

St. Martin Kindergarten Skills Report Card

School Printing Directions

1. Load “legal” sized paper into the printer.
2. On the left navigation panel, select **Grades, List, and Flex Card Mass Print**.
3. **Setup Box Options:** Set the “Year”, “District”, and “School” as normal.
 - A. **Grade:** Set to “00” for Kindergarten grade level.
 - B. **As of Date:** Set to the end of the grading period. For the first grading period, the date is “Oct 11, 2016”.
 - C. **Show Transfer Grades:** Click to place a check in the option box. If working with a transfer student, if any results were entered at the previous school, they will be carried over on the print out.
 - D. **Session:** Type in “2016-2017”. This will add this label to the information at the top of the form.
 - E. **Attendance Range:** Set to the start of the school year (“August 11, 2016”) to the end of the current grading period (The end of the first grading period is “October 11, 2016”).
 - F. Click the “Ok” button to begin.

Setup 09.07.16

Year : 1617

District : 050

School : 003

Grade : 00

As of Date : Oct 11 2016

Show Recommended Grade (1pg only)

Show Transfer Grades

Session : 2016-2017

Programs :

Attendance Range

Start : Aug 11 2016

End : Oct 11 2016

Ok

4. A listing of Kindergarten students, sorted by homeroom, will be displayed on the screen. There is a select box in front of each student’s name.
5. Select the students to be printed.
 - Click the “Select All” box to quickly select all students.
 - If only selected students are to be printed, click in the select box of the student(s).
6. Click “**Print Forms**” at the bottom right of the screen to obtain a print preview of the Kindergarten Skills Report cards.
 - ***Reminder:** Be sure “legal sized” paper has been loaded in your printer.
7. On the print preview screen, click the printer icon in the upper right as shown below.

<https://webpams.saintmartinschools.org:8443/jcampus/PrintServlet?name=PrintServlet>

PrintServlet 1 / 3

Kindergarten Skills Checklist
Saint Martin Parish
2016-2017

Student: [Redacted]
Teacher: [Redacted]
School: 1617
Principal: (337) 332-1821

ELA Standards	1	2	3	4
With prompting and support, ask and answer questions about key details in a text (RL.K.1) (L.K.-1) (L.K.-2) (L.K.-3)				
With prompting and support, recall familiar objects, including key details (L.K.-1) (L.K.-2)				
With prompting and support, identify characters and settings, and major events in a story (L.K.-3)				
With or without prompting, ask and answer questions about unknown words in a text (L.K.K.1) (L.K.K.2) (L.K.K.3)				
With prompting and support, describe the relationship between				

Mathematics Standards	1	2	3	4
Count to 100 by ones (L.CC.A.1) Q100-50 Q100-75 Q100-100				
Count to 100 by tens (L.CC.A.1) Q100-30 Q100-50 Q100-70 Q100-90				
Identify numerals (both when mastered): Q110-100 Q111-100 (110)				
Count forward beginning from given number within the shown sequence (instead of starting to begin at 1) (L.CC.A.2)				
Write numbers from 0-20 to represent a given number of objects				

8. A print dialog box will appear. Check / adjust the following settings:
- A. **Destination:** Verify the destination printer. If needed, “Change” to the desired printer.
 - B. **Paper Size:** Set to “Legal”.
 - C. **Options:** “Fit to Page”:: Toggle the setting by clicking it off, then back on. This will make the printer adjust the skills report card to fit the legal sized paper.
 - D. **Print:** Click when the other settings have been checked/adjusted. The job will begin printing.

