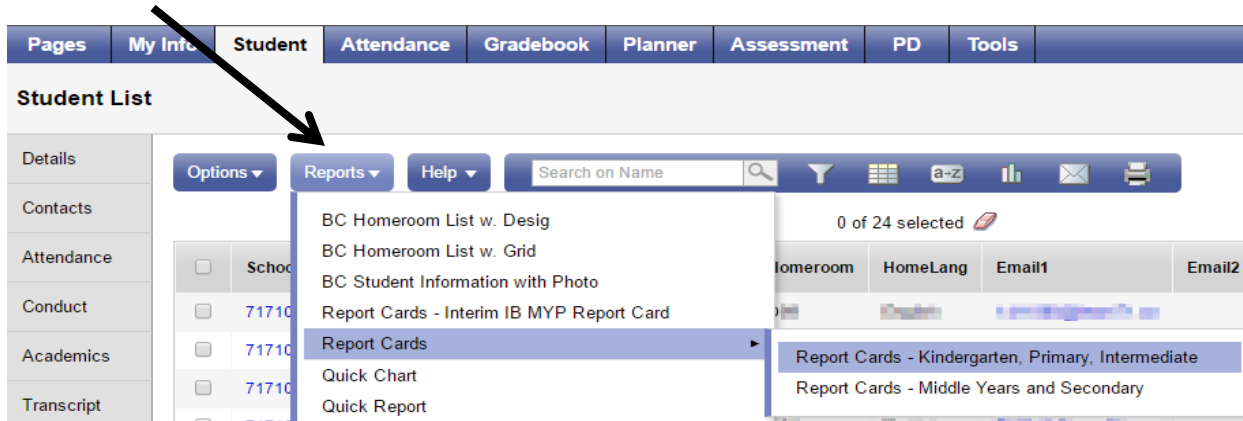


PRINTING OR VIEWING REPORT CARDS

1. It is important to make sure you **post** your grades in the mark entry screen before viewing/printing report cards. You can post grades again if changes have been made.
2. Click on the **Student** top tab. The program prints all of the students on this screen – you do not need to select if printing for the whole class.
4. Click on **Reports**



5. Choose **Report Cards** and then choose options suitable for your level: Elementary or Middle and Secondary
6. Choose the options needed for your report cards, below are the settings you should use, with the exception of selecting the correct Term and report card type.

Report Cards - Kindergarten, Primary, Intermediate

The screenshot shows the configuration settings for 'Report Cards - Kindergarten, Primary, Intermediate'. The 'General' tab is active. The settings are as follows:

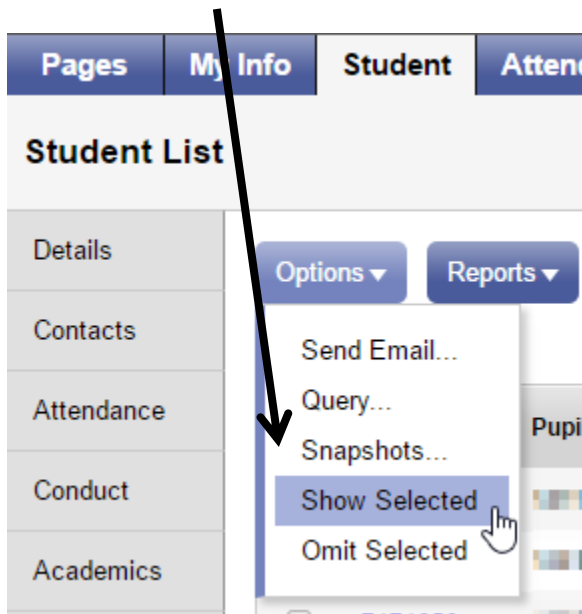
- Report Card Type: Primary
- School year: 2017
- Term: Tri 2
- Students to include: Current selection
- Search value: (empty)
- Sort students by: Name
- Alternate mailings:
- Exclude classes without term grades:
- First Name Format: Legal
- Last Name Format: Legal
- Display School Message:
- Parent Signature Required:
- Print on Both Sides:
- Include Term Comments:
- Hide Performance Scale if no Mark Entered:
- Print Performance Scale:
- French Language:
- Print on Legal Size Paper:
- Format: Adobe Acrobat (PDF)

At the bottom, there are 'Run' and 'Cancel' buttons. An arrow points to the 'Run' button.

7. Click **Run** and your reports will appear on screen. You can choose to save as PDF or print.

Printing for specific students

1. Click on the **Student** top tab.
2. Choose the students you want to print/view for by putting a check mark beside the name(s).
3. Then choose **Options - Show selected**



4. You will now have a shorter list of students on your screen.
5. Click on **Reports** and choose options as described above. When you are done printing you will need to return to the whole list of students as described in the next step.
6. To return to the full list of students, click on the **Filter** menu on the top right side of your screen and choose "**Students in my classes**"

