Instructions for viewing and printing an elementary report card for an individual student

1.) From your *Campus Instruction* Grade Book or Attendance screen, click on the name of an individual student.

	+ Ad		Filter				
^	v	Cave			Pos		
	Settings	Save Student	Grade To	Percent	Grade		
	KG	Smith, John	•		3		
		<u>-</u>			•		

2.) On the *Student Details* pop-up screen that opens up, click on the link at the top of the titled *To Student Information*

Student Details - To Student Information					
Gender:	F				

3.) This will bring you into the *Campus Tools* module and will open a student information screen with detailed information on that student. At the top of the student screen will be several tabs displaying various information on the student. Click on the *Grades* tab to view their report card.

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	Grade: KG		Gen	der: F	M			
\mathcal{P}	Summary	Schedule	Attendance	Flags	Grades	Assessment	nt Behavior Non Hou	
	Carrintary	Conodaio	/ atondanoo	i lugo		1000001110111	Donarior	
	Choose a Repo	rt Card Format	\sim					
	Cla	ass	Tas	k	Trimesters T1	Trimesters T2	Trimesters T3	
	Legend: 📃 F	inal Grade 📃	In-Progress Grade	Grade Not A	vailable Yet			
	0700-1 Art Kind	ergarten	Skills		3			
			Shows effort in art		3			
	0000-1 Homeroo	om Kindergarten	Uses time effectively		3			
			Follows directions		3			
			Organizes materials		3			
			Respects self, staff, pe	eers, property	3			
			Works and plays coop	eratively	2			
			Makes appropriate beh	navior choices	3			
			Listens appropriately		3			
s			Solves problems indep	endently	2			
5	0100-1 Literacy	Kindergarten	Names uppercase lette	ers	3			
			Names lowercase lette	ers	3			
			Produces letter sound	-	3			
			Reads high frequency		2			
			Reads and comprehen	ds grade level te				
			Shows effort in reading		3			
			Spells words phonetics	ally	NA			
			Writes about an event		3			
			Shows effort in writing		3			

4.) If you wish to print the report card or view the report card in the standard printed format, select *Choose a Report Card Format – Standards-based report card* from the drop down box at the top of the report card. This will open the formatted report card in another window which can then be printed.

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Summary Schedule	Attendance	Flags	Grades	Assessment	Behavior	
Choose a Report Card Format	~					
Choose a Report Card Form		k	Trimesters	T1 Trimesters T2	Trimesters T3	
17-18 Kennedy Element	print ReportCard	Grade Not	Available Yet			
Standards-based report	card		3			
	Shows effort in art		3			
0000-1 Homeroom Kindergarten	Uses time effectively		3			
Maul, Amanda	Follows directions		3			
	Organizes materials		3			
	Respects self, staff, pe	eers, property	3			
	Works and plays coop	peratively	2			
	Makaa appropriate bak	avior obsisso	2			

Note: The report card will open in another window. If it does not open, you may need to enable pop-up windows in your browser settings before it will work correctly.

When finished viewing and/or printing the report card, you'll usually want to toggle back to the Campus Instruction module (which is the teacher module used to take attendance, enter grades, etc..). To toggle back to the Campus Instruction module, click on the app switcher icon and then select Instruction.

