

How To - Parent Portal: View and Print High School Report Cards


The recommended browsers for printing Progress Reports are recent versions of Chrome, Firefox, and Safari.

Screen View:



- Click on the **Student Reports** icon at the bottom of the left menu list in the Portal
- A list of archived reports displays in the center of the screen. Click on the report for viewing.

Printing:

- Click on the blue **Print Button** in the upper left corner of the report screen  **Print**
- Click on the drop down arrow **More Settings**. Scroll down then **un-check Headers and Footers** and **check Background Graphics**.
 - OR
- Select the **+ Button** then **un-check Headers and Footers** and **check Background Graphics**.

Progress Report Naming Convention:

- Grade - Year - Report Name - Term

Examples:

- Grade 11 - Year 20-21 - Staples High School Report Card - Q1
- Grade 11 - Year 20-21 - Staples High School Report Card - Q2
- Grade 11 - Year 20-21 - Staples High School Report Card - Q3
- Grade 11 - Year 20-21 - Staples High School Report Card - Final