

## 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

#### Print Reports

Option Value

Which report would you like to print? 1 to 1 Letter

For which students? Student Schedule Condensed

In what order? Lunch ID's w/picture

If printing student schedules, use... 1. \*-----Attendance-----\*

If printing fee list, only include transactions conducted during... (may be overridden in report setup) 2. \*-----Fees-----\*

3. \*-----Miscellaneous-----\*

3. Course History Report

4. 22-23 Standards RC-1

4. 22-23 Standards RC-2

4. 22-23 Standards RC-K

4. Standards Progress Report-1-Q1

4. Standards Progress Report-1-Q2

4. Standards Progress Report-1-Q3

4. Standards Progress Report-1-Q4

4. Standards Progress Report-2-Q1

4. Standards Progress Report-2-Q2

4. Standards Progress Report-2-Q3

4. Standards Progress Report-2-Q4

ALL SCHOOLS will print using the following report cards:

22-23 Standards RC-1

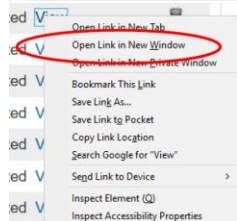
22-23 Standards RC-2

22-23 Standards RC-K

(The number/letter 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

Created	Job Name	Started	Ended	Status	
08/30/2022	4. 22-23 Standards RC-2	08/30/2022 11:02 AM	08/30/2022 11:02 AM	Completed <a href="#">View</a>	
08/30/2022	4. 22-23 Standards RC-1	08/30/2022 10:55 AM	08/30/2022 10:55 AM	Completed <a href="#">View</a>	



9. This opens your report cards in new 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. Print from MAC or PC (Windows):

a. **\*\*USE GOOGLE CHROME TO PRINT\*\***

b. Open your PDF (see steps 8-9 above)



c. Click Print icon in upper right

or

d. Select the correct printer from the list (choose a printer that will DUPLEX)

e. Select More Settings (if needed)

f. Select Legal for paper size

g. Check box to "Print on both sides"

h. Select "Flip on short edge"

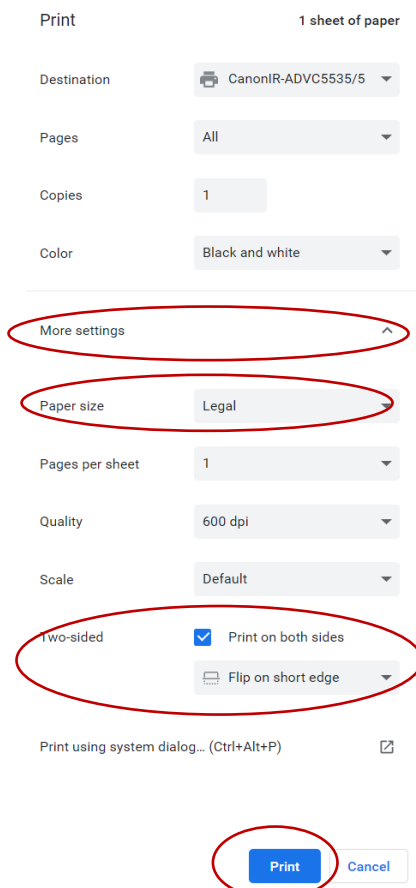
i. Click Print

j. Select "Landscape" for Orientation (or "Portrait" if it doesn't rotate the page properly)

k. Select to "Print on both sides of paper" and select "flip on short edge"

l. **\*\*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.

m. Your screen should look similar to this:



n. These settings work on most Canon copiers

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