
Q – SBRC Printing Instructions for Teachers

1. Click the **Q Shell** menu item from the TeacherConnection Main menu.
2. On the Q Shell Screen, hover over the **Menu** button, hover over the **Marks** menu, then click on **Reports** to access the module.
3. On the *Reporting menu*, click the + by the **Marks folder**, click **Report Card**. Once loaded, the Report Card screen will appear.

Track: will default to the school logged into.

1. In the Report Options area, click in the **Report Card Set** dropdown and select the appropriate Grade Level and Term.
Example: Grade Level followed by Trimester Fall, Winter or Spring.

Sort By: Defaults to Student Name.

Sort can be changed to Student Grade, Student Name or Advisor, Student Name.

To set a default Report Card Set (e.g. Grade 2 – Fall) so that when you leave and return the report card set remains the same.

1. Select the desired Report Card Set from the dropdown menu.
2. Click the **Report Sets** button. In the **Set Name:** field, type the name of the set you are defaulting to: ex.: Grade 3 Fall
3. Click **Save**. The set will appear in the “Report Sets” list to the left. Select that report set. Click **Make Selected Set Default**.
4. Click **Load Selected Set**. This will return you to the report window.

Print Options include:

- **Print Shading**
Print ALL in English
Print Legend Page
Print on Both Sides of Paper (Click in this box, if your print is setup to print on both side of paper)
- **Print Address**
- **Print Attendance**

***If printing entire class, go to step 7. To do one or more selected students follow steps 2-8.

2. **Click** on the + (**plus sign**) to expand **selection choices**.

To make a selection to a specific area, click on the word **All** behind the area you would like to filter on.

Example: Student: **All** **Click** on word **All**.

That will expand that area and user can enter the Search Criteria.

For Student, Search Criteria include:

- Student ID
- Last Name
- First Name

3. Once Search Criteria is entered, click the **Refresh Available Students**.
4. Possible Student matches should appear in the **Available Students** box.
5. To move a student, click on their name and then click the single right arrow to move to the **Selected Students** box.
6. Then click, **Done**. The student’s unique ID should appear in the Class Selection screen in the Student area.
7. Then click, **Create Report**. This will create a report on the screen for your review.
8. From this preview screen, the report card can be printed by clicking on the **Print** button on the bottom