

## Printing Standards Report Cards

### Grades K-2

1. \*\*\*\*TEST PRINT ONE OR TWO STUDENTS BEFORE YOU PRINT THE ENTIRE GRADE LEVEL!!!!\*\*\*\*
2. Standards report cards are printed by grade level.
3. Select your students from the PS home page by selecting either K, 1 or 2 (you can also print by teacher homeroom by selecting Teacher Schedules, select your teacher, click the number in the Enrollment column next to the Homeroom class, scroll down and select Make Current Student Selection)
4. Click the Functions button at bottom right and select Print Reports from the menu
5. Select the appropriate grade level Standards Report Card from drop down list

The screenshot shows a web form titled "Print Reports". It has several sections with labels and dropdown menus. The first section is "Which report would you like to print?" with a dropdown menu. The second section is "For which students?" with a dropdown menu. The third section is "In what order?" with a dropdown menu. The fourth section is "If printing student schedules, use..." with a dropdown menu. The fifth section is "If printing fee list, only include transactions conducted during..." with a dropdown menu. The dropdown menu for "Which report would you like to print?" is open, showing a list of options: "1 to 1 Letter", "HS Transcript ALL ACT 10", "HS Transcript ALL ACT 11", "HS Transcript ALL ACT 12", "HS Transcript ALL ACT 9", "ID Card - RCSD", "Lunch ID's w/picture", "Photo Student ID Plus 40 up", "Standards Report Card-1", "Standards Report Card-2", "Standards Report Card-K", "Student ID Badges", "Student Photo Directory", "Tran\_Labels 10", "Tran\_Labels 11", and "Tran\_Labels 12". The option "Standards Report Card-2" is highlighted in blue and circled in red.

ALL SCHOOLS will print using the following report cards:

- Standards Report Card-1
- Standards Report Card-2
- Standards Report Card-K

The number on the end of the name represents the grade level.

6. Click the Submit button
7. This report will take about 15-20 minutes to run depending on your school/grade size or how many students you selected
8. When you see the Completed Status, right click the View link and choose Open in a new window

The screenshot shows a table with the following columns: Job Name, Started, Ended, and Status. The table contains several rows of data. A context menu is open over the 'View' link of a row with the status 'Completed'. The context menu options are: Open Link in New Tab, Open Link in New Window (circled in red), Open Link in New Private Window, Bookmark This Link, Save Link As..., Save Link to Pocket, Copy Link Location, Search Google for "View", Send Link to Device, Inspect Element (Q), and Inspect Accessibility Properties.

Job Name	Started	Ended	Status
Standards Report Card-1	06/14/2019 09:16 AM	06/14/2019 09:29 AM	Completed
MES Standards Report Card-1	06/14/2019 08:55 AM	06/14/2019 08:55 AM	Completed
MES Standards Report Card-1	06/14/2019 08:54 AM	06/14/2019 08:54 AM	Completed
MES Standards Report Card-1	06/14/2019 08:53 AM	06/14/2019 08:53 AM	Completed
Standards Report Card-1	06/14/2019 08:06 AM	06/14/2019 08:06 AM	Completed
Standards Report Card-1	06/14/2019 08:05 AM	06/14/2019 08:05 AM	Completed
Standards Report Card-1	06/14/2019 08:04 AM	06/14/2019 08:04 AM	Completed
Standards Report Card-1	06/14/2019 08:03 AM	06/14/2019 08:03 AM	Completed

9. This opens your report cards in a PDF viewer in your browser window.
10. These report cards need to print on both front and back, please use a printer that can do this (it is called duplex printing)

11. \*\*\*\*TEST PRINT ONE OR TWO STUDENTS BEFORE YOU PRINT THE ENTIRE GRADE LEVEL!!!\*\*\*\*

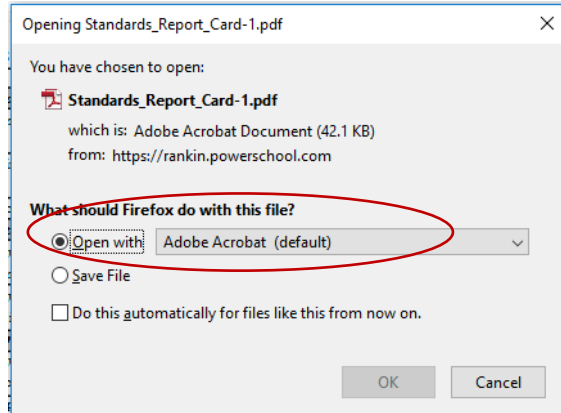
12. To print from a Windows Computer (PC) (MAC directions start on step #13):

- a. Once you have the PDF pulled up in your browser window, click the Download link to download your

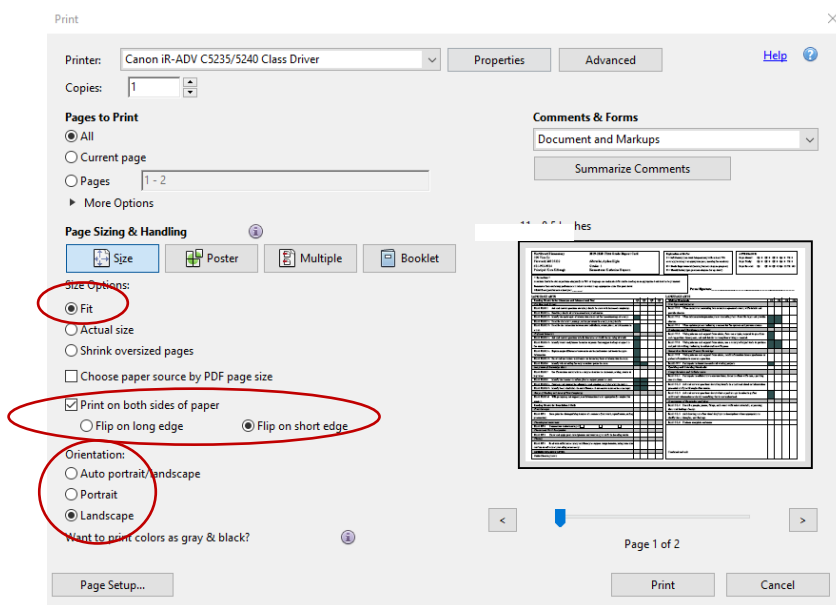


PDF to your computer

- b. When prompted, select Open with and select Adobe Acrobat as the program to open with (\*\*If you do not have Adobe Acrobat, Adobe Reader should work, too)



- c. From the Adobe Acrobat window click File, Print
- d. Select the correct printer from the list
- e. Select "Fit" for Size Options
- f. Select "Landscape" for Orientation
- g. Select to "Print on both sides of paper" and select "flip on short edge"
- h. \*\*PLEASE NOTE:\*\* EVERY PRINTER IS DIFFERENT AND YOUR PRINTER MAY NOT WORD IT EXACTLY LIKE THIS. If you have trouble getting the settings correct, please call Technology so we can assist you.
- i. Your screen should look similar to this:



- j. These settings work on most Canon copiers

13. \*\*\*\*TEST PRINT ONE OR TWO STUDENTS BEFORE YOU PRINT THE ENTIRE GRADE LEVEL!!!\*\*\*\*

14. To print from a MAC:

- a. Once you have the PDF pulled up in your browser window, click the Download link to download your

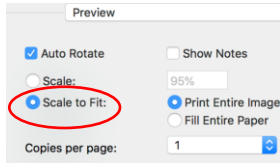


PDF to your computer

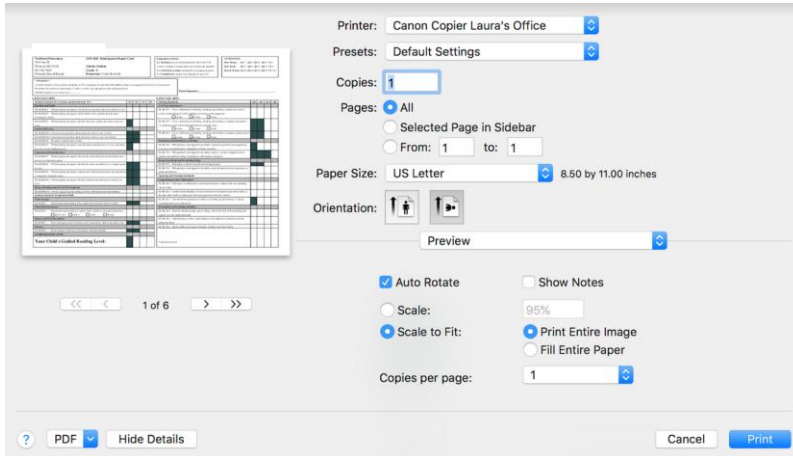
- b. When prompted, select Open with and select Preview as the program to open with (\*\*You can also use Adobe Acrobat)
- c. From the Preview window click File, Print...
- d. Select your printer to print to



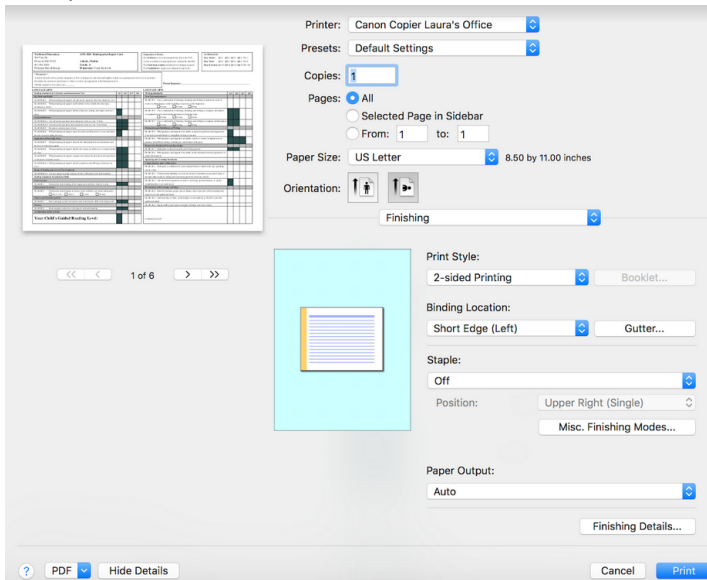
- e. Select Landscape for orientation
- f. Select Scale to Fit



- g. Your screen should look like this so far:



- h. Click the Preview drop down menu and select Finishing
- i. Select 2 sided Printing for Print Style
- j. Select Short Edge (Left) for Binding Location
- k. Your print window should look similar to this:



- l. Click the Print button at bottom right

15. If you have trouble printing these, please call the Technology department.