

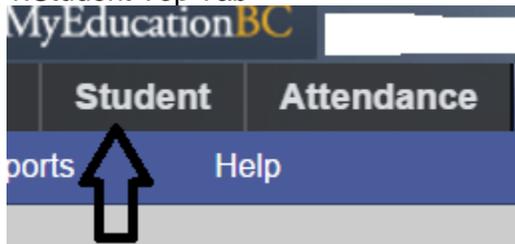


Report Cards – Rough Print

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.

1. Student Top Tab

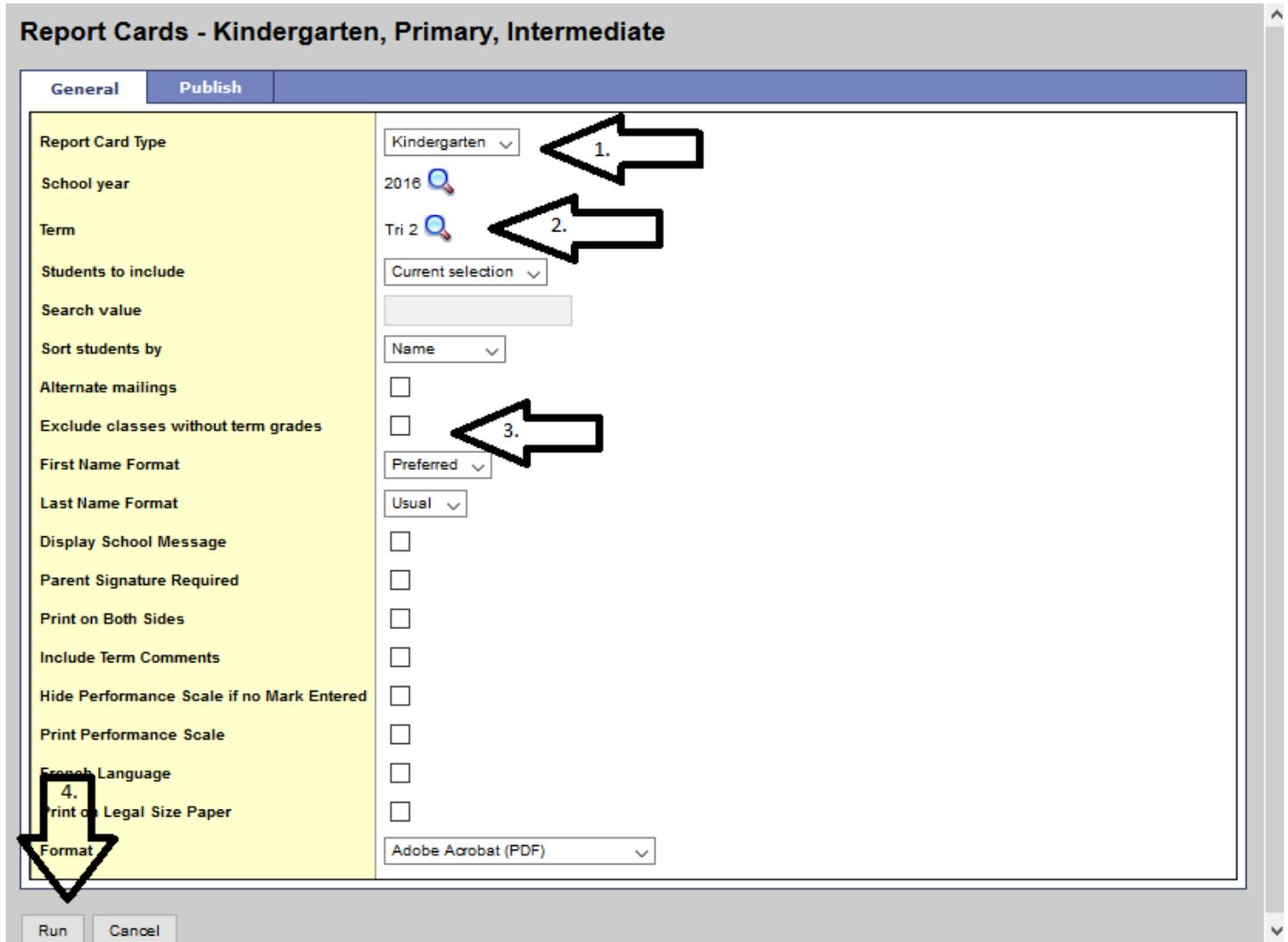


2. Reports sub Top Tab and then 'Report Cards - Kindergarten, Primary, Intermediate



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).



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.

