

Print Report Card from Student Portfolio

Select **Student > Portfolio**

The screenshot shows the 'People Management' interface for 'Jane Doe'. On the left, there is a search bar with 'Doe, Jane' entered and a list of search results. A red arrow points to the first result, 'Doe, Jane', with a callout box that says '1. Select Student'. On the right, there is a sidebar menu with various options. A red arrow points to the 'Portfolio' option, with a callout box that says '2. Select Portfolio'. The main content area shows the student's contact information and a 'Student Contact' section.

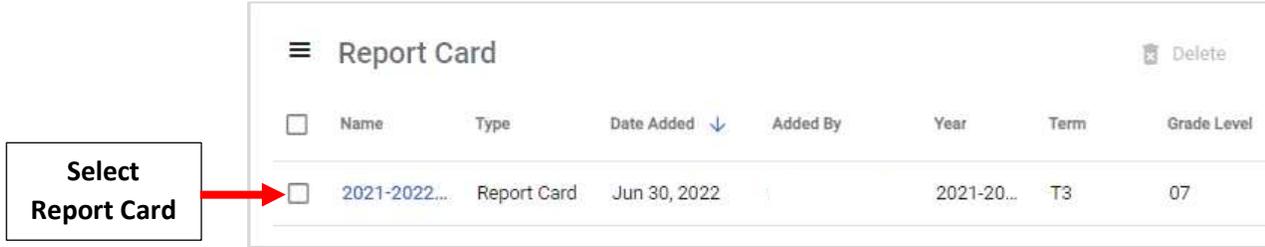
Select **All Document Types** Menu

The screenshot shows the 'All Document Types' menu. A red arrow points to the menu icon (three horizontal lines) in the top left corner, with a callout box that says 'Select All Document Types Menu'. The menu is open, showing a list of document types: All, Class Work, General, Gradebook, Progress Report, Report Card, and Transcript. The 'Portfolio' option is highlighted in the sidebar on the right.

Verify the Toggle for **“View by all Staff”** is set to **(Green)** and Select **Report Card**. Click **Anywhere in Shaded Area** to Return to Previous Menu

The screenshot shows the 'Portfolio' view. A red arrow points to the 'View by all Staff' toggle, which is currently turned on (green), with a callout box that says '1. Select “View by all”'. Another red arrow points to the 'Report Card' option in the list, with a callout box that says '2. Select Report Card'. A third red arrow points to a shaded area at the bottom of the page, with a callout box that says '3. Click Anywhere in Shaded Area'. The shaded area contains the text 'No files have been added.'

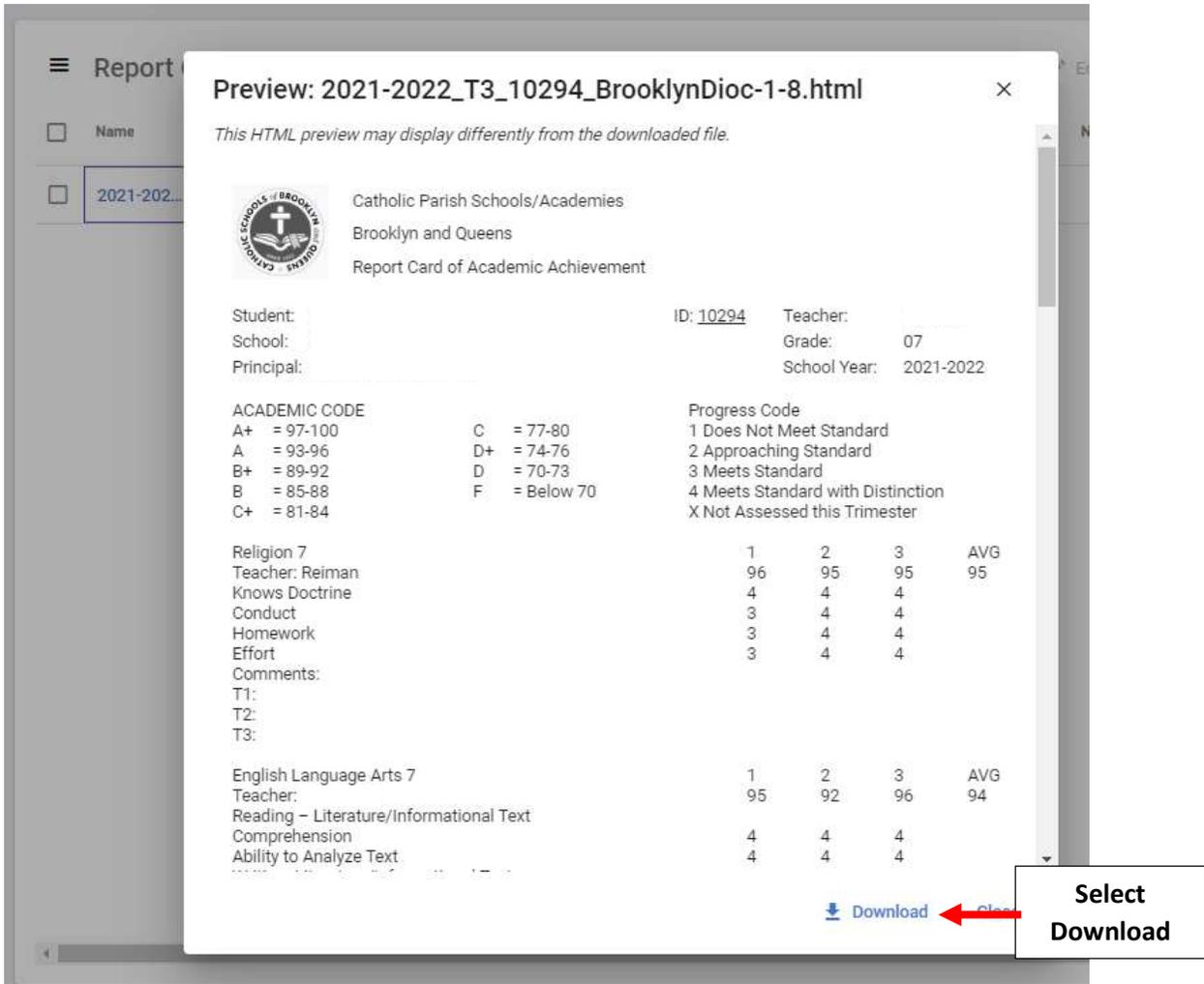
Select **Report Card** to **View**



The screenshot shows a table titled "Report Card" with a "Delete" button in the top right. The table has columns for Name, Type, Date Added, Added By, Year, Term, and Grade Level. A callout box labeled "Select Report Card" points to the first row of the table.

<input type="checkbox"/>	Name	Type	Date Added	Added By	Year	Term	Grade Level
<input type="checkbox"/>	2021-2022...	Report Card	Jun 30, 2022		2021-20...	T3	07

Report Card will Open, Select **Download**



The screenshot shows a preview window titled "Preview: 2021-2022_T3_10294_BrooklynDioc-1-8.html". It contains a header for "Catholic Parish Schools/Academies" and "Brooklyn and Queens". Below this is a table of student information and academic codes. A callout box labeled "Select Download" points to a "Download" button at the bottom right of the preview window.

ACADEMIC CODE

A+ = 97-100	C = 77-80
A = 93-96	D+ = 74-76
B+ = 89-92	D = 70-73
B = 85-88	F = Below 70
C+ = 81-84	

Progress Code

- 1 Does Not Meet Standard
- 2 Approaching Standard
- 3 Meets Standard
- 4 Meets Standard with Distinction
- X Not Assessed this Trimester

Religion 7	1	2	3	AVG
Teacher: Reiman	96	95	95	95
Knows Doctrine	4	4	4	
Conduct	3	4	4	
Homework	3	4	4	
Effort	3	4	4	

English Language Arts 7

Teacher:	95	92	96	AVG
Reading – Literature/Informational Text Comprehension	4	4	4	
Ability to Analyze Text	4	4	4	

Click on **Download** to **Open**



The screenshot shows a browser address bar with the file name "2021-2022_T3_10....html". A callout box labeled "Click on Download to Open" points to the file name.

Report Card will Open, Select **“CTRL Key + P”** to Print Report Card. Select your Print Options and Select **Print**

Public Parish Schools/Academies
Brooklyn and Queens
Card of Academic Achievement

ID: 10294 Teacher: Reiman
Grade: 07
School Year: 2021-2022

Program Code

- Does Not Meet Standard
- Approaching Standard
- Meets Standard
- Meets Standard with Distinction
- Not Assessed this Trimester

3	AVG	1	2	3	AVG
05	05	05	02	05	04
Math 7 Teacher: Reiman					
Mathematical Practices					
4		4		3	
Makes Sense of Problems and Perseveres in Solving Problems					
4		4	3	4	
Uses Reasoning to Solve Problems					
Consistency					
4		4	3	4	
Uses Mathematical Tools Appropriately					
Attends to Accuracy					
Mathematical Standards/Domains					
4		4	3	4	
Ratios and Proportions					
4		4	3	4	
The Number System					
4		4	3	4	
Expressions and Equations					
4		4	3	4	
Geometry					
4		4	3	4	
Statistics and Probability					
4		3	3	4	
Connect					
4		4	3	4	
Homework					
4		4	3	4	
Effort					
4		4	3	4	
Comments:					
T1: Great!					
T2: Good work! Remember to try and slow down!					
T3: Good job!					
Science 7					
Teacher: Reiman					
06	06	07	06	07	06
Standards & Applies Concepts					
3		3	3	4	
History & Lab Skills					
02	02	03	03	04	
1. Does Not Meet Standard					
2. Approaching Standard					
3. Meets Standard					
4. Meets Standard with Distinction					
5. Not Assessed this Trimester					

Print 2 sheets of paper

Destination: HPBC8405 (HP Office)

Pages: All

Copies: 1

Layout: Portrait

Color: Color

More settings

Print

Select Print

