Printing reports for split classes (K-1 and 3-4 require different types of reports)

1. Click on the **Student** top tab

2. You can filter students by grade. Click on the ${\bf Filter}$ icon on the top right

Pages	Му	/ Info Student		Attendance	Grad	ebook	Planner	Assessment	PD	
Student	List							\ .		
Details		Opti	ons 🗸 🛛 Re	ports 🗸 🛛 Help	• •	Search o	on Name		a-z	
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Transcript			7171050	1000	100.000	Grade	Level = ?	free	English	
manscript		-	7474050			-		0	English	

3. Click on Grade Level = ? Then select the grade you would like to see when the pop up appears.

4. Click on Reports

Pages	My Info	Student	Attendance	Gradebook	Planner	Assessn	nent	PD	Tools			
Student	List											
Details	Opt	ions 🗸	Reports 🗸 🛛 Help	Search o	n Name	0	Y	a	z IIı		8	
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Academics		717.0	Report Cards			► R	eport C	ards - Kin	dergarten, F	Primary, I	ntermedi	ate
Transcript		71710	Quick Chart			R	eport C	ards - Mid	dle Years a	nd Secor	ndary	

- 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:

Report Cards - Kindergarten, Primary, Intermediate

General Publish	
Report Card Type	Primary •
School year	2017 Q
Term	Tri 2 Q
Students to include	Current selection V
Search value	
Sort students by	Name •
Alternate mailings	
Exclude classes without term grades	8
First Name Format	Legal •
Last Name Format	Legal V
Display School Message	
Parent Signature Required	0
Print on Both Sides	
Include Term Comments	
Hide Performance Scale if no Mark Entered	
Print Performance Scale	
French Language	0
Print on Legal Size Paper	
Format	Adobe Acrobat (PDF)