



Printing Multi Term Report Cards - Elementary

In School view (or Staff view),

1. Click on the **Student Top Tab**
2. Select the student(s) you wish to print a report card for by clicking the check box next to the students' name
3. Click **Options** then **Show Selected**
4. Click **Reports > Report Cards > Report Cards – Multi Term**

For printing, there are 2 tabs to complete.

a. Tab 1 – Student Selection Sort

b. Tab 5 – User Specific Parameters (school/district settings)

c. Click **Run**. This will create a PDF that you can download & print



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5. For *Publishing* (School Administrators) complete Tab 1 & Tab 5 (previous screen shots) and then click on Tab 6 - Publish

### Report Cards - Multi Term

Student Selection/Sort	Student Course Selection	Student Group Selection	Student Grade Selection	User Specific Parameters	<b>Publish</b>
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Delivery type: **Publish** (dropdown)

Email subject:

Email message:  
  

Write an email that instructs parents to login into MyEducation BC.

The report card will appear on the Pages Top Tab > In the Published Reports area

Viewing start date:  Select yesterday's date

Viewing end date:  Select the end of the school year

Cleanup date:  Select the same date as the viewing end date

Click run