

THE COMPLETE REPORT CARD DESIGN GUIDEBOOK



Design Amazing Report Cards

Communicate Student Progress Thoroughly

Report cards are invaluable tools for teachers to communicate with students' parents about performance across subjects and overall school activities. Because they convey so important information, they must be well-designed and easy to understand.

While designing report cards may seem daunting, it doesn't have to be. Gradelink makes it easy to create beautiful report cards that represent your school well. You have several styles to choose from, all of which can all be customized to suit your school's needs.

Create Report Cards That Reflect Your School's Brand

Your report card should reflect your school's unique qualities. With unlimited variations, you're just clicks away from a report card that does just that.

How To Make A Report Card

- 1. Pick a layout.** Choose from several layout options, including letter portrait, letter horizontal, one column and two columns.
- 2. Customize your content.** Use any combination of classes, attendance, sub-grades, standards, and soft skills.
- 3. Personalize your cards.** Include your logo, mission statement, and other elements to make your school shine.
- 4. Publish your report card.** Either publish online to send to students and parents via the app, save to PDF, or print.

Watch a free demo:
gradelink.com/report-cards

FAQs

What Makes an Effective Report Card?

A good report card is easy to read, clearly indicating learning outcomes and grading schemes. Narrative comments offer helpful incite beyond grades and can include objectives for the next term.

What Does a Meaningful Report Card Include?

This is a great discussion to have with your school community. Here are some questions to ask to get clarity.

- What do parents want to know about their children’s academic performance?
- What should be assessed?
- What is the best way to communicate progress to students and parents? Is it grades, or something else?

What Size Are Report Cards?

Standard report cards are 8.5" x 11" (letter size) or 8.5" x 14" (legal size), usually printed on regular copy paper. There are different formats to choose from, and ultimately you will decide which design is best for you.

Letter Size

Legal Size

How Are Grades Added to Report Cards?

Gradelink automatically calculates final grades and imports them into your report cards so you don’t have to do it manually.

Getting Started: List Your Classes

Enter the subjects you want to appear on the report card from the Classes tab.

Which Classes Do You Offer?

Write the name of each class as you want it to appear on the report card. Each class has two names. The first is only seen by staff. The second is what appears on the report card.

Internal name only appears to staff

Public name shows on report cards

Reading 6th	
Reading	Reading
	Vocabulary
	Fluency
	Word Recognition
	Comprehension
	Comments

What Level Do You Want to Report On?

List goals, skills, benchmarks, or state aligned standards to appear in the overall grade. In addition, you can choose to show or hide the overall grade.

Library of Diocesan and State Standards

▼ Science (208 standards; 15 imp...)
▼ Grade 3 (15 standards; 15 im...)
▼ Physical Science (4 stand...)
▼ Forces

<input checked="" type="checkbox"/> 3-PS	Reading	
<input checked="" type="checkbox"/> 3-PS	Vocabulary	
<input checked="" type="checkbox"/> 3-PS	Fluency	
	Word Recognition I	
	Comprehension	
	Comments	

Type your own goals

Including Standards

Choose from Diocesan, state, and national standards.

Show Standards Easily

Standards can be applied on a case-by-case basis. For example, you can show standards only on PK-2 ELA and Math if you want.

Mathematics	4
The Number System	4
Mathematics	A+
The Number System	4
Expressions and Equations	4
Functions	4

Use a standards based scale or mix scales for readability

Choose How Much Detail You Want to Show

Choose to show just a few main ideas or break it down to show sub categories as well. You have full control.

- Show overall class grade
- Show category grade
- Show subcategory grade
- Show standard grade
- Show standard ID

Overall grade

Subject	
Mathematics	4
Operations And Algebraic Thinking	4
Represent And Solve Problems Involving Multiplication And Division	4
Understand Properties Of Multiplication And The Relationship Between Multiplication And Division	3
Multiply And Divide Within 100	
Solve Problems Involving The Four Operations And Identify And Explain Patterns In Arithmetic	5
Number And Operations In Base Ten	4
Use Place Value Understanding And Properties Of Operations To Perform Multi-Digit Arithmetic	4

Category grade

Subcategory grade

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Class Subcategories

Report using subcategories to highlight student success.

Show Grade Book

Categories

Give greater insight into academic performance by showing grade book categories on your report card. Make it easy to see how well students are doing on homework, classwork, tests and projects. Customize the categories as desired.

Mathematics	O
Assessment (50%)	92.67
Classwork (35%)	97.07
Projects (15%)	
Operations And Algebraic Thinking	M
Number And Operations In Base Ten	M
Measurement And Data	
Geometry	

Soft Skills

Highlight advances students made in developmental or social-emotional skills. Choose to show or hide the overall grade. Soft skills are non-academic and therefore do not appear on the transcript or affect GPA.

Subject	1	2	3
Social Skills and Work Habits			
Follows classroom rules and directions	O	O	S
Works and plays with others cooperatively	O	S	O
Uses time appropriately	O	S	O
Works independently	O	S	O
Respects rights and property of others	O	O	O
Completes classwork on time	O	S	S
Completes homework on time	O	U	S

Preschool Through Kindergarten

Show mastery of language and numbers.

The Overall Grade

On a per subject/class basis, you can enable or disable the overall grade.

Language Development	
Speaks clearly	E
Speaks in complete sentences	E
Expresses ideas well	E
Relates events in sequence	X
Participates in discussions	E

Letter Recognition

List mastery of a set of letters or sounds using subcategories. Teachers can fill marks in either online or by writing them in after printing.

Phonics/Reading	
Shows interest in books/stories	
Can recognize name	
Can print name	
Can trace/write letters	
Recognizes these letters:	
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk	

Math Readiness

List mastery of a set of numbers using subcategories. Teachers can fill marks in either online or by writing them in after printing.

Math Readiness		
Identifies and names shapes	S	O
Numbers and sequences 0-10	NA	S
Matches sets and numbers	S	S
Copies and extends patterns	S	S

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Order Your Classes

Everything has its place and purpose.

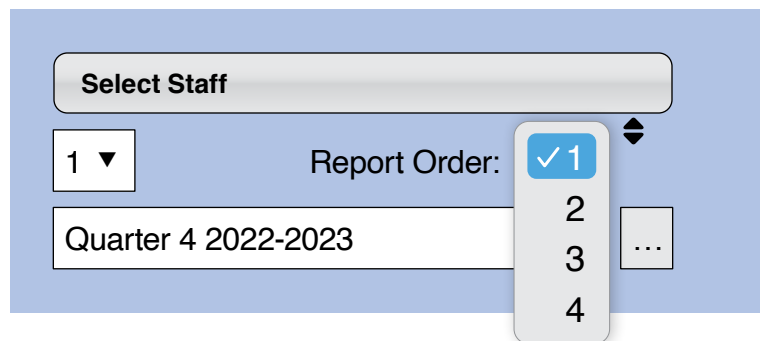
Work in Groups

Assign an order to a group of classes, such as Religious, Core, Specials, and Behavioral. This will keep your core classes together in one group and specials in another group.



Work Individually

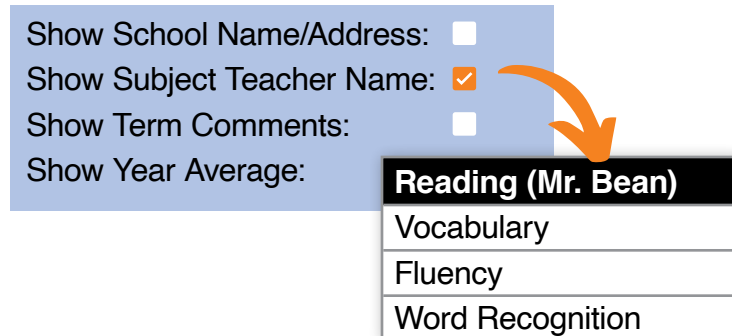
Want more control? Set the order of individual classes using the Report Order menu.



✓ PRO TIP

Teacher Name

Use Profiles to easily show the teacher's name, year average, and other options—with one click!



Use Unlimited Grade Scales

Use a variety of scales to distinguish between sections of your program.

Use Multiple Scales

Distinguish core and non-core subjects, specials, and soft skills.

You can also use different scales to differentiate the overall grade from benchmarks within the subject. Use any type of mark in your scales from A-F, OSNU, standards and checks and pluses. If it's on your keyboard, it can be on the report card. Some classes, such as Music or Behavior might make more sense with a +/- scale than an A-F scale.

Grading Scale
A = Outstanding
B = Above Average
C = Average
D = Below Average
F = Unsatisfactory

Skills
✓ = Area of Deficiency

Work Habits & Citizenship
E = Excellent
V = Very Good
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

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[gradelink.com/
report-cards](http://gradelink.com/report-cards)

Grading Scales

Grading scales can be numeric, such as a percentage 1-100%, or non-numeric, such as a letter.

Developmental Scale

- O: Outstanding
- S: Satisfactory
- N: Needs Improvement
- U: Unsatisfactory

Subject	1	2	3
Social Skills and Work Habits			
Follows classroom rules and directions	O	O	S
Works and plays with others cooperatively	O	S	O
Uses time appropriately	O	S	U
Works independently	O	S	O
Respects rights and property of others	O	O	O

Standards Based Scale

- 4: Mastered
- 3: Approaching Mastery
- 2: Partial Mastery
- 1: Little to no Mastery
- /: Not yet introduced

Subject	
Mathematics	4
Operations And Algebraic Thinking	4
Represent And Solve Problems Involving Multiplication And Division	4
Understand Properties Of Multiplication And The Relationship Between Multiplication And Division	3

Traditional Scale

- A: 93-100
- B: 85-92
- C: 75-85
- D: 65-74
- F: 0-64

Subject	Grade	Mod	Cmt
Language Arts	A	E	3, 4
Reading Literature	B	E	8
Reading Informational	B	S	1, 2

Behavioral Scale

- +: Excellent
- /: Satisfactory
- ✓: Need Improvement

Subject	1	2
Behavior	+	+
Is very polite	+	/
Makes good choices	+	/
Use good manners	+	+

On Your Own Terms

How many progress periods will you have? 1, 2, 3, or 4.

Choose Your Terms

Enter the number of terms you want. Choose trimesters, quarters, semesters, or a mix.

	1	2	3	4
Reading				
Vocabulary				
Fluency				
Word Recognition				

Midterms, Semester, and Year Averages

Use semester averages with (or without) midterm and final exams. Year averages can be shown on just the final report card or throughout the year.

	QTR 4	Final Exam	Sem Avg	Yr Avg
B	S	C	C+	B-
A-	S	B+	A-	A-
D-	S	B	C	B-

Show GPA and Credits

Show the number of credits each class is worth and the GPA earned per course.

Subject	C	R	3
Mathematics (Algebra)	1	A	B
The Number System		4	
Expressions and Equations		4	
Functions		4	

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Narrative Comments

Encourage others with your words.

One Narrative Per Term

Teachers can write a free-form narrative comment once per term.

✓ PRO TIP

Comment Length

Adjust the comment length under Settings > Teacher > Term Comments.

Many Narratives Per Term

Enable multiple teachers to share insightful feedback about a student. You also have the option of allowing Gradelink to auto fill the title of each comment with the author and class name.

Show School Name/Address:

Show Subject Teacher Name:

Show Term Comments:

Show Year Average:

Teacher Comments

Quarter 1

Johnny has many insightful ideas, comments and questions to share with the class and I appreciate his ability to complete his assignments with quality. He is making excellent progress. It would be helpful if he would stop planting apple trees in the playground.

Quarter 2

Johnny is progressing well and has a solid grasp of the subject matter. Although I did find the pot he wears as a hat annoying at first, it came in handy when the roof leaked during a rain storm.

Teacher Comments

Graham R. Hamur (English)

Johnny has many insightful ideas, comments and questions to share with the class. It would be helpful if he would stop planting apple trees in the playground.

Adam Daily (Math)

Johnny does well during class instruction and shows a clear understanding of the concepts taught. However, he struggles to follow directions for independent work after directions have been given. He would benefit from asking for help.

Ann Brite (Music)

Johnny has a lovely singing voice and he has grown tremendously this year in his musical skills. I would like to see him continue to practice over the summer.

Comment Your Way

Options include numbered, effort, and modifications.

Numbered Comments

Teachers can indicate additional information about a student's effort, traits, or anything else using a customized list of comments.

COMMENT CODE			
1 = Buys teach coffee			
2 = Loves learning			
3 = Improvement s			
4 = Active participa			
5 = Completes hor			

Reading	B	C
Vocabulary		
Fluency		
Word Recognition		
Comprehension		
Comments	1,2	3

"E" for Effort

Highlight effort made by each student using the Effort tab. Customize the list of options.

Subject	Grade	Mod	Cmt
Language Arts	4	E	3, 4
Reading Literature	3	E	8
Reading Informational	4	S	1, 2
		N	2, 3
	4	E	1

Show Effort:	<input checked="" type="checkbox"/>
Show Grade Placement:	<input type="checkbox"/>
Show Grade Scale Legend:	<input type="checkbox"/>
Show Numbered Comments:	<input type="checkbox"/>

Show Modifications

Offer modifications or for personalized learning? Rename the Effort tab to match your programs.

Subject	Grade	Mod	Cmt
Language Arts	4	+	3, 4
Reading Literature	3	-	8
Reading Informational	4	NA	1, 2
		+	2, 3
	4	-	1

Show Modifications:	<input checked="" type="checkbox"/>
Show Grade Placement:	<input type="checkbox"/>
Show Grade Scale Legend:	<input type="checkbox"/>
Show Numbered Comments:	<input type="checkbox"/>

Attendance Tracking Done Right

Choose which attendance categories appear on the report card.

Homeroom Attendance

Daily attendance in Gradelink features commenting and tracking for up to 15 customizable attributes, including tardies, AM/PM absences, medical excuses, school holidays—even lunch count.

Customize your category names

Attendance	1	2	3	4	Total
Present	43	43	41	41	168
Unexcused Absences	0	0	1	1	2
Excused Absences	0	0	1	0	1
Unexcused Tardies	2	0	0	0	2
Excused Tardies	0	1	0	0	1

School Attendance						
	1st		2nd		3rd	
Days Absent	1	2.22%	1	0%	3	4.62%
Days Tardy	3	6.67%	2	3.45%	3	4.62%

Show or hide percentages

Class Attendance

Allows tracking for each subject during multiple periods throughout the day, along with an optional conduct grade.

Class Attendance	Qtr 1 2020-2021				
	P	Et	Ea	Ut	Ua
Algebra	45	0	0	0	0
Community Service	45	0	0	0	0
English 1/2	45	0	0	0	0

Worship Attendance

Worship attendance can be tracked separately from academic attendance. Reporting is very easy.

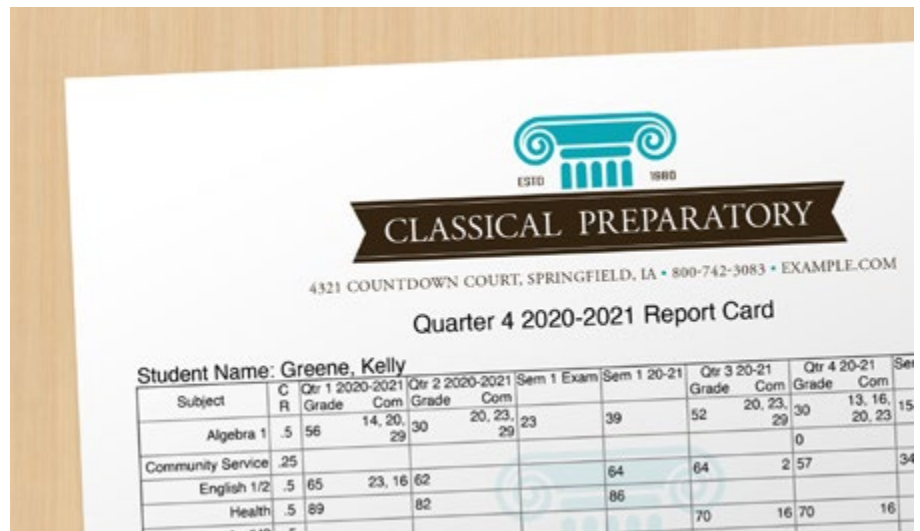
Worship Attendance						
Church	1		2		3	
Present	22	55.56%	24	57.14%	25	100.00%
Absent	26	44.44%	3	42.86%	0	0%
Bible Class						
Present	27	77.78%	4	57.14%	5	100.00%
Absent	25	22.22%	34	42.86%	0	0%

Your Report Card. Your Brand.

Make your report cards as beautiful as the students you serve.

Add Your Logo

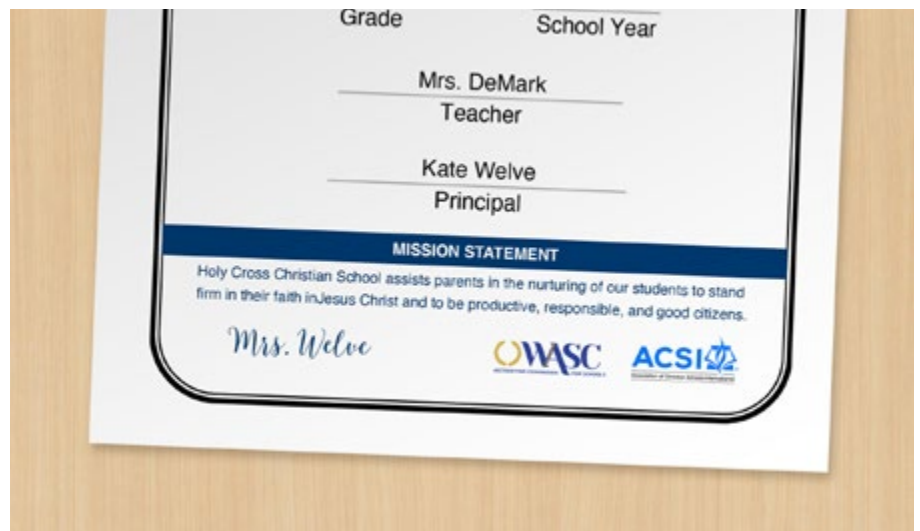
Include your logo, watermark, and school colors.



Multi-Term 1 Column

Personalized Covers

Add elements such as your mission statement, a signature graphic from the head of school, and affiliation logos.



Letter Landscape

