

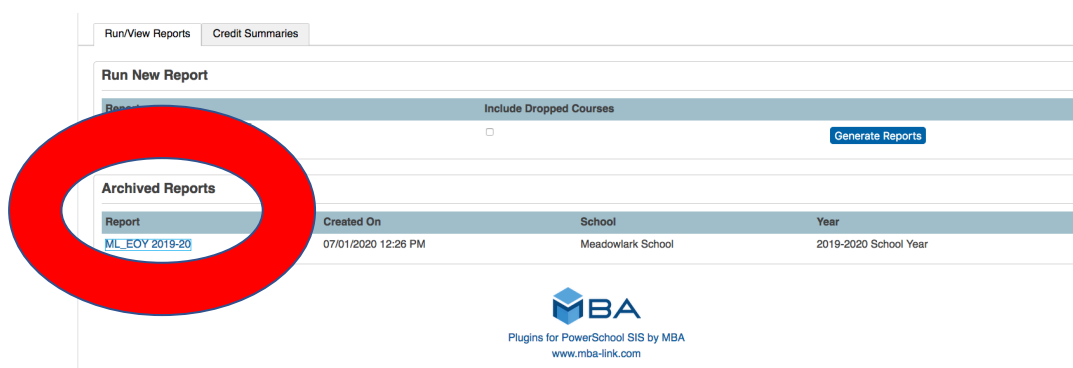
How to Find Student Report Cards

-First Select Student. (If the student has left your school use the forward slash /, if they have gone to another school in the district then switch to district to find the student.)

-Once you have your student, click on MBA Reports. It is listed on the left-hand side under Academics.



-Archived Reports has all report cards associated with this student.



-Click on the report card you want and it will open in a new tab.

-It is best if you save as a pdf instead of printing, then email to whomever is asking.

Save a document as a PDF on Mac

1. On your Mac, open the document you want to save as a PDF.
2. Choose File > Print.
3. Click the PDF pop-up menu, then choose Save as PDF.
4. Choose a name and location for the PDF file. ...