# Prepare Progress Reports and Report Cards for the New School Year

It is important to check your Progress Reports and Report Cards in advance and not wait for the day you need to print them. It is highly recommended that you prepare in advance by running some example Report Cards to make sure that the Grades, Comments, and Attendance totals are printing as you expect. This will avoid printing errors and last minute struggles.

We recommend selecting some sample students at each school, entering some fake grades, and creating example Report Cards to review. Look for any misalignments, missing, or incorrect data.

If you find that you are experiencing any issues with your Report Cards, please enter an eSupport ticket with detailed information about your issue and provide an example Report Card.

Annual Set Up Includes:

- Rollover Grades

- Linking Competencies to the Course Catalog

- Setting Up Narrative Parameters

Refer to the attached document (below) for more information.

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Grading -> Help -> Prepare Progress Reports and Report Cards for the New School Year

http://www.imgsoftware.com/kb/entry/662/