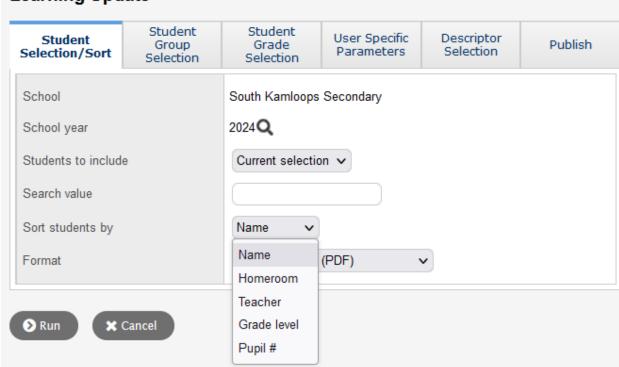
Printing/Publishing Report Cards

- 1. Student Top Tab
 - a. Select a group of students using a filter (Grade level=?)
 - b. Reports > Learning Update
 - c. Tab 1 Student Selection/Sort

Learning Update

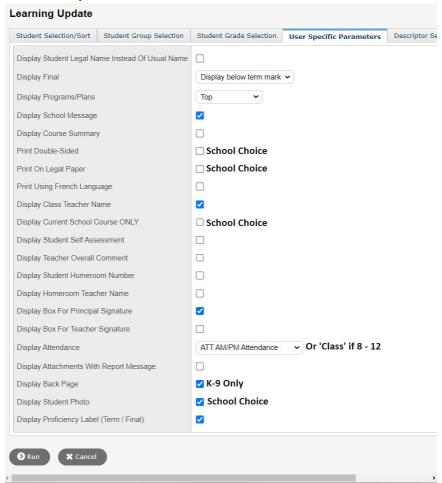


You can change the sort order here

- d. Tab 2 **Student Group Selection**Make no changes.
- e. Tab 3 **Student Grade Selection** Make no changes.

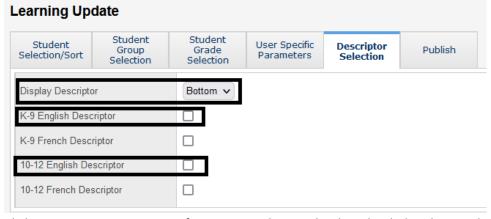
See next page

f. Tab 4 User Specific Parameters



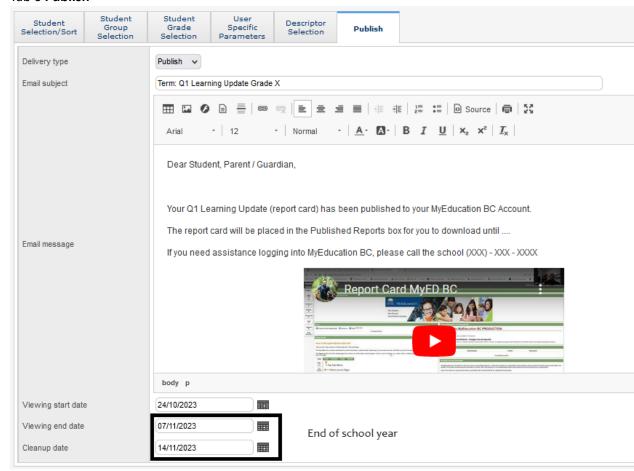
g. Tab 5 **Descriptor Selection**

Click the appropriate check box



h. Click **RUN** to Generate a PDF of Learning Updates to be downloaded and printed.

i. Tab 6 Publish



Click **RUN** to Publish