

## How to View Your End of the Year (EOY) Report Cards

### **NO** REPORT CARD IS TO BE PRINTED

Parents will see their report card in their parent portal, when your school secretary activates the reports.

There are two ways to view your student reports:

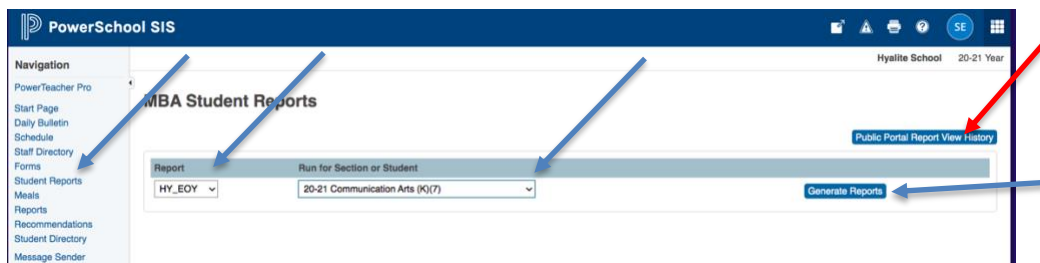
The first one is from your PowerSchool Teacher page (the one where you take attendance)

On the right-hand side, click on student reports.

The EOY is already chosen.

You can now choose a section (course) which will show you your entire class, or pull down to an individual child. Then hit generate reports.

FYI: The Public Portal Report View History, shows you who has viewed this report card. If your school has requested a digital signature from families, you will see that reflected here



The second way is inside PowerTeacher Pro

When you are in a course, click on the Students Charm, then click on Student Reports

From here you will get the same screen as shown above. The only difference is that the student's names are listed in a pull down at the top of the page. Due to privacy concerns I will not be showing that page.



