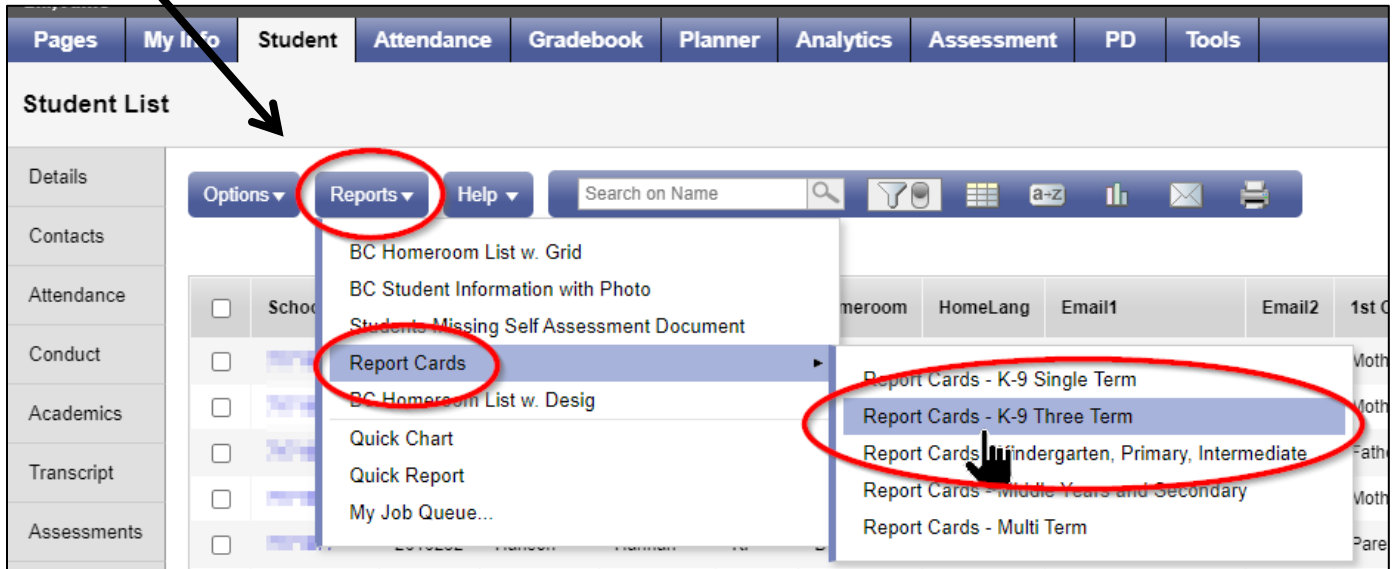
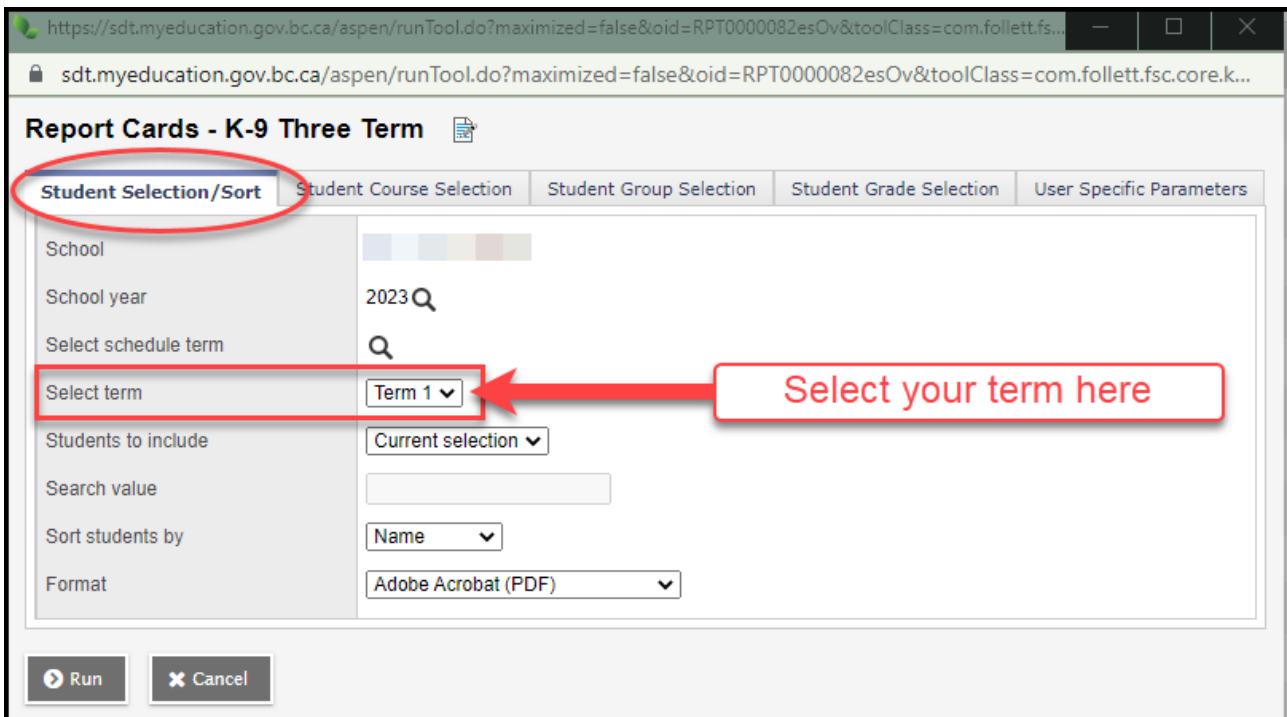


PRINTING OR VIEWING COMPETENCY-BASED REPORT CARDS

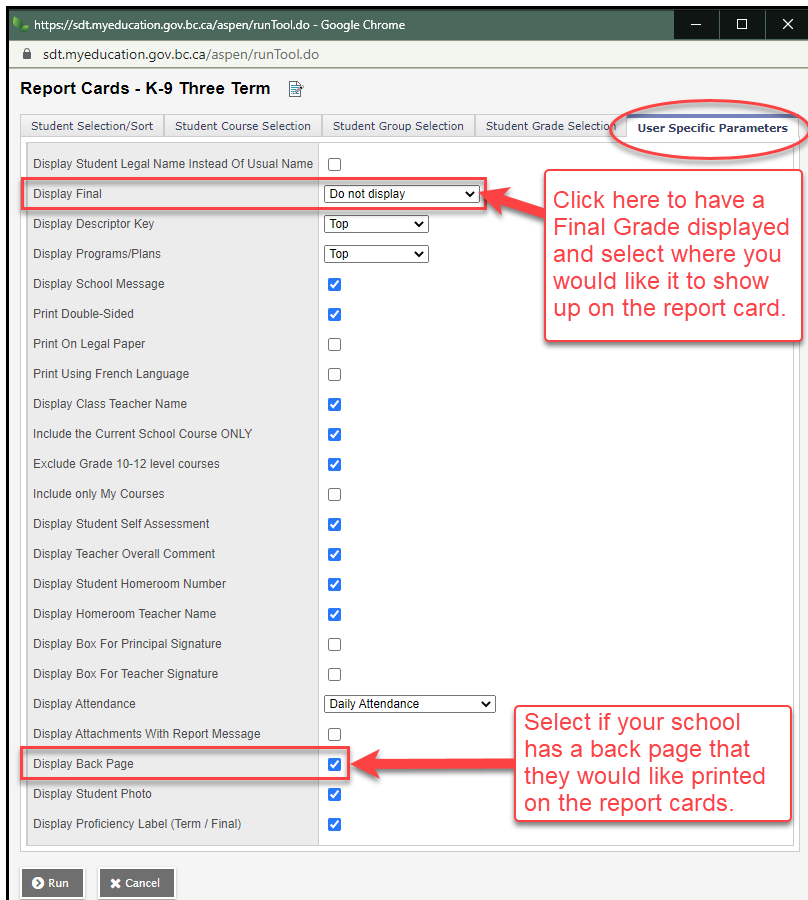
1. It is important to make sure you **post** your grades in the mark entry screen before viewing/printing report cards. You can post grades again if changes have been made.
2. Click on the **Student** top tab. The program prints all the students on this screen – you do not need to select if printing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



5. Choose **Report Cards** and then choose: **Report Cards – K-9 Three Term**
6. To choose the options needed for your report cards click on the tabs across the top. Under **Student Selection/Sort**, you can choose the term you would like to print:



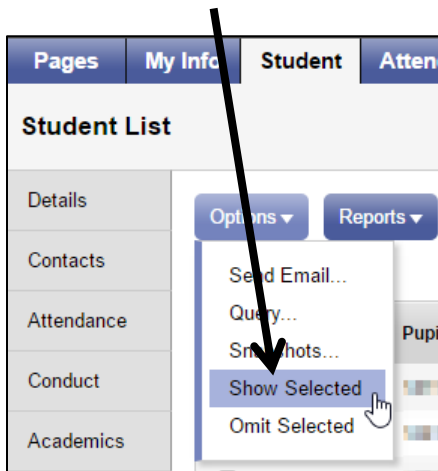
You can click on **User Specific Parameters** to make other changes:



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"

The screenshot shows a web application interface titled "Student List". On the left is a sidebar with navigation links: Details, Contacts, Attendance, Conduct, Academics, and Transcript. The main area contains a toolbar with "Options", "Reports", and "Help" buttons, a search bar labeled "Search on Name", and a filter icon (a funnel) circled in red. A dropdown menu is open from the filter icon, listing several filter options: "Manage Filters", "Students In My Classes" (which is checked and circled in red), "Students In My Homerooms", "Course-Section=?", "Designated Students - Classes", "Designated Students - Homerooms", and "Grade Level = ?". Below the menu is a table with columns for checkboxes, "School > ID", "Pupil #", and "UsualLas". The table contains three rows of student data.

	School > ID	Pupil #	UsualLas
<input type="checkbox"/>	7171050	[blurred]	[blurred]
<input type="checkbox"/>	7171050	[blurred]	[blurred]
<input type="checkbox"/>	7171050	[blurred]	[blurred]