



November TLE Tip of the Month Printing Report Cards

Report cards can be printed by Administrators in grade level batches or by Teachers for individual students. Here are the steps on how to print reports cards.

Administrators:

1. Go to 'Student Tab'.
2. Go to 'Student Search Filter' and enter grade level, click **SEARCH**.
3. Student list for selected grade level will generate, then click **PRINT REPORT CARDS**.

Student	Grade Level
Q, Susie	9th

4. Select the 'Report Card Grading Period' and click **GENERATE REPORT CARD**.

Report Card Grading Period: Grading period 1

Generate Report Card Cancel

5. Report cards will be generated in grade level batches to be printed for manual distribution or saved as pdfs to email to parents. If report card has more than one page, consider printing double-sided to capture all the data on one page.

Teachers:

1. Go to 'Student Tab'.
2. Select student, then click 'report card' next to the student's name.

Student	Grade Level			
Q, Susie	9th	Progress Report	Report Card	Grades Student Info

3. Select the 'Report Card Grading Period' and click **GENERATE REPORT CARD**.

Generate Report Card

Report Card Grading Period:

4. Report card for the selected student will be generated to be printed for manual distribution or saved as pdf to email to the parent. If report card has more than one page, consider printing double-sided to capture all the data on one page.