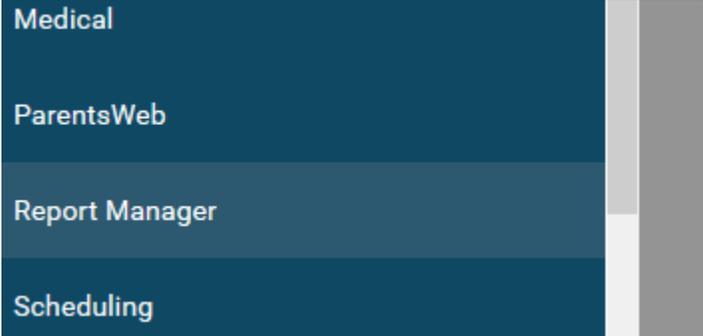
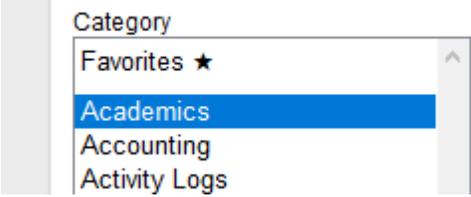
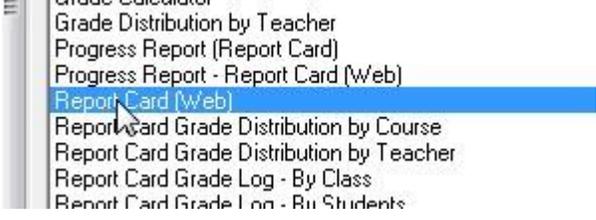
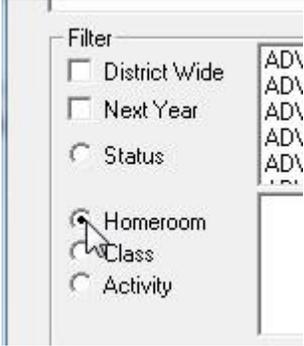


PURPOSE: The purpose of this procedure is to demonstrate how **EMAIL report cards in RenWeb1.**

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

PROCESS STEP	REFERENCE IMAGE
<p>STEP 1: From the menu of RenWeb1, click on the Report Manager</p>	
<p>STEP 2: Select Academics</p>	
<p>STEP 3: Click on the Report Card(Web)</p>	
<p>Step 4: Then the group of students Report Cards you'd like to print. Some options might be:</p> <p>HOMEROOM and Teacher Or CLASS and a <u>specific class</u></p>	

Step 5: Select the **Single Arrow** for an individual students, the **Double Arrow** for ALL.



Step 6 Select **Print**.



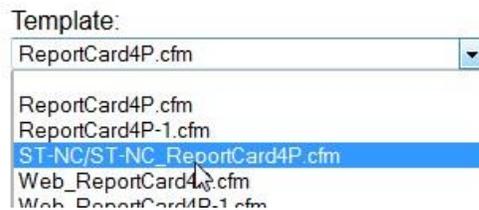
Step 7: Select **Print Report Cards**.

Email Report Cards



Step 8: Choose the **ST-NC_ReportCard4P.cfm** template for grades 3-8.

Note: Grades Pk-2 template TBD.



Step 9: Select **Email**

Note: Once **Email** is selected, the browser will process the report cards.

