

## TEACHER DIRECTIONS FOR REPORT CARD REPORTS:

1. When finished entering grades, click **Reportcard Reports** from menu across top of screen.

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 here and choose **Final Grades**, then choose **Submit**.

### Report Card (Subject Report)

School: **Fairview**

School Year:

Report Type:

3. Choose the goal you are interested in viewing, choose the marking period, and then click **Submit**.

### Selection Screen

Goal:

Marking Period:

4. All students for whom grades have been entered will appear in your listing. Each report card statement has been given a number. The number key is listed at the top. Scroll down and you can see student names and grades for each report card statement. Click on the desired report card statement number to sort students by grade. Each number can be sorted separately.

[Save this Search Result](#)

Last Name	First Name	696	697	698	699	700	701	702	703	704
Adkins	Bailee									

School Name	Teacher Name	Grade	Year	Marking Period
Fairview	Harris, Nicolette	04	05	01
<b>Student Learning Attributes Standards Legend</b>				
681 - Shows respect for others.				
682 - Takes care of school and personal property.				
683 - Follows rules.				
684 - Respects authority.				