

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

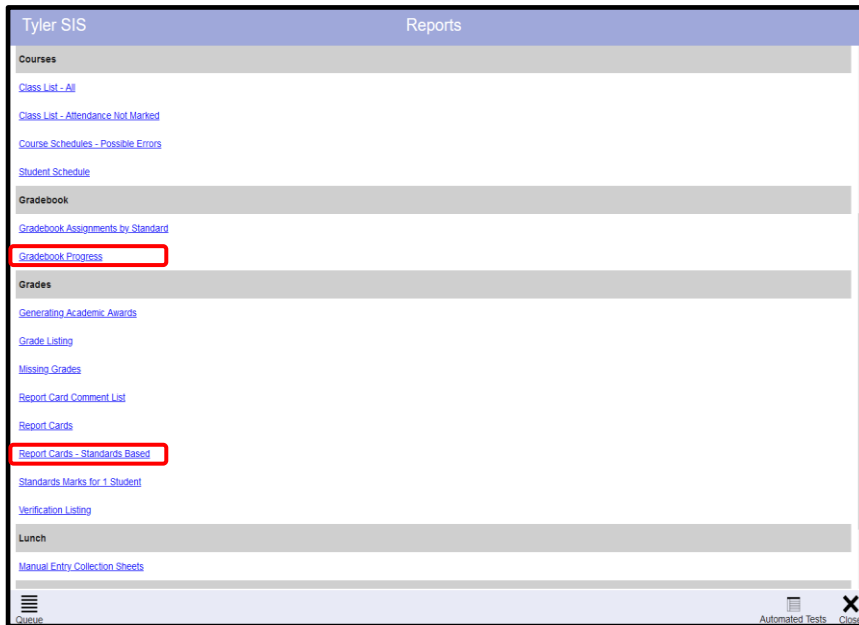
In order for parents and students to view documents that have been posted, select the **Display to Parents/Students** checkbox(es) associated with the Document Type. To allow staff to maintain specific Document Types, enter a **Permission Category**.

| Description | Permissions Category | Display to Parents | Display to Students | Inactive |
|---|----------------------|-------------------------------------|-------------------------------------|--------------------------|
| Behavior Letters | 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| After School Plan Online Registration | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bus Online Registration Form | 2 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Court Documents/DCFS | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Enrollment Form | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Health Form | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Legal Notices/Handbook Online Registration | 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Medical Registration | 3 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Miscellaneous student documents | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| New Student Forms | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Online Registration | 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Parent Technology Agreement Online Registration | 1 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Physical Form | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

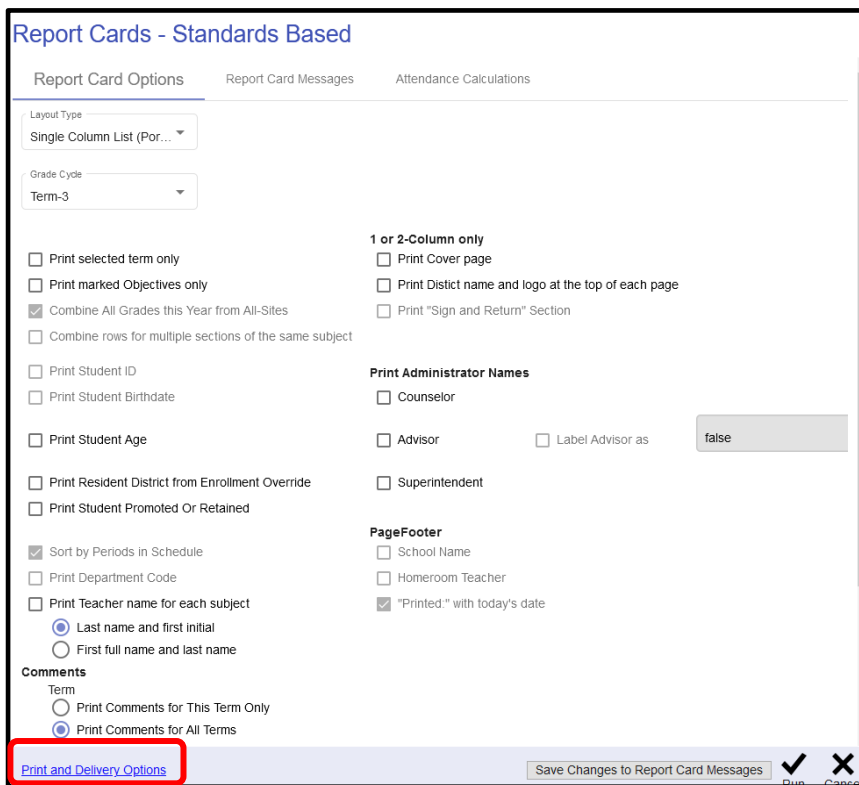
In order to post to Student Documents, users must have **Maintain Documents for Students and Families** permission for the Permissions Category associated with the Document Type or Maintain ALL permission.

| P | C | F | Permission Description | Special Value | G - P | G - C | G - F |
|-------------------------------------|-------------------------------------|-------------------------------------|--|---------------|--------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | View ALL Documents for Students and Families | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Maintain ALL Documents for Students and Families | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | *** Next Permissions Category: | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | View Documents for Students and Families | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Maintain Documents for Students and Families | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Navigation



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.



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

Print and Delivery Options

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

Using School Letter?Head (SIS will not print School Name)
 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
 Parent 1
 Student Name
 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

Message

95 characters left

Post to Student Documents

Document Type

Description

Ok Cancel

- **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 pre-printed 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 Progress Setup

The screenshot shows the Tyler SIS interface for setting up a Gradebook Progress report. The 'SCORES' tab is selected. The table below displays student data for the course GEOMETRY (H3010-02) in Semester-1. The table includes columns for student ID, name, and various assignment scores.

| Student # | Student Name | Prog-5 11/2-11/25 | Term-2 10/12-12/11 | Sem-1 8/9-12/11 | HWK-001 D.8.1R 20 Pts | HWK-002 D.8.2R 20 Pts | HWK-003 D.9.1 20 Pts | TST-001 D.9.4 100 Pts | HWK-004 D.9.1R 20 Pts | HWK-005 D.9.24 20 Pts | HWK-006 D.9.30 20 Pts | TST-002 D.10.1 100 Pts |
|-----------|------------------------|----------------------|-----------------------|--------------------|-----------------------------|-----------------------------|----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|------------------------------|
| 111800 | Foxwell, Leslie S | B+ 89% | A- 92% | A- 91% | 16.5 | 19.5 | 15.5 | 95 | 13.5 | 17 | 17 | |
| 122954 | Pickens, Lucas C | D 64% | C- 73% | D+ 67% | 8.5 | 5 | 4.5 | 78 | 0 | 0 | 0 | |
| 113343 | Swift, Raegan F | A- 91% | A- 93% | A- 93% | 19 | 19.5 | 20 | 95 | 15 | 20 | 19.5 | |
| 166646 | Whiten, Kimber-Raine M | C- 71% | C- 73% | C- 73% | | | | | 10 | 17 | 9.5 | |

The dropdown menu is open, showing the following options:

- Assignment Listing
- By Class Grid
- Gradebook Progress**
- Gradebook Statistical Analysis Report
- Progress Report Old
- Student Gradebook IDs

The 'Run' button (represented by a printer icon) is highlighted in the bottom toolbar.

Gradebook Progress

Student Selection
Enroll Status
 All Students Currently Displayed in Gradebook
 Select Specific Students from List

Percentage Equal to For Assignment Type

Marks or more:

Assignment Selection
 Term Term & Sem

| <input checked="" type="checkbox"/> | Assignment ▼ | Due-Date ▼ | Note ▼ |
|-------------------------------------|--------------|------------|--|
| <input checked="" type="checkbox"/> | Homework-1 | 08/18/2020 | Unit 1 HW #1 (Plane Figures and Angle Pairs) |
| <input checked="" type="checkbox"/> | Homework-2 | 08/26/2020 | Unit 1 HW #2 (Using Segment Measures) |
| <input checked="" type="checkbox"/> | Homework-3 | 09/01/2020 | Unit 1 HW #3 Equations Review (Orange) |
| <input checked="" type="checkbox"/> | Homework-4 | 09/18/2020 | Unit 2 HW #1 Logic Statements (Orange) |
| <input checked="" type="checkbox"/> | Homework-5 | 09/24/2020 | If-Then Book |

Other Report Options
 Print Grid-Lines around information Group By Assignment Type
 Only Totals and Term Cols (no assignments) Show Assignment Date
 Print Assignment Notes Show Assignment Number

Class Stats:
 Average/M

Print %/Grades for Individual Assignments
 Show Students Comments
 Parent Signature Line
 Footer Message: (can use \SGT001\ or\SGS001\ etc to merge grade info)

1000 characters left

[Print and Delivery Options](#)

Gradebook Progress – Print and Delivery Setup

Print and Delivery Options

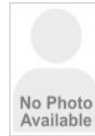
- Report only Letters Journal only (for Email)

Print / Email Letters for

- Household Parents
 Nonresident Parents
 Only if requested

Letters Heading

- None District Logo Alternate District Site Logo Alternate Site



- Letterhead paper (will not print school name and address)
 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

Email Letters

- Print only (no Email)
 Send Email if address found, otherwise Print
 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

No permission

Document Type

Description

✓ ✗

Gradebook Progress Page 1 – Journal Only (for Email)

| Tyler SIS | | | | |
|------------|------------------|---------------------|-------------------|-----------|
| 11/05/20 | | EDWARDS HIGH SCHOOL | | ZZHS-2021 |
| 10:55 | | | | Page 1 |
| Student Id | Name | Grade | No of Emails Sent | |
| 111800 | Leslie S Foxwell | 10 | 2 | |
| 122954 | Lucas C Pickens | 10 | 2 | |
| 113343 | Raegan E Swift | 09 | 1 | |


Gradebook Progress Email and Attached PDF

Gradebook Progress - Sem1 Yahoo/Inbox ★

J JimMathman@edwards.k12.mo.us <jimmathman@edwards.k12.mo.us> 🖨️ 🔗 Thu, Oct 8 at 9:31 AM ★
To: laura.reiss@yahoo.com

Please see the attached report for your student. Let the teachers know if you have any questions.

Thank you!



Gradebook_... .pdf
147.9kB

⏪ ⏩ ⋮

Tyler SIS

Edwards High School
689 N Wade
Edward, ID 63111
(555) 497-6429

11/05/2020

Student: Kimber-Raine M Whiten (Grd:10)

Shell Waller
A924 HURCK DR
Edward ID 83201

Teacher:

Subject: GEOMETRY H3010 GEOMETRY Teacher: Mathman Jim

| Date | Assignment | Spl Mark | Points of Possible | Grade | Class Average |
|------------|--|----------|--------------------|----------|---------------|
| 08/18/2020 | Homework | | Exmp 0 | | 73.33% |
| 08/26/2020 | Homework | | Exmp 0 | | 73.33% |
| Total | Homework | | 0 0 | | |
| 08/28/2020 | Progress (Average of HWK27%, TST63%, SGX10%) | | | | 73.33% |
| 09/01/2020 | Homework | | Exmp 0 | | 66.67% |
| 09/04/2020 | Test | | Exmp 0 | | 89.33% |
| 09/18/2020 | Homework | | 10 20 | 50.00% F | 48.13% |
| Total | Test | | 0 0 | | |
| Total | Homework | | 10 20 | | |
| 09/18/2020 | Progress (Average of HWK27%, TST63%, SGX10%, FROM:08/06/20) | | | 50 % F | 74% |
| 09/24/2020 | Homework | | 17 20 | 85.00% B | 67.5% |
| 09/30/2020 | Homework | | 9.5 20 | 47.50% F | 57.5% |
| 10/01/2020 | Test | | 74 100 | 74.00% C | 83% |
| Total | Homework | | 36.5 60 | | |
| Total | Test | | 74 100 | | |
| 10/09/2020 | Progress (Average of HWK27%, TST63%, SGX10%, FROM:08/06/20) | | | 70 % C- | 77.75% |
| Total | Test | | 74 100 | | |
| Total | Homework | | 36.5 60 | | |
| 10/09/2020 | Term (Average of ALL Assignment Types) | | | 69 % D+ | 76% |

Gradebook Progress Posted to Student Documents

| | | |
|---|----------------------|--------------|
| 10/08/20 | EDWARDS HIGH SCHOOL | ZZHS-2021 |
| 08:28 | | Page 1 |
| Post to Student Documents | | |
| Document Type: Grades | | |
| Description: Seml Gradebook Progress Report | | |
| Student Id | Name | Grade |
| 9995231641 | Barker, Michelle Kay | 11 |
| Total: 1 Students | | |

Notification of New Document Posted to Student

Michelle Barker
Grade 11 - Edwards High School

Student Summary
Academic Year - 2020-21

SETTINGS

New documents published in the last seven days (2) [View All](#)

Assignments

Access Gradebook Progress Posted to Student Documents

Tyler SIS Documents

Michelle Barker
Grade 11 - Edwards High School

| File Name | Description | Document Type | For | Added | Added by | Access History |
|--|--------------------------------|--------------------|------------------|----------|------------|----------------|
| Jeanne Proof of Residency Document.pdf | Proof of Residency | Proof of Residency | Family | 01/06/22 | sdmadmin s | |
| Sem1 Gradebook Progress Report.pdf | Sem1 Gradebook Progress Report | Grades | Barker, Michelle | 10/08/20 | Mathman J | |

| 10/08/20 | | EDWARDS HIGH SCHOOL | | ZZHS-2021 | |
|---|--|---------------------|--------------------|-----------|---------------|
| 08:28 | | Gradebook Progress | | Page 1 | |
| Barker, Michelle Kay Grade: 11 Per: 1 H3010 GEOMETRY Tchr: Mathman Jim | | | | | |
| Date | Assignment | Spl Mark | Points of Possible | Grade | Class Average |
| 08/18/2020 | Homework-1 | | 12 / 20 | | 79.38% |
| 08/26/2020 | Homework-2 | | 10 / 20 | | 79.38% |
| | Comment: LATE | | | | |
| 08/28/2020 | Progress-1 | | | 55 % F | 79.5% |
| | (Average of HWK27%, TST63%, SGX10%) | | | | |
| 09/01/2020 | Homework-3 | | Exmp / 20 | | 84.17% |
| | Comment: LATE | | | | |
| 09/04/2020 | Test-1 | | 75 / 100 | | 82.75% |
| 09/18/2020 | Homework-4 | | 7 / 20 | | 66.25% |
| 09/18/2020 | Progress-2 | | | 67 % D+ | 80.5% |
| | (Average of HWK27%, TST63%, SGX10%, FROM:08/06/20) | | | | |
| 09/24/2020 | Homework-5 | | 0 / 20 | | 50% |

© 2021 Tyler Technologies, Inc. All rights reserved