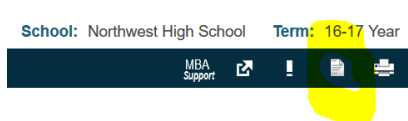


## Save a Copy of the Report Cards

- After running Report Cards you can save them to your computer or your Google Drive. This is good practice if you need to refer back to them
- Go back to your Report Queue by selecting the report queue icon in the upper right of your PS home page



- Locate your report card job and right click the View link next to Completed (on a mac use control+click or a two finger click) and choose "Save Link As...".
- Navigate to where you want to save your report card file, name it with the current date and click Save