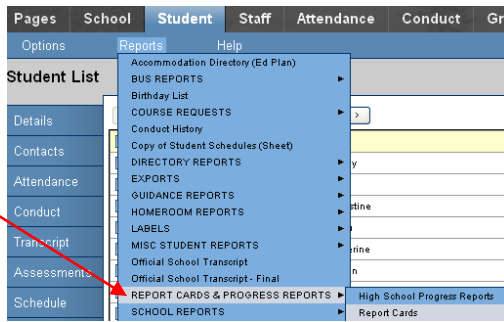# ACCESSING YOUR STUDENT'S REPORT CARDS / PROGRESS REPORTS

HIGH SCHOOL / MIDDLE SCHOOL

1. Go to School View.

2. Go to your Student Top Tab

3. Click on your Reports Menu and choose "REPORT CARDS & PROGRESS REPORTS"

4. Then select either "High School Progress Reports" or "High School Report Cards".

5. Proof read the parameter selections to make sure it is what you want (most likely you will accept all the default settings)

6. Click Run

7. The report cards will come up as a .PDF document. To print or save them click on the printer icon or the Save icon on the menu bar. The exact location and appearance of the menu bar will vary depending on what version of Adobe Reader you have on your machine. NOTE: X2 has made changes to the system and the result is that you cannot go to the File menu and chose *print* or *save* from there, you must use icon on the menu bar.

ELEMENTARY SCHOOL

1. Go to School View.

2. Go to your Grades Top Tab

3. Go to Transcripts Side Tab

4. Click on your Reports Menu and choose "ELEMENTARY REPORT CARDS"
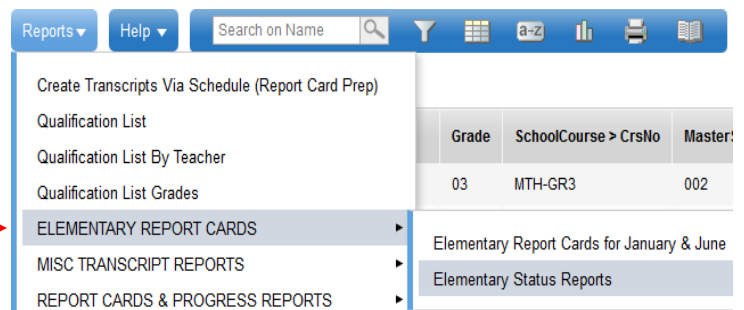
5. Then select 1 of the choices.
   - Elementary Report Cards for January & June: Combines the Status reports and Report Cards into a single file.
   - Status Reports: Brings up only the Status Report

6. For the Parameters, you will accept all the default settings except.

   - Set the correct Term
   - For "Students to include": Choose Homeroom (or all).
   - Enter the Homeroom #

7. Click Run

8. The report cards will come up as a .PDF document. To print or save them click on the printer icon or the Save icon on the menu bar. The exact location and appearance of the menu bar will vary depending on what version of Adobe Reader you have on your machine. NOTE: X2 has made changes to the system and the result is that you cannot go to the File menu and chose *print* or *save* from there, you must use icon on the menu bar.