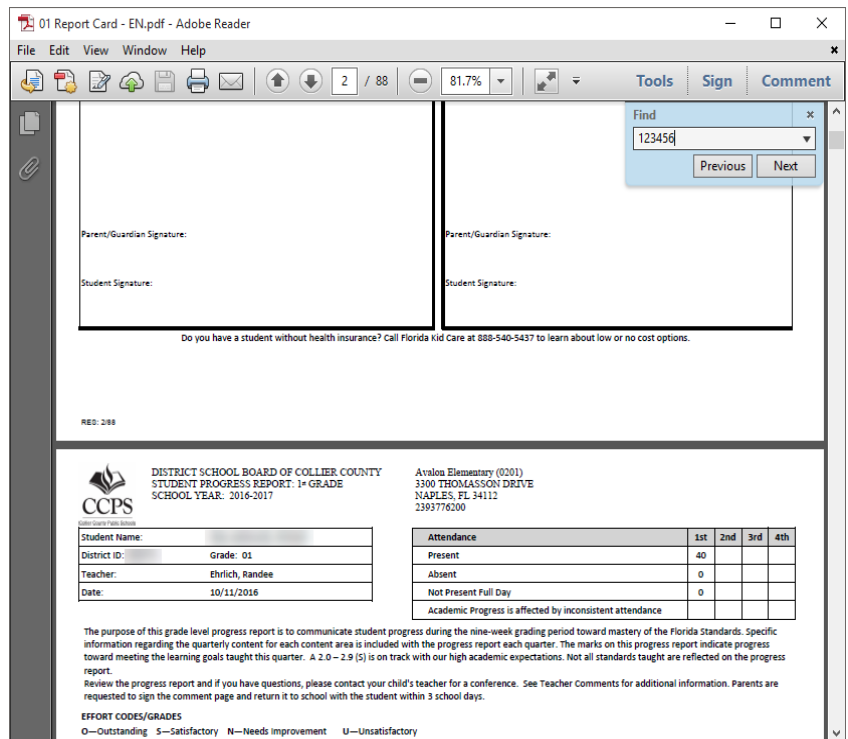
1. Click the Export icon.
2. Select PDF.
3. The save as window will display.
4. Choose a location, name the document.
5. Click save.
6. The PDF file will download and appear in the bottom left corner of the screen.
7. Click on the file to open.



## Searching Document Content

A quick way to locate a specific report card (i.e. student, teacher, etc.) is by searching the PDF document content.

1. Press the Ctrl + F key on your keyboard simultaneously. A search box will display in the upper right corner of the screen.
2. Type the student ID number or teacher name (last name, first name) you want to search for in the search box.
3. Press Enter. Use the small left and right arrows in the blue search box to skip to the previous or next instance of the specified keyword/phrase.



## Understanding the Report Card Template

Understanding and Interpreting the elementary report card template is key to be able to identify where information originates and where it is placed on the report card.

**CCPS**  
DISTRICT SCHOOL BOARD OF COLLIER COUNTY  
STUDENT PROGRESS REPORT: 1- GRADE  
SCHOOL YEAR: 2016-2017

Student Name:	
District ID:	Grade: 01
Teacher:	Ehrlich, Randee
Date:	10/11/2016

Aralon Elementary (0001)  
3300 THOMASSON DRIVE  
NAPLES, FL 34112  
2393792000

Attendance	1st	2nd	3rd	4th
Present	38			
Absent	2			
Not Present Full Day	0			
Academic Progress is affected by inconsistent attendance.				

The purpose of this grade level progress report is to communicate student progress during the nine-week grading period toward mastery of the Florida Standards. Specific information regarding the quarterly content for each content area is included with the progress report each quarter. The marks on this progress report indicate progress toward meeting the learning goals taught this quarter. A 2.0 - 2.9 (S) is on track with our high academic expectations. Not all standards taught are reflected on the progress report. Review the progress report and if you have questions, please contact your child's teacher for a conference. See Teacher Comments for additional information. Parents are requested to sign the comment page and return it to school with the student within 3 school days.

### EFFORT CODES/GRADES

O—Outstanding	S—Satisfactory	N—Needs Improvement	U—Unsatisfactory
(U 0.0-0.9) Did Not Meet Quarterly Learning Goals	(N 1.0-1.9) Partially Met Quarterly Learning Goals with Support	(S 2.0-2.9) Progressing Toward Quarterly Learning Goals	(O 3.0-4.0) Met or Exceeded Quarterly Learning Goals
The student's work did not meet quarterly learning goals taught this quarter even with support.	The student's work partially met quarterly learning goals taught this quarter with support.	The student's work demonstrated progression toward, but not mastery of the learning goals taught this quarter.	The student's work demonstrated mastery of the learning goals taught this quarter.
		LE = English Language Learner making academic progress, does not meet the standards. 2E = English Language Learner making academic progress, partially meets the standards with support.	2E/1E = English Language Learners NE = Not Evaluated
			Standard was not evaluated this grading period. Some benchmarks may have been taught. M = Modified academic achievement standards based on Florida Standards Access Points.

### INDICATOR CODES

E—Exceeds Expectations M—Meets Expectations B—Below Expectations

	Grading Period			
	1st	2nd	3rd	4th
<b>ENGLISH LANGUAGE ARTS</b>				
Is the student's progress on track to meet the English Language Arts standards?				
READING OVERALL GRADE	3	O		
READING EFFORT	S			
FOUNDATIONAL SKILLS	M			
COMPREHENSION	M			
WRITING OVERALL GRADE	2.5	S		
WRITING EFFORT	S			
<b>SOCIAL STUDIES</b>				
Is the student's progress on track to meet the Social Studies standards?				
SOCIAL STUDIES OVERALL GRADE	3	O		
SOCIAL STUDIES EFFORT	S			
AMERICAN HISTORY	NE			
<b>MATHEMATICS</b>				
Is the student's progress on track to meet the Mathematics standards?				
MATHEMATICS OVERALL GRADE	3	O		
MATHEMATICS EFFORT	S			
PLACE VALUE	M			
ADDITION AND SUBTRACTION	M			
MEASUREMENT AND DATA	NE			
GEOMETRY	NE			
<b>SCIENCE</b>				
Is the student's progress on track to meet the Science standards?				
SCIENCE OVERALL GRADE	3	O		
SCIENCE EFFORT	S			
NATURE OF SCIENCE	M			

### INDICATOR CODES

E—Exceeds Expectation M—Meets Expectation B—Below Expectation

	Grading Period			
	1st	2nd	3rd	4th
<b>ENGLISH LANGUAGE ARTS</b>				
Is the student's progress on track to meet the English Language Arts standards?				
READING OVERALL GRADE (Literature and Informational)				
READING OVERALL EFFORT				
KEY IDEAS AND DETAILS				
CRAFT AND STRUCTURE				
INTEGRATION OF KNOWLEDGE				
LANGUAGE AND EDITING				
WRITING OVERALL GRADE				
WRITING EFFORT				
<b>SOCIAL STUDIES</b>				
Is the student's progress on track to meet the Social Studies standards?				
SOCIAL STUDIES OVERALL GRADE				
SOCIAL STUDIES EFFORT				
AMERICAN HISTORY				
GEOGRAPHY				
CIVICS AND GOVERNMENT				
ECONOMICS				
RELATED ARTS				
<b>ART</b>				
ART EFFORT				
<b>MUSIC</b>				
MUSIC EFFORT				
<b>INSTRUCTIONAL RESOURCE</b>				
INSTRUCTIONAL RESOURCE EFFORT				
<b>PHYSICAL EDUCATION</b>				
PHYSICAL EDUCATION EFFORT				
* See Explanation of Terms				
Additional Educational Services				
*IEP (Individual Education Plan)				
*ELL (English Language Learners)				
*PMP (Progress Monitoring Plan)				
Reading				
Writing				
Language Arts				
Mathematics				
Behavior Management				

	Grading Period			
	1st	2nd	3rd	4th
<b>MATHEMATICS</b>				
Is the student's progress on track to meet the Mathematics standards?				
<b>MATHEMATICS OVERALL GRADE</b>				
<b>MATHEMATICS EFFORT</b>				
WHOLE NUMBER ADDITION, SUBTRACTION AND PLACE VALUE				
ALGEBRAIC THINKING				
WHOLE NUMBER MULTIPLICATION AND DIVISION				
FRACTION AND DECIMALS				
MEASUREMENT AND DATA				
GEOMETRY				
MATHEMATICAL THINKING AND PRACTICES				
<b>SCIENCE</b>				
Is the student's progress on track to meet the Science standards?				
<b>SCIENCE OVERALL GRADE</b>				
<b>SCIENCE EFFORT</b>				
NATURE OF SCIENCE				
EARTH AND SPACE SCIENCE				
PHYSICAL SCIENCE				
LIFE SCIENCE				
<b>HEALTH</b>				
HEALTH				
<b>LEARNER QUALITIES</b>				
LEARNER QUALITIES				
COMPLETES CLASSWORK ON TIME				
COMPLETES AND RETURNS HOMEWORK ON TIME				
SHOWS RESPONSIBILITY				
WORKS INDEPENDENTLY				
PRODUCES WORK THAT IS NEAT AND ORGANIZED				
DEMONSTRATES LEGIBLE CURSIVE WRITING SKILLS				
INTERACTS COLLABORATIVELY WITH OTHERS				
DEMONSTRATES SELF-CONTROL				
FOLLOWS SCHOOL/CLASSROOM EXPECTATIONS				
RESOLVES CONFLICT APPROPRIATELY				
ACCEPTS RESPONSIBILITY FOR ACTIONS				
<b>GIFTED</b>				
Educational Plan Goal:				
Student needs improvement to be eligible for promotion.				
<b>END OF YEAR STATUS</b>				

## Middle and High

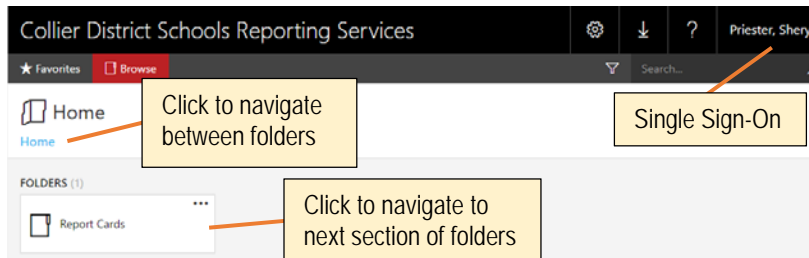
## Printing Report Cards

Once you have loaded your report card data, you can begin the printing process. CCPS Reporting Services application will be used to print report cards. This is where your report cards are stored.

This application is single sign-on and dependent upon whomever is logged in on the computer.

### Accessing Reporting Services:

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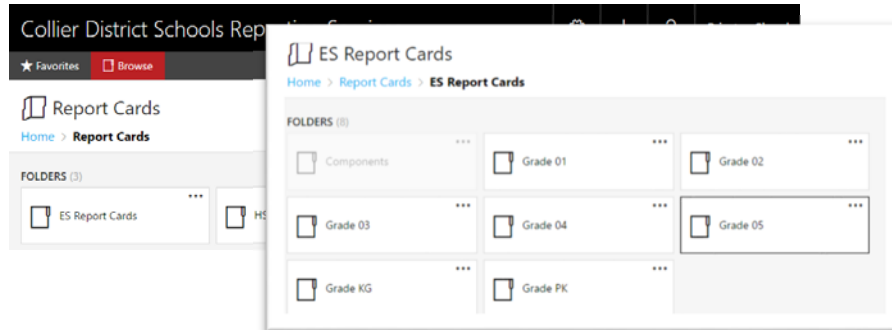


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## Accessing Report Cards:

1. Click the Report Cards icon.
2. Select the grade category (HS, MS) folder.
3. Grade specific sub-folders will display.

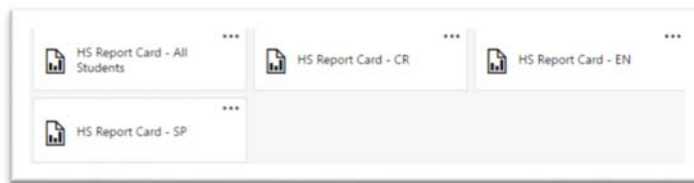
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- EN (English) – English
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For example, High School Report Cards

## Generating Report Cards:

Middle and High school report cards are split up into category and language.

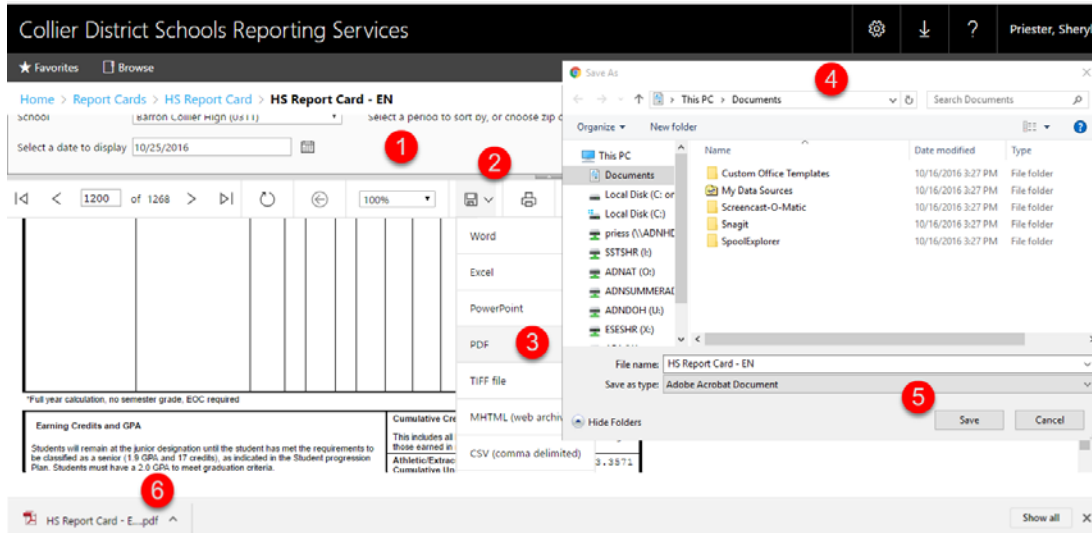
1. If a Middle or High school folder is selected, four sets of report cards, based on language, will display.
2. Select each language folder and print accordingly.
3. Select your school from the drop-down.
4. Select the period sort order.
5. Let the Enter a List of Student ID's field default to All. This feature will allow you to print a single report card by entering a single student ID number or a comma delineated list regardless of enrollment status (active/inactive).
6. Click view report.
7. The set of report cards will generate and display at the bottom of the screen.

Courses	Teacher	Comment Codes See back for key	Quarter 1	Quarter 2	Exam Grade	Sem Grade	Quarter 3	Quarter 4	Exam Grade	Final /Sem Grade	Credit
			Oct 11	Dec 21			Mar 10	Jun 01			
2001310 ERTH/SPA SCI	Swatts, William		A	0							0

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## Downloading Report Cards:

8. Click the Export icon.
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11. Choose a location, name the document.
12. Click save.
13. The PDF file will download and appear in the bottom left corner of the screen.
14. Click on the file to open.



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