

## **Report Cards – Rough Print**

PLEASE NOTE THAT NOTHING WILL PRINT IF YOU HAVEN'T ENTERED AND POSTED ANY COMMENTS OR 'GRADES' (performance scale letters for primary). YOU WILL GET A MESSAGE THAT YOUR RESULTS ARE EMPTY.

See 'Report Card - Basics' on the MyEd73.sd73.bc.ca page for how to post grades/comments.



2. Reports sub Top Tab and then 'Report Cards - Kindergarten, Primary, Intermediate





## **Report Cards – Rough Print**

3. Print your rough copy. Be sure to pick the appropriate Report card type (arrow 1), the appropriate Term (arrow 2), check 'exclude classes without term grades' (arrow 3) and click 'Run' at the bottom (arrow 4).

Report Cards - Kindergarten, Primary, Intermediate		
General Publish		
Report Card Type	Kindergarten 🗸 1.	
School year	2016 🔍	
Term	Tri 2 🔍 2.	
Students to include	Current selection 🗸	
Search value		
Sort students by	Name 🗸	
Alternate mailings		
Exclude classes without term grades		
First Name Format	Preferred 🗸	
Last Name Format	Usual 🗸	
Display School Message		
Parent Signature Required		
Print on Both Sides		
Include Term Comments		
Hide Performance Scale if no Mark Entered		
Print Performance Scale		
Econob Language 4.		
rint oi Legal Size Paper		
Format	Adobe Acrobat (PDF)	
Run Cancel		1

If you only want to print out one student or certain students, Step one is the same but now you have to go and put a checkmark beside the students that you want to view. Then go up to 'Options - Show Selected' to narrow down what names are showing on the screen. Now do Steps 2 and 3.

