



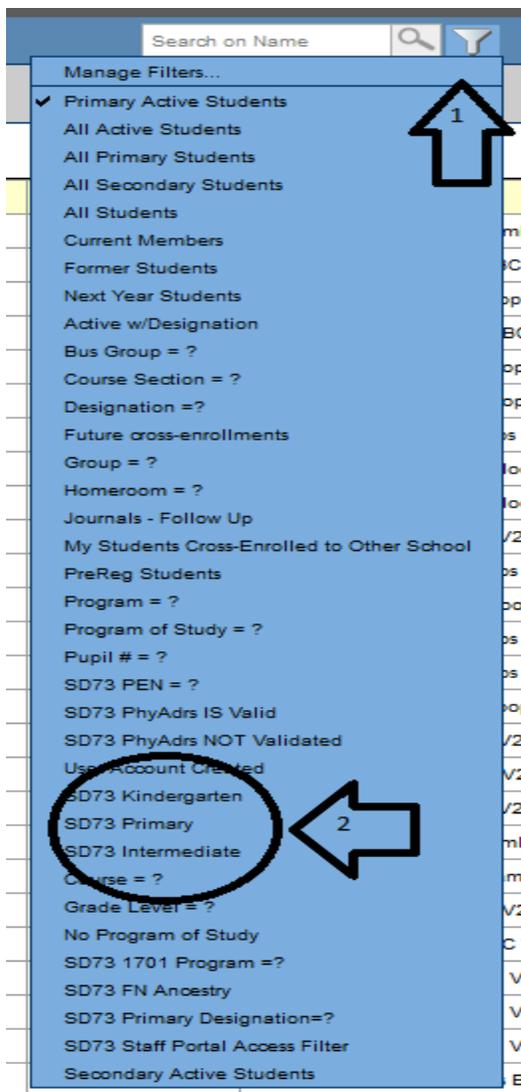
How to Print Report Cards Centrally

If you want to display a school message, please do that first before printing. Reference the one page document called 'School Message'. Otherwise follow the directions below.

Narrowing down students

In School View, click on Student Top Tab.
Click on Filter and Choose one of 3 options.

- 1) SD73 Kindergarten
- 2) SD73 Primary
- 3) SD73 Intermediate



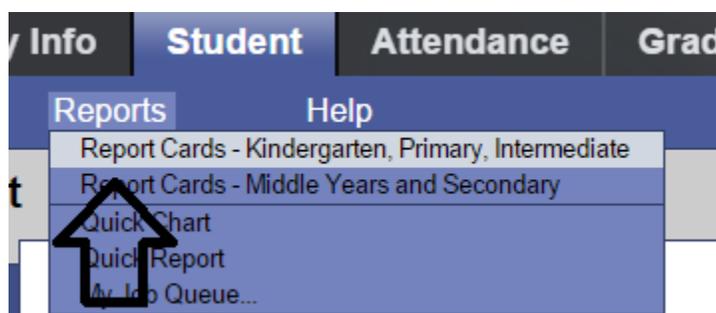
This will bring up only the students you have requested.



How to Print Report Cards Centrally

Bringing up the Print Window

Click on Reports Sub Top Tab, 'Report Cards', and then 'Report Cards - Kindergarten, Primary, Intermediate'



This will bring up a pop up window with the report card selections. Match your screen with the screenshots on the next pages depending on which cohort you are printing.



How to Print Report Cards Centrally

1) Kindergarten

Report Cards - Kindergarten, Primary, Intermediate

General	Publish
Report Card Type	Kindergarten ▾
School year	2016 🔍
Term	Tri 2 🔍
Students to include	Current selection ▾
Search value	<input type="text"/>
Sort students by	Name ▾
Alternate mailings	<input type="checkbox"/>
Exclude classes without term grades	<input checked="" type="checkbox"/>
First Name Format	Legal ▾
Last Name Format	Legal ▾
Display School Message	<input checked="" type="checkbox"/>
Parent Signature Required	<input type="checkbox"/>
Print on Both Sides	<input checked="" type="checkbox"/>
Include Term Comments	<input type="checkbox"/>
Hide Performance Scale if no Mark Entered	<input type="checkbox"/>
Print Performance Scale	<input checked="" type="checkbox"/>
French Language	<input type="checkbox"/>
Print on Legal Size Paper	<input checked="" type="checkbox"/>
Format	Adobe Acrobat (PDF) ▾

Run Cancel



How to Print Report Cards Centrally

2) Primary

Report Cards - Kindergarten, Primary, Intermediate

General | **Publish**

Report Card Type	Primary
School year	2016
Term	Tri 2
Students to include	Current selection
Search value	
Sort students by	Name
Alternate mailings	<input type="checkbox"/>
Exclude classes without term grades	<input checked="" type="checkbox"/>
First Name Format	Legal
Last Name Format	Legal
Display School Message	<input checked="" type="checkbox"/>
Parent Signature Required	<input type="checkbox"/>
Print on Both Sides	<input checked="" type="checkbox"/>
Include Term Comments	<input type="checkbox"/>
Hide Performance Scale if no Mark Entered	<input type="checkbox"/>
Print Performance Scale	<input checked="" type="checkbox"/>
French Language	<input type="checkbox"/>
Print on Legal Size Paper	<input checked="" type="checkbox"/>
Format	Adobe Acrobat (PDF)

Run | Cancel

How to Print Report Cards Centrally**3) Intermediate**

Report Cards - Kindergarten, Primary, Intermediate

General | **Publish**

Report Card Type	Intermediate ▾
School year	2016 🔍
Term	Tri 2 🔍
Students to include	Current selection ▾
Search value	<input type="text"/>
Sort students by	Name ▾
Alternate mailings	<input type="checkbox"/>
Exclude classes without term grades	<input checked="" type="checkbox"/>
First Name Format	Legal ▾
Last Name Format	Legal ▾
Display School Message	<input checked="" type="checkbox"/>
Parent Signature Required	<input type="checkbox"/>
Print on Both Sides	<input checked="" type="checkbox"/>
Include Term Comments	<input type="checkbox"/>
Hide Performance Scale if no Mark Entered	<input type="checkbox"/>
Print Performance Scale	<input checked="" type="checkbox"/>
French Language	<input type="checkbox"/>
Print on Legal Size Paper	<input checked="" type="checkbox"/>
Format	Adobe Acrobat (PDF) ▾

Run Cancel

Printing

Once you have your settings, click on 'Run' at the bottom. You should get the pdf print view of all of the report cards. Save the file to your desktop (with an icon (see below), or *file, save as* {if you need assistance contact Brad/Siobhan}) When you are ready to print, find the file on the desktop, and open it up press print to send it to the photocopier.

