Reports – Print and Delivery Options

Overview

Print and Delivery Options are used to control the format of reports and whether they are printed, emailed, or posted to Student Documents. When emailing, options are available to select recipients and to attach the report PDF or notify recipients that the report is available to be viewed on the portal. Print and Delivery Options is a common component used by multiple reports.

User Permissions

In order for parents and students to view documents that have been posted, select the **Display to Parents/Students** checkbox(es) associated with the Document Type. To allow staff to maintain specific Document Types, enter a **Permission Category**.

📰 SIS Menu		OCUMENT TYPES					
SIS Menu ^		ZZHS - 1920 (Current) Edwards High School Attendance Date: Friday, 09/11/20(R Day) Semester: 2		1. 12345678			
View / Maintain	111	Done Apply Cancel	Term. Period	. 12545676			
■ Reports		Add					
Utilities Management		Documents for Students and Families					Export
District Level District / Site / Year Setup		Description	Permissions Category	Display to Parents	Display to Students	Inactive	
District Code Tables		Behavior Letters					宜 ^
At-Risk Codes		After School Plan Online Registration	1	v			11
Attendance Codes		Bus Online Registration Form	2	v			11
Behavior / Social Skills		Court Documents/DCFS		v			î
Block / Subdivision Codes Course Assignment Codes		Enrollment Form		v			Ť
Document Types		Health Form		v	v		1
Enrollment / Withdrawal Co		Legal Notices/Handbook Online Registration	1	v			11
Family / Individual Codes		Medical Registration	3	v			1
Family Residency Proof		Miscellaneous student documents		v			11
Fines / Fees Chart of Accour		New Student Forms		1			1
& Favorites		Online Registration	1	1			谊
Student Links		Parent Technology Agreement Online Registration	1	v			1
Student Links External Links		Physical Form		 Image: A set of the set of the	 Image: A set of the set of the		TT

In order to post to Student Documents, users must have **Maintain Documents for Students and Families** permission for the Permissions Category associated with the Document Type or Maintain ALL permission.

🖹 SIS Menu	O USER PERMISSIONS	(Ch)
SIS Menu ^	Name: Jim Mathman ID: 80051	NG.
■ View / Maintain	FTE: 1.000 Hire Date: 07/28/16 Termination Date:	A
■ Reports	Done Edit Cancel	
Utilities	Permissions Group HS Teacher	Last Updated Date: 10/26/20 By: sdmadmin
a Management	Clear individual permissions and use Group permissions only	
District Level		
■ Site Level	Application Area Activities and Awards	,
Maintain User IDs and Permiss	Activities and Awards	
Publish Site Bulletins	Attendance	
Force Change to SIS Current D		
Site Room Master	Behavior / Discipline	
Site Settings - Terms	Class Database	
Site Settings - Attendance	Curriculum / Career-Paths	
Site Settings - Grading	Custom Pages and Fields	
Site Settings - Gradebook Syste	Documents for Staff	
Site Settings - Obj Marks Formu	Documents for Students and Families	
Site Settings - Parent Notificatic	P C F Permission Description Special Value G - P G - C G - F	
Site Settings - General	View ALL Documents for Students and Families	
District Codes Used at This Sitr ¥	Maintain ALL Documents for Students and Families	
😭 Favorites	*** Next Permissions Category:	
Student Links	View Documents for Students and Families	
	Maintain Documents for Students and Families	
* External Links	E Fines / Fees Accounts	,



Navigation

Tyler SIS	Reports	
Courses		^
Class List - All		
Class List - Attendance Not Marked		
Course Schedules - Possible Errors		
Student Schedule		
Gradebook		
Gradebook Assignments by Standard		
Gradebook Progress		
Grades		
Generating Academic Awards		
Grade Listing		
Missing Grades		
Report Card Comment List		
Report Cards		
Report Cards - Standards Based		
Standards Marks for 1 Student		
Verification Listing		
Lunch		
Manual Entry Collection Sheets		~
	Automated Tests City	

After selecting the report, Print and Delivery Options displays as a link in the bottom bar of the main parameters page. Click to open the options window.

Report Cards - Standards Based				
Report Card Options Report Card Messages	Attendance Calculation	s		í
Layout Type Single Column List (Por *				
Grade Cycle Term-3				
Print selected term only	1 or 2-Column only			
Print marked Objectives only	Print Distict name and I	ogo at the top of each page		
Combine All Grades this Year from All-Sites	Print "Sign and Return"	Section		
Combine rows for multiple sections of the same subject				
Print Student ID	Print Administrator Name	5		
Print Student Birthdate	Counselor			
Print Student Age	Advisor	Label Advisor as	false	
Print Resident District from Enrollment Override	Superintendent			
Print Student Promoted Or Retained				
Sort by Periods in Schedule	PageFooter School Name			
Print Department Code	Homeroom Teacher			
Print Teacher name for each subject	"Printed:" with today's o	late		
Last name and first initial				
 First full name and last name Comments 				
Term				
Print Comments for This Term Only				
Print Comments for All Terms				
Print and Delivery Options		Save Changes to Report Ca	rd Messages	

NOTE: It may be necessary to scroll to access all of the options.

Reports – Print and Delivery Options



Print and Delivery Options

Print and Dolivery Ontions		
Print and Delivery Options		
Report only Letters Journal only (for Email)		
Print / Email For		
Household Parents		
Nonresident Parents		
Only if requested		
Heading		
None District Logo Alternate District Site Logo Alternate	Site	
No Photo Available Available	No Photo Available	
Using School Letter?Head (SIS will not print School Name)	Available	
Print to Mail (8.5 x 14)		
Print school address at bottom of form		
Student Name Reverse (to 'First Last')		
Address No window, print higher		
Window envelope, print lower		
First Line of Address		
Proper Mailing Name		
O Parent 1		
Student Name	1	
Other (For example, To the Parent(s) of)		_
Include Student Name		
Print Address in All Caps (preferred by US Postal Service)		
For Families Requesting Mailings in Spanish:		
Send both Spanish and English		
Send only Spanish		
Send only English		
Delivery Method Print Only (No Email)		
Send Email if address found, otherwise Print		
Send Email only (no Print)		
Attach PDF		
Subject		
- Нарада		
- Message		
95 characters left		
Document Type		
Description		
		v
		ance

- **Print Options** Indicate desired option
 - Report only Formatted without parent names and mailing address. Used to
 - Print PDF One copy per student (if no parents selected) or one copy per household



- Email PDF One copy per recipient
- Notify via email that the report is available to be viewed on the portal
- Post to Student documents
- Letters Formatted with parent names and mailing address. Used to
 - Print PDF One copy per household
 - Email PDF One copy per recipient
 - Notify via email that the report is available to be viewed on the portal

NOTE: Cannot use this option to post to Student Documents.

- Journal only (for Email) This option prints a report counting the number of the student's parents email addresses (depending on which type of parent was selected). An email option must be selected (Subject and Message must be populated).
- Print Email/Letters for Check to indicate one or more to print for Household Parents or Nonresident Parents and limit nonresident parents to Only if requested, if desired.
- Letters Heading
 - Logos If available and desired, indicate a logo to include in the letter heading, select add a new logo or select None.
 - Letterhead paper Check to skip printing school name and address when these are preprinted on the paper used.
 - Student Name Reverse Check to print the student name as First Name Last Name.
 - Print Teacher Name Check to include the teacher's name.
- Letters Address Indicate how to position the address: None, Window envelope, print lower, or No window, print higher.
- Address Format Select how to indicate the recipient in the address.
 - Proper Mailing Name (from Family Registration).
 - Parent 1 (from Family Registration).
 - Student Name.
 - **Text Entry** Enter text to use and check to include Student Name, if desired (e.g., To the Parent(s) of Mindy Barker or Attn: Dr. and Mr. Smith).
- Email Letters Indicate preferences if emailing.
 - Print only (no Email) Use to preview before emailing or create file copies.
 - Send Email if address found, otherwise print If no email address is found for the parent type selected a letter/report will be printed.
 - Send Email only (no Print) No letters/reports will be printed if the parents selected above do not have an email address on file with the school.
 - Attach Letter PDF Check to attach the letter as a PDF to an email. An email Subject and Message should be completed.
- Post Report to Student Documents If you have appropriate Permissions, check to include a Report of letter/email to Student Documents. Select the Document Type and enter a Description.



NOTE: The Description is important. If a Student Document already exists for the student with the same Document Type and Description, then it is overwritten by the new posted doc.

For example, when teachers post Gradebook Progress with description Gradebook Progress Term 1. They can repost each week and the report is overwritten with the latest data. When they post with description Gradebook Progress Term 2 it will be a new doc.

Click **OK** to accept the options and return to the report setup screen, then click **Run** to generate the results.

Example – Progress Report

Gradebook Prog	gress Setup
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∎ ♠	Tyler SIS		á	ZZHS - Edw	rards High *	2020-2	1	•	N 🎝 🔿	iii d	* 8	• ? .
Category (All)	•	Term Semester-	-1	•	Unit (All)	•						radeboo (H3010-02) P
erm-2 is	open for posting until 01/0	01/21										
s	CORES ASSI	GNMENTS	С	ATEGORIES	REPC	RT CARD GRADE	S A	NALYSIS				
		Prog-5	Term-2	<u>Sem-1</u>	HWK-001 D 8/18 20 Pts Jnit 1 HW #1.(P., 1	HWK-002 D 8/26 20 Pts Unit 1 HW #2 (U Uni	HWK-003 D 9/1 20 Pts t 1 HW #3 Eq	<u>TST-001</u> <u>D 9/4</u> <u>100 Pts</u> Unit 1 Exam	HWK-004 D 9/18 20 Pts Unit 2 HW #1 Lo	HWK-005 D 9/24 20 Pts If-Then Book	HWK-006 D 9/30 20 Pts Unit 2 HW 2 (In)	<u>TST-002</u> D 10/1 100 Pts Jnit 2 Exam (Lo
Student #	Student Name	11/2-11/25	10/12-12/11	8/6-12/11	Score	Score	Score	Score	Score	Score	Score	Score
111800	Foxwell, Leslie S	<u>B+ 89%</u>	<u>A- 92%</u>	<u>A- 91%</u>	16.5	19.5	15.5	95	13.5	17	17	ŧ
122954	Pickens, Lucas C	<u>D 64%</u>	<u>C- 73%</u>	<u>D+ 67%</u>	8.5	5	4.5	78	0	o	0	1
113343	Swift, Raegan E	<u>A- 91%</u>	<u>A- 93%</u>	<u>A- 93%</u>	19	19.5	20	95	15	20	19.5	ş
166646	Whiten, Kimber-Raine M	<u>C- 71%</u>	<u>C- 73%</u>	<u>C- 73%</u>		C			10	17	9.5	7
					Assi	gnment Listing						
					By C	Class Grid						
					Grad	lebook Progress						
						lebook Progress lebook Statistical A	analysis Repo	rt				
					Grad Prog			rt				



Gradebook P	rogress		
Student Selection Enroll Status All Students C	urrently Displayed in Gradebook : Students from List		
Percentage	Equal to 💌	1	For Assignment Type
	Marks		
Marks	1	or more:	ABS -Absent
ssignment Selection	1		
Term	Term-1	Term & Sem	
~	Assignment T	Due-Date Y	Note T
\checkmark	Homework-1	08/18/2020	Unit 1 HW #1 (Plane Figures and Angle Pairs)
\checkmark	Homework-2	08/26/2020	Unit 1 HW #2 (Using Segment Measures)
\checkmark	Homework-3	09/01/2020	Unit 1 HW #3 Equations Review (Orange)
\checkmark	Homework-4	09/18/2020	Unit 2 HW #1 Logic Statements (Orange)
\checkmark	Homework-5	09/24/2020	lf-Then Book
Other Report Options		Group By Assignment Ty	Class Stats: pe 🗸 Average
Only Totals and Te	rm Cols (no assignments)	Show Assignment Date	
Print Assignment N	lotes	Show Assignment Number	er
Print %/Grades for	Individual Assignments		
Show Students Co	mments		
Parent Signature L	_ine		
Footer Message: (can use \SGT001\ or\SGS001\ etc to	o merge grade info)	
			1000 characters left
Print and Delivery Optio	ons		\checkmark

Gradebook Progress – Print and Delivery Setup



Print and Delivery Options				
Report only Letters Journal only (for Email) Print / Email Letters for Household Parents				
Nonresident Parents				
Only if requested				
Letters Heading				
None O District Logo O Alternate District O) Site Logo 🔘 Alternat	e Site		
No Photo Available	No Photo Available	No Photo Available		
Letterhead paper (will not print school name and a	ddress)			
✓ Student Name Reverse (to 'First Last')				
Print Teacher Name				
Letters Address None Window envelope, print lower No window, print higher Address Format Proper Mailing Name Parent 1 Student Name (For example, To the Parent(s) of) Include Student Name Print only (no Email) Send Email only (no Print) Attach Letter PDF Subject Progress Report Message Term 1 Progress Report for your student is attached.				
948 characters left Post Report to Student Documents Document Type Description	No permission			
			Ok	Cance



Gradebook Progress Page 1 – Journal Only (for Email)

Tyl	er SIS						
•	Q 1	1 of 2		- +	Automatic Zo	oom 🖌	
		11/05/20		EDWARD	S HIGH SC	CHOOL	ZZHS-2021
		10:55					Page 1
		Student Id 111800 122954 113343	Name Leslie S Foxwell Lucas C Pickens Raegan E Swift		Grade 10 10 09	No of Emails Sent 2 1	

Gradebook Progress Email and Attached PDF

Gradebook Progress - Sem1			Yahoo/Inbox	*
 JimMathman@edwards.k12.mo.us <jimmathman@edwards.k12.mo.us></jimmathman@edwards.k12.mo.us> To: laura.reiss@yahoo.com 	Đ	0	Thu, Oct 8 at 9:31 AM	*
Please see the attached report for your student. Let the teachers know if you have any questions.				
Thank you!				
Gradebookpdf 147.9k8				
$\bigstar \ \bigstar \ \Rightarrow \ \cdots$				



Tyler SIS							
▣ ٩ ↑ ↓	2 of 2		- + 100%		•		
			Edwards High \$ 689 N Wad Edward, ID 6 (555) 497-64	le 3111			
	Shell Waller A924 HURCI Edward ID 83 Teacher:		Teacher: Mathma				
	Date 08/18/2020 08/26/2020 Total	Assignment Homework Homework	Spl Mark		of Possible 0 0 0	Grade	Class Average 73.33% 73.33%
	08/28/2020	Progress (Average of HWK27%, TST63%	. SGX10%)	Ŭ	Ŭ		73.33%
	09/01/2020 09/04/2020 09/18/2020 Total Total	Homework Test Homework Test Homework		Ехтр Ехтр 10 0 10	0 0 20 0 20	50.00% B	66.67% 89.33% 48.13%
	09/18/2020	Progress (Average of HWK27%, TST63%	. SGX10%, FROM:08/06/	20)		50 % B	74%
	09/24/2020 09/30/2020 10/01/2020 Total Total	Homework Homework Test Homework Test		17 9.5 74 36.5 74	20 20 100 60 100	85.00% E 47.50% E 74.00% C	57.5%
	10/09/2020 Total Total	Progress (Average of HWK27%, TST63% Test Homework	, SGX10%, FROM:08/06/:	20) 74 36.5	100	70 % C	- 77.75%
	10/09/2020	Homework Term (Average of ALL Assignment	Types)	36.5	eu	69 % I)+ 76%
		-					

Gradebook Progress Posted to Student Documents

08:28			Page 1
-			
Student Id 9995231641	Name	Grade	
	Barker, Michelle Kay	11	

Notification of New Document Posted to Student

				ê 🖷	?	MB
Grade 11 - Edwards High			St Academic Year -	udent S 2020-21	umm	ary •
				SE	TTINGS	ŕ
🔶 New documents published in	the last seven days (2) View All				х	:
Announcemente	10/00/00	Assignments				21



Access Gradebook Progress Posted to Student Documents

Tyler SIS									ê 🖶 🤅
Michelle Barke Grade 11 - Edwards High									Docum
Name T	escription T	Document Type T	For T	Added 🝸 🕹		Added by T		Access History T	
nne Proof of idencyDocument.pdf	Proof of Residency	Proof of Residency	Family	01/06/22		sdmadmin s			
Gradebook Progress Report	pdf Sem1 Gradebook Progress Report	Grades	Barker, Michelle	10/08/20		Mathman J			
ne Reg - Online Registration -	- Online Registration – Family Forms								
10/08/20			EDWARDS HIGH	SCHOOL				ZZHS-2021	
10/00/20		-							
~ ~ ~			radahaak D						
08:28			radebook P	-				Page 1	
	chelle Kay Grade		H3010 GEOMET	-		Jim Grade		-	
Barker, Mi	Achelle Kay Grade			RY Tchr: M Points of P				Page 1	•
Barker, Mi Date	Assignment		H3010 GEOMET	Points of Points	ossible			Class Average	•
Barker, Mi Date 08/18/2020	Assignment Homework-1		H3010 GEOMET	Points of Points	20			Class Average	•
Barker, Mi Date 08/18/2020	Assignment Homework-1 Homework-2		H3010 GEOMET	Points of Points	20			Class Average	\$
Barker, Mi Date 08/18/2020 08/26/2020	Assignment Homework-1 Homework-2 Comment: LATE	e: 11 Per: 1	L H3010 GEOMET	Points of Points	20	Grade		Class Average 79.38% 79.38%	
Barker, Mi Date 08/18/2020 08/26/2020	Assignment Homework-1 Homework-2 Comment: LATE Progress-1	e: 11 Per: 1	L H3010 GEOMET	RY Tchr: M Points of Pu 12 10	20	Grade		Class Average 79.38% 79.38%	
Barker, Mi Date 08/18/2020 08/26/2020 08/28/2020	Assignment Homework-1 Homework-2 Comment: LATE Progress-1 (Average of HWK27	e: 11 Per: 1	L H3010 GEOMET	RY Tchr: M Points of Pu 12 10	20 20	Grade		Class Average 79.38% 79.38% 79.5%	
Barker, Mi Date 08/18/2020 08/26/2020 08/28/2020	Assignment Homework-1 Homework-2 Comment: LATE Progress-1 (Average of HWK27 Homework-3	e: 11 Per: 1	L H3010 GEOMET	RY Tchr: M Points of Pu 12 10	20 20	Grade		Class Average 79.38% 79.38% 79.5%	
Barker, Mi Date 08/18/2020 08/28/2020 08/28/2020	Assignment Homework-1 Homework-2 Comment: LATE Progress-1 (Average of HWK27 Homework-3 Comment: LATE	e: 11 Per: 1	L H3010 GEOMET	RY Tohr: M Points of Po 12 10 Exmp	20 20 20 20	Grade		Class Average 79.38% 79.38% 79.5% 84.17%	
Barker, Mi Date 08/18/2020 08/28/2020 08/28/2020 09/01/2020 09/04/2020	Assignment Homework-1 Homework-2 Comment: LATE Progress-1 (Average of HWK27 Homework-3 Comment: LATE Test-1	e: 11 Per: 1	L H3010 GEOMET	RY Tohr: M Points of Po 12 10 Exmp	20 20 20 20 20	Grade	F	Class Average 79.38% 79.38% 79.5% 84.17% 82.75%	
Barker, Mi Date 08/18/2020 08/28/2020 09/01/2020 09/01/2020 09/04/2020 09/18/2020	Assignment Homework-1 Homework-2 Comment: LATE Progress-1 (Average of HWK27 Homework-3 Comment: LATE Test-1 Homework-4	e: 11 Per: 1	1 H3010 GEOMET Spl Mark	RY Tchr: M Points of Points 12 10 Exmp 75 7	20 20 20 20 20	Grade	F	Class Average 79.38% 79.38% 79.5% 84.17% 82.75% 66.25%	

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