
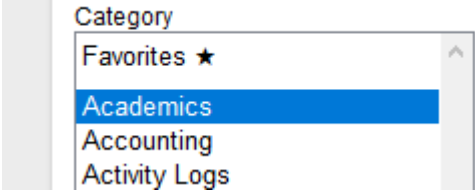
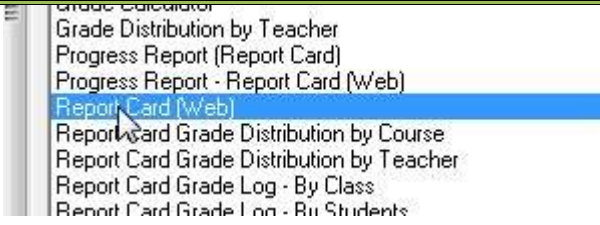
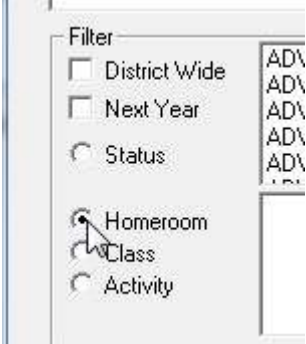


PURPOSE: The purpose of this procedure is to demonstrate how **print or review report cards in RenWeb1.**

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

PROCESS STEP	REFERENCE IMAGE
<p>STEP 1: From the menu of RenWeb1, click on the Report Manager</p>	 <p>A screenshot of the RenWeb1 main menu. The menu items are: Medical, ParentsWeb, Report Manager (highlighted in a darker blue), and Scheduling.</p>
<p>STEP 2: Select Academics</p>	 <p>A screenshot of a dropdown menu titled 'Category'. The options are: Favorites ★, Academics (highlighted in blue), Accounting, and Activity Logs.</p>
<p>STEP 3: Click on the Report Card(Web)</p>	 <p>A screenshot of a dropdown menu with the following options: Grade Calculator, Grade Distribution by Teacher, Progress Report (Report Card), Progress Report - Report Card (Web), Report Card (Web) (highlighted in blue), Report Card Grade Distribution by Course, Report Card Grade Distribution by Teacher, Report Card Grade Log - By Class, and Report Card Grade Log - By Students.</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>	 <p>A screenshot of a 'Filter' dialog box. The options are: District Wide (checkbox), Next Year (checkbox), Status (radio), Homeroom (radio, selected), Class (radio), and Activity (radio). To the right of the radio buttons, there are labels: AD\, AD\, AD\, AD\, and AD\.</p>

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



Step 6 Select **Print**.

Print

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

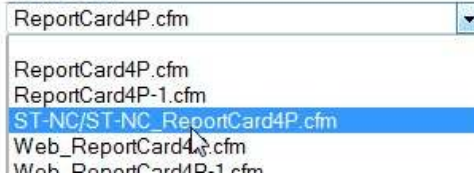
Print Report Cards



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

Note: Grades Pk-2 template TBD.

Template:



Step 9: Select **Print**

Note: Once print is selected, the browser will display the report cards for review or printing.

Print