

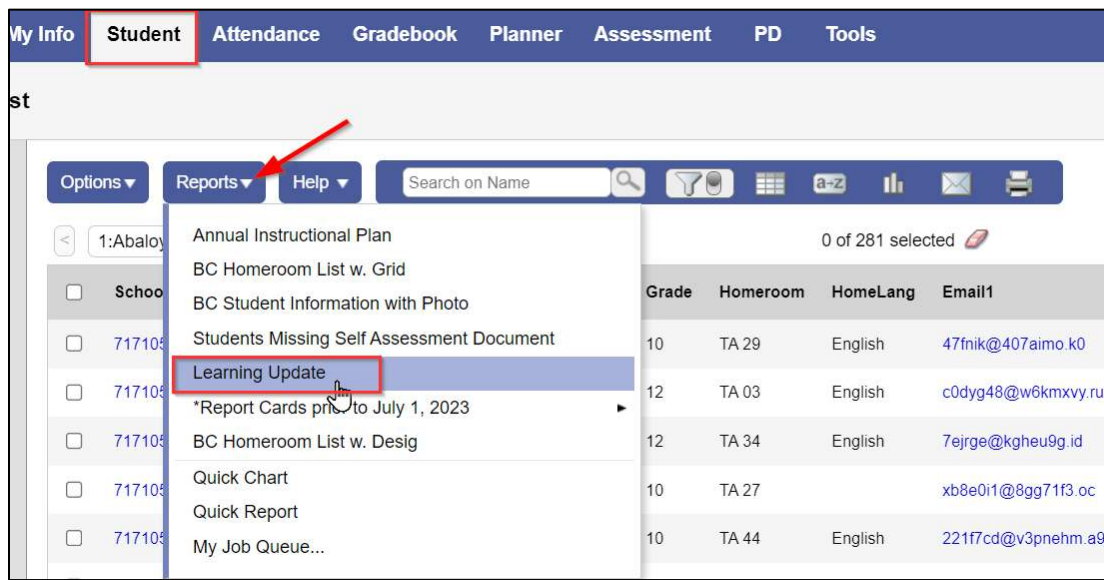
## PRINTING OR VIEWING LEARNING UPDATES (Report Cards)

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**

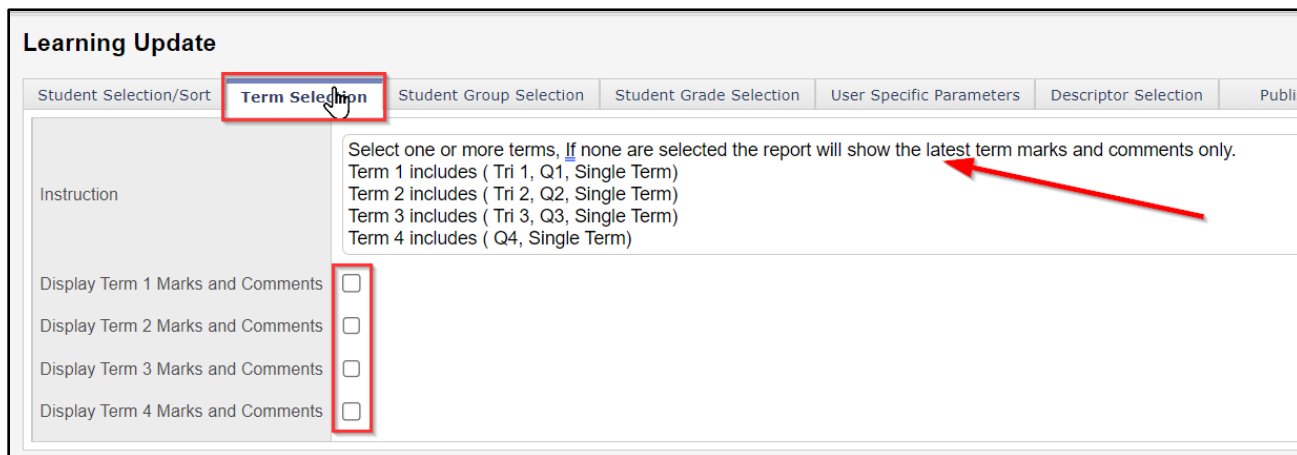


The screenshot shows the 'Student' tab selected in the top navigation bar. Below it, the 'Reports' dropdown menu is open, and 'Learning Update' is highlighted. A red arrow points to the 'Reports' dropdown. To the right, a table of student information is visible.

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 Learning 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.*



The screenshot shows the 'Learning Update' form. The 'Term Selection' tab is selected and highlighted with a red box. A red arrow points to the instruction text: 'Select one or more terms. If none are selected the report will show the latest term marks and comments only.' Below this, there are four checkboxes for 'Display Term 1 Marks and Comments' through 'Display Term 4 Marks and Comments', each with a red box around it.

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

**Learning Update**

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

Display Student Legal Name Instead Of Usual Name ☐

Display Final  Use this if it is a Final Mark AND to determine where it is displayed.

Display Programs/Plans

Display School Message ☒

Display Course Summary ☒

Print Double-Sided ☒

Print On Legal Paper ☐

Print Using French Language ☐

Display Class Teacher Name ☒

Display Current School Course ONLY ☐

Include only My Courses ☐

Display Student Self Assessment ☒

Display Teacher Overall Comment ☒

Display Student Homeroom Number ☒

Display Homeroom Teacher Name ☒

Display Box For Principal Signature ☐

Display Box For Teacher Signature ☐

Display Attendance

Display Attachments With Report Message ☐

Display Back Page ☒ Check this if the school has a back page to print.

Display Student Photo ☒

Display Proficiency Label (Term / Final) ☒

**School Preference**

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** top tab.

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

Then choose **Options - Show selected**

**Pages** | **My Info** | **Student** | **Atten**

**Student List**

Details | Contacts | Attendance | Conduct | Academics

**Options** | **Reports**

Send Email...  
Query...  
Snapshots...  
**Show Selected**  
Omit 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**"

**Student List**

Details | Contacts | Attendance | Conduct | Academics | Transcript

**Options** | **Reports** | **Help**

Search on Name

**Filter**

Manage Filters...  
**Students In My Classes**  
Students In My Homerooms  
Course-Section=?  
Designated Students - Classes  
Designated Students - Homerooms  
Grade Level = ?

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