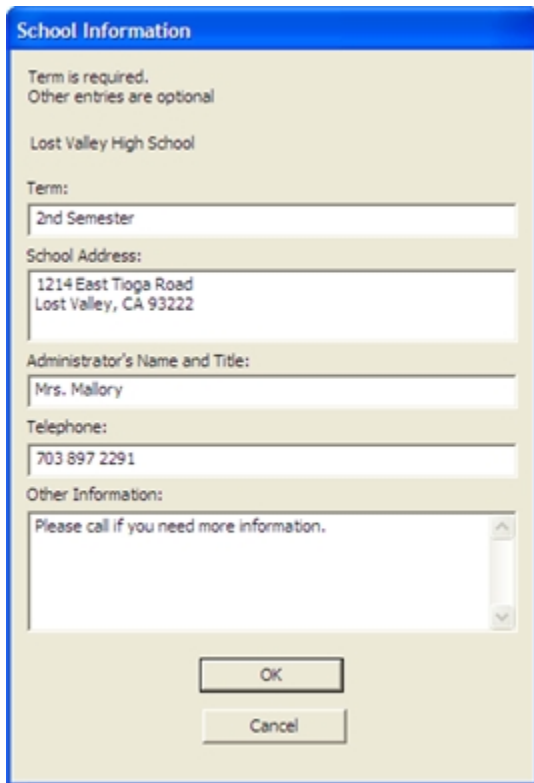


Class Action Reports Quick Start

Use Quick Start to familiarize yourself with Class Action Reports' main features. We suggest printing this document and the User Guide.

Follow the steps outlined in Quick Start to create a report card database you can use to display, edit, print, and email report cards. You'll use the "Lost Valley High School_1st Semester 2006-07_Student List", located in the "Master Student Lists" folder and the five Sample Classes in the "Report Card Sample Classes" folder which is in the "Teachers' Gradebook Files" folder.

Open Class Action Reports by double clicking "Class Action Reports.exe" in the Class Action Reports folder on your desktop.



School Information

Term is required.
Other entries are optional

Lost Valley High School

Term:
2nd Semester

School Address:
1214 East Tioga Road
Lost Valley, CA 93222

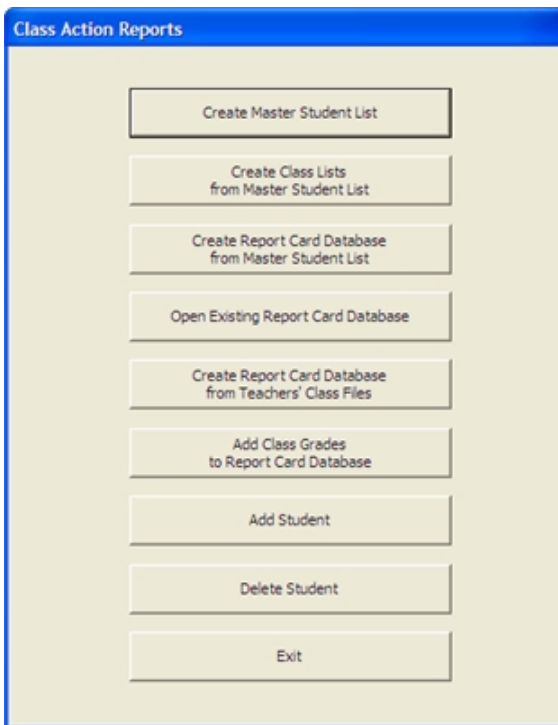
Administrator's Name and Title:
Mrs. Mallory

Telephone:
703 897 2291

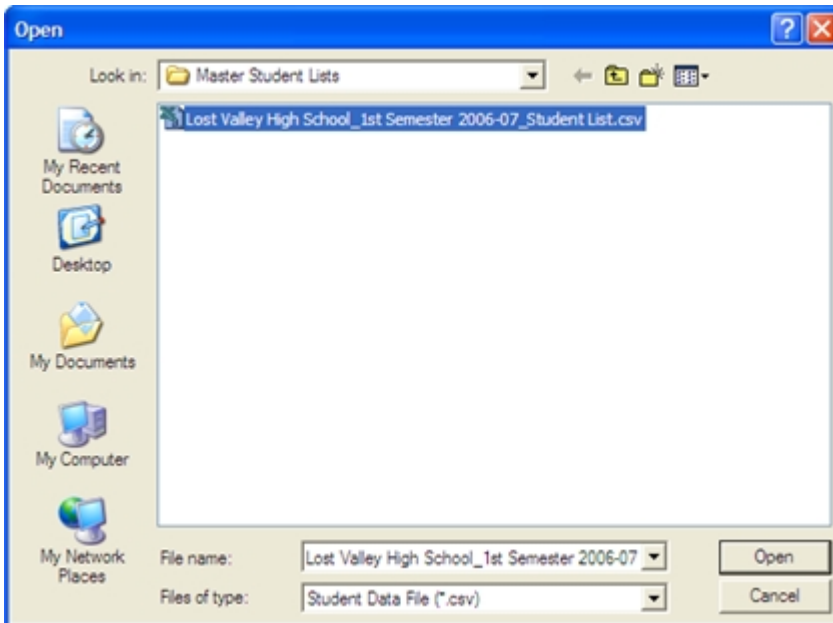
Other Information:
Please call if you need more information.

OK
Cancel

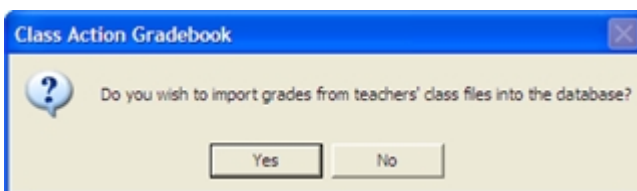
Enter your school information and click OK.



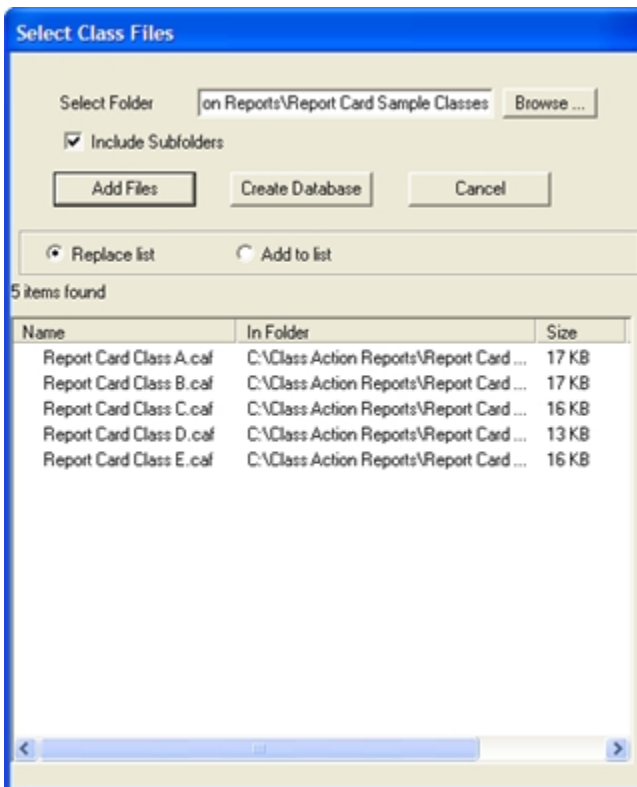
Click "Create Report Card Database from Master Student List."



Select "Lost Valley High School_1st Semester 2006-07_Student List.csv" and click Open.



Click Yes

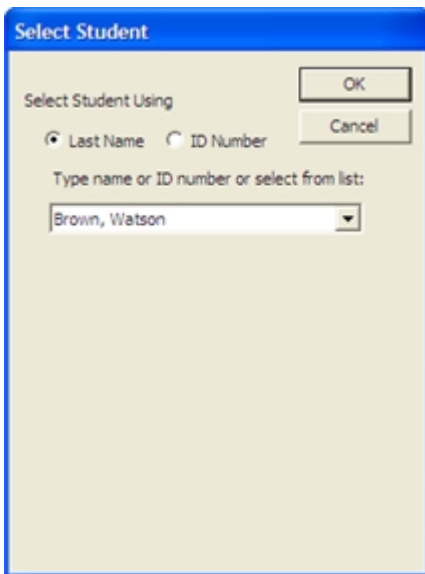


Click “Add Files.”

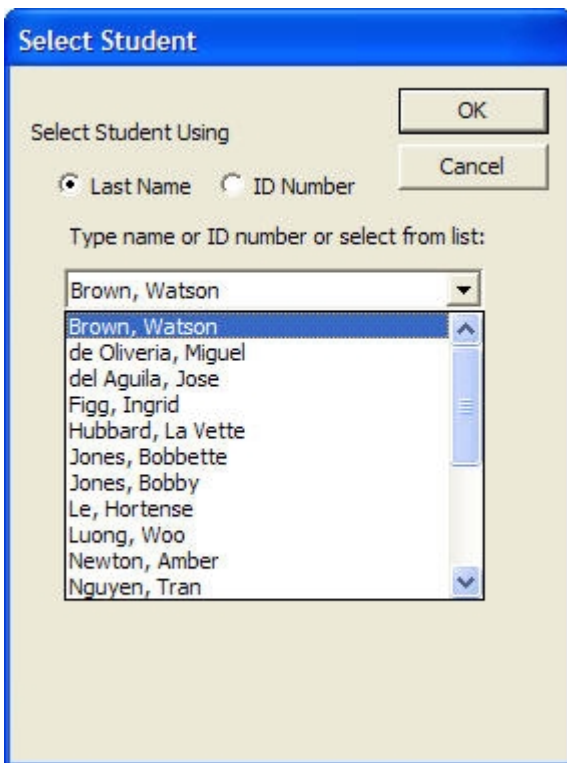
When the classes appear, click “Create Database.”



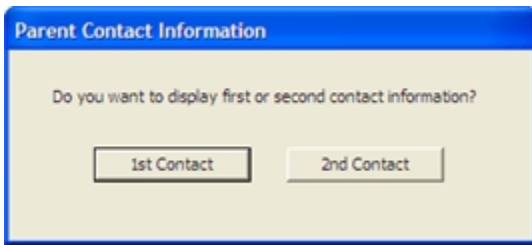
Select the student information you want to appear on report card. You can change displayed information at any time by clicking the “Layout” button in the toolbar.



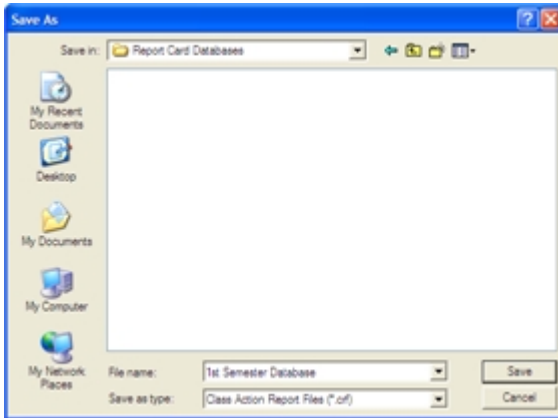
Click the triangle to the right of Watson's name to display the drop down menu.



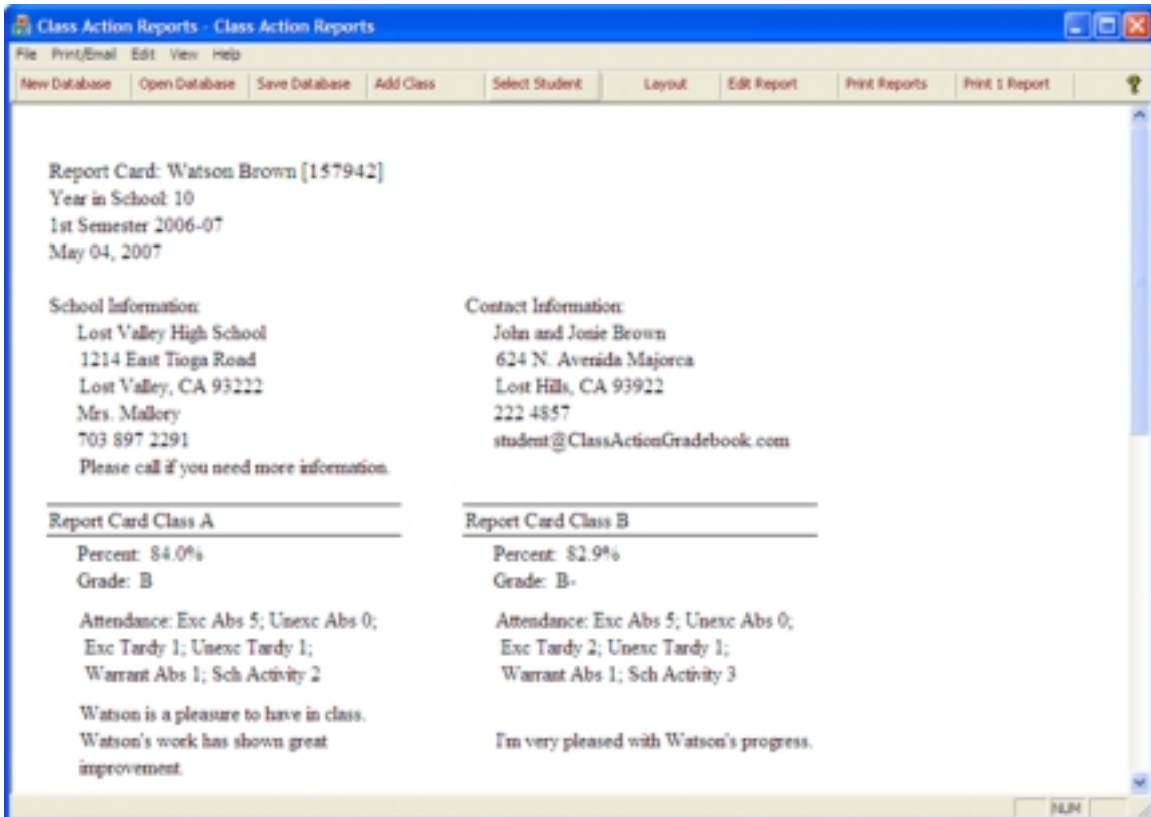
Click OK.



Click "1st Contact." and save your database:



Use the "Layout" button to change the type of information displayed and the "Edit Report" button to change school or student information.



Important: Before you create your own report cards, be sure to remove the Report Card Sample Classes folder from the Teachers Gradebook Files folder so that the sample student won't be included in your report cards.