

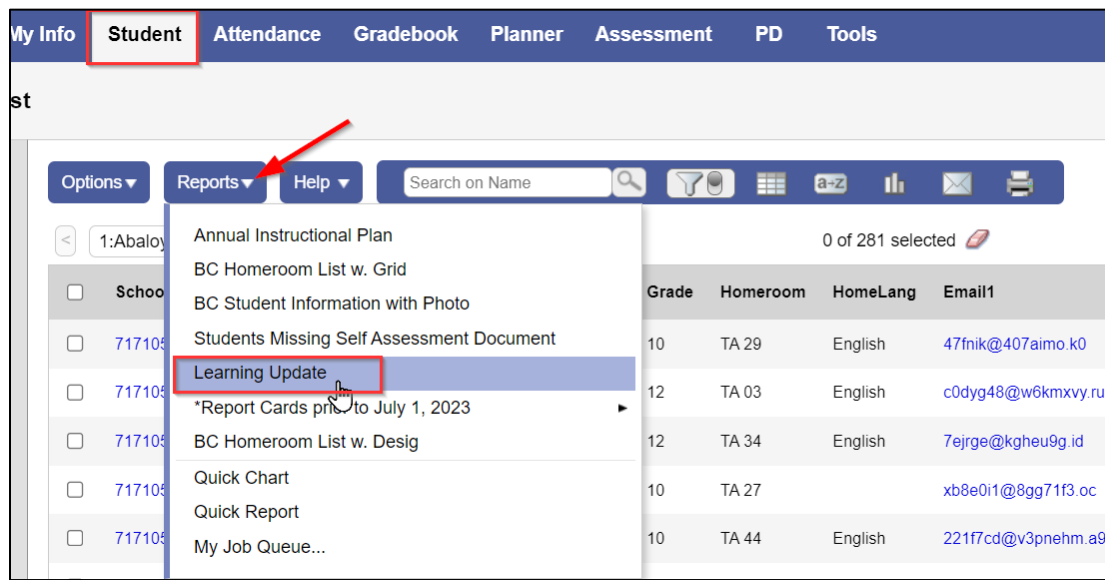
PRINTING OR VIEWING LEARNING UPDATES (Report Cards)

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.

Printing All Students

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.

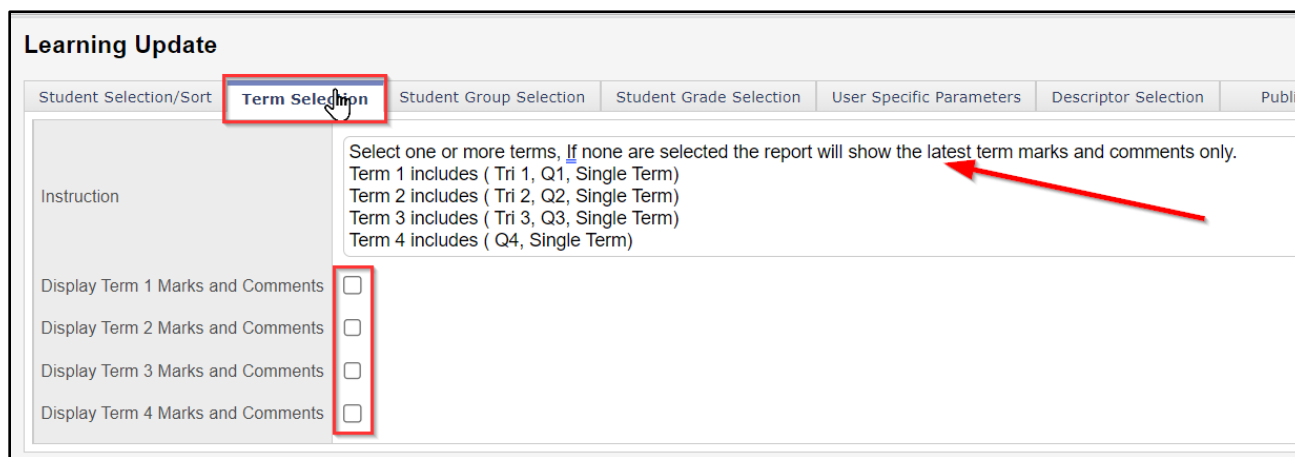
Click on **Reports**



Grade	Homeroom	HomeLang	Email1
10	TA 29	English	47fnik@407aimo.k0
12	TA 03	English	c0dyg48@w6kmxvy.ru
12	TA 34	English	7ejrge@kgheu9g.id
10	TA 27		xb8e0i1@8gg71f3.oc
10	TA 44	English	221f7cd@v3pnehm.a9

Choose **Leaning Update**

To choose the options needed for your report cards click on the tabs across the top. Under **Term Selection**, you can choose the term you would like to print: *if not selected, it will print the latest marks and comments.*



Learning Update

Student Selection/Sort | **Term Selection** | Student Group Selection | Student Grade Selection | User Specific Parameters | Descriptor Selection | Publish

Select one or more terms, **if none are selected the report will show the latest term marks and comments only.**

- Term 1 includes (Tri 1, Q1, Single Term)
- Term 2 includes (Tri 2, Q2, Single Term)
- Term 3 includes (Tri 3, Q3, Single Term)
- Term 4 includes (Q4, Single Term)

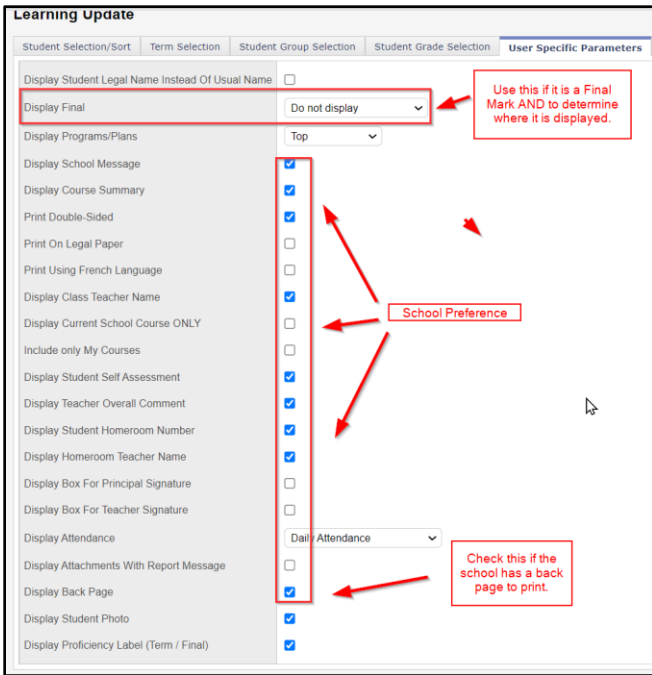
Display Term 1 Marks and Comments

Display Term 2 Marks and Comments

Display Term 3 Marks and Comments

Display Term 4 Marks and Comments

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



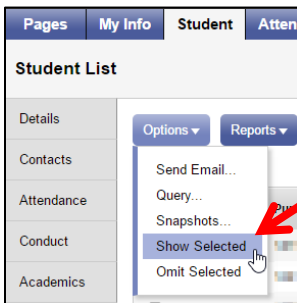
Click **Run** and your reports will appear on screen. You can choose to save as PDF or print.

Printing for specific students

Click on the **Student** tab.

Choose the students you want to print/view for by putting a check mark beside the name(s).

Then choose **Options - Show selected**



You will now have a shorter list of students on your screen.

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.

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**"

