

## TEACHER DIRECTIONS FOR PRINTING STANDARDS BASED REPORT CARDS:

1. When finished entering grades, click **View Final Report Cards**.

Standard Report Card	
Items	<a href="#">[Input Final Grades]</a> <a href="#">[View Final Report Cards]</a> <a href="#">[Reportcard Reports]</a> <a href="#">[Learning Standards]</a> <a href="#">[Input KF Final Grades]</a> <a href="#">[View KF Final Grades]</a>

2. Click the student whose report card you wish to print.

Students	Status
<a href="#">Alexander, Khalil</a>	Active
<a href="#">Bortolozzo, Jessika</a>	Active
<a href="#">Boyd, Jordynn</a>	Active
<a href="#">Crabtree, Brittany</a>	Inactive

OR

2. Scroll to bottom of screen and click **HERE** to print them all.

<a href="#">Willis, Nichia</a>	Active
<a href="#">Willis, Jeffery</a>	Active

Click [HERE](#) to print all Active students.

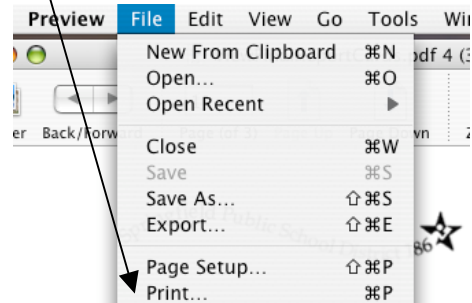
3. Scroll to bottom of report card and click **HERE** to download desired report card to a PDF file.

[Click here to print this page.](#)

3. Click **HERE** to download all report cards to a PDF file. This starts the program AdobeReader.

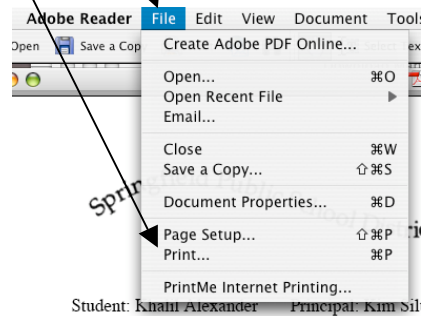
[Click Here to Download the Reportcard\(s\)](#)

4. Choose **FILE** from the menu across the top of screen and then **PRINT** to print the report card..



Student: Khalil Alexander    Principal: Kim Siltman    Teacher: Lisa Carr  
 Grade: 03    Homeroom: 215    Marking Period: 0

4. Choose **FILE** from the menu across the top of screen and then **PRINT** to print all report cards.



Student: Khalil Alexander    Principal: Kim Siltman