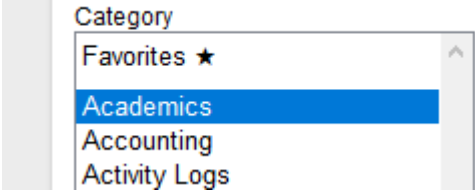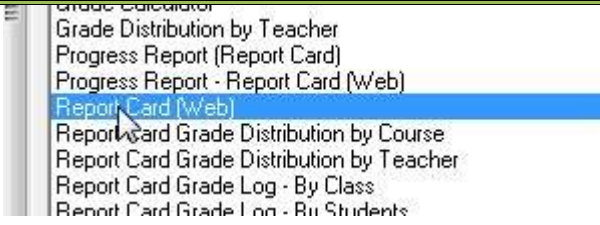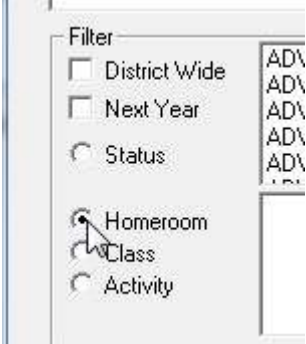**PURPOSE:** The purpose of this procedure is to demonstrate how **print or review report cards in RenWeb1**.

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

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

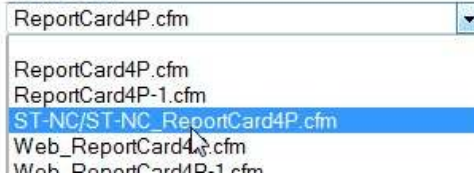|	
Step 5: Select the **Single Arrow** for an individual students**,** the **Double Arrow** for ALL.	
Step 6 Select **Print**.	
Step 7: Select **Print Report Cards**.	
Step 8: Choose the **ST-NC_ReportCard4P.cfm** template for grades 3-8. **Note: Grades Pk-2 template TBD.**	
Step 9: Select **Print** **Note: Once print is selected, the browser will display the report cards for review or printing.**	