

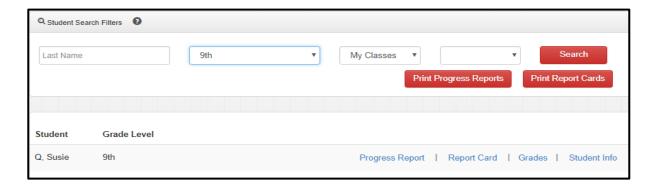
## November TLE Tip of the Month

## Printing Report Cards

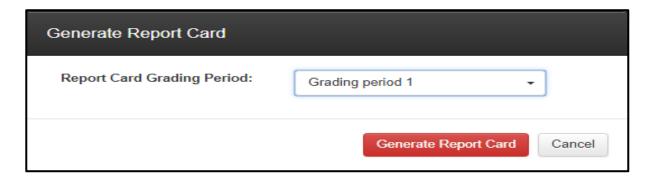
Report cards can be printed by Administrators in grade level batches or by Teachers for individual students. Here are the steps on how to print reports cards.

## Administrators:

- 1. Go to 'Student Tab'.
- 2. Go to 'Student Search Filter' and enter grade level, click SEARCH.
- 3. Student list for selected grade level will generate, then click PRINT REPORT CARDS.



4. Select the 'Report Card Grading Period' and click GENERATE REPORT CARD.



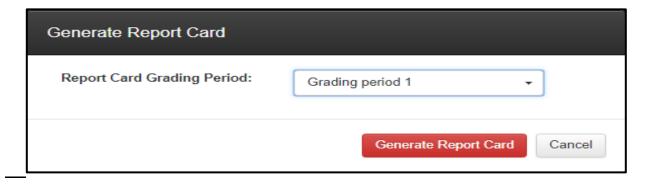
5. Report cards will be generated in grade level batches to be printed for manual distribution or saved as pdfs to email to parents. If report card has more than one page, consider printing double-sided to capture all the data on one page.

## Teachers:

- 1. Go to 'Student Tab".
- 2. Select student, then click 'report card' next to the student's name.



3. Select the 'Report Card Grading Period' and click GENERATE REPORT CARD.



4. Report card for the selected student will be generated to be printed for manual distribution or saved as pdf to email to the parent. If report card has more than one page, consider printing double-sided to capture all the data on one page.