PURPOSE: The purpose of this procedure is to demonstrate how **EMAIL report cards in RenWeb1**.

OPERATING SYSTEM: Windows 10 is demonstrated in this procedure, but similar steps can be taken with other Windows systems.

Medical
ParentsWeb
Report Manager
Scheduling
Category Favorites ★ Academics Accounting Activity Logs
Grade Distribution by Teacher Progress Report (Report Card) Progress Report - Report Card (Web) Report Card (Web) Report Card Grade Distribution by Course Report Card Grade Distribution by Teacher Report Card Grade Log - By Class Beport Card Grade Log - By Students
Filter District Wide District Wide AD AD AD AD AD AD AD AD AD AD

Step 5: Select the Single Arrow for an individual students, the Double Arrow for ALL.	udent List lizabeth Ig an Richard exander nin Robert exis Louise Caberte
Step 6 Select Print.	Print Fa
Step 7: Select Print Report Cards.	Email Report Cards
Step 8: Choose the ST-NC_ReportCard4P.cfm template for grades 3-8. Note: Grades Pk-2 template TBD.	Template: ReportCard4P.cfm ReportCard4P-1.cfm ST-NC/ST-NC_ReportCard4P.cfm Web_ReportCard4P.1.cfm Web_ReportCard4P.1.cfm
Step 9: Select Email Note: Once Email is selected, the browser will process the report cards.	Email Template: ST-NC/ST-NC_ReportCard4P.cfm ~ Grade Level Override: Message: Email