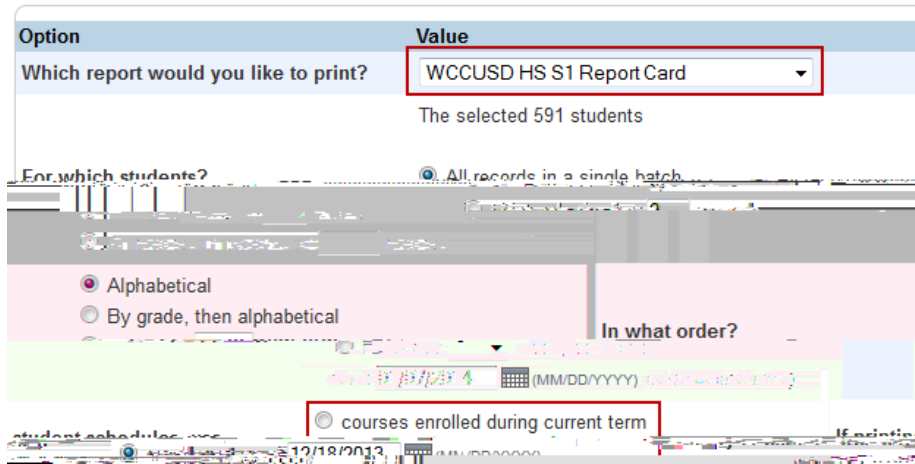


Report Cards

To print report cards, select All students on the start page, then choose Print Report from the popup menu under [icon] @ [icon] at is the 15th school day prior to the end of the quarter (students enrolled fewer than 15 days in a course should not receive a grade in that course). Example:



If your school has a lot of students, the report will run faster if you break it into batches. For example, if you have 1000 students, you could print report cards in 2 batches of 500 students each:



Permanently Storing Grades

After report cards have been distributed and viewed by parents, there may be a few corrections that need to be made