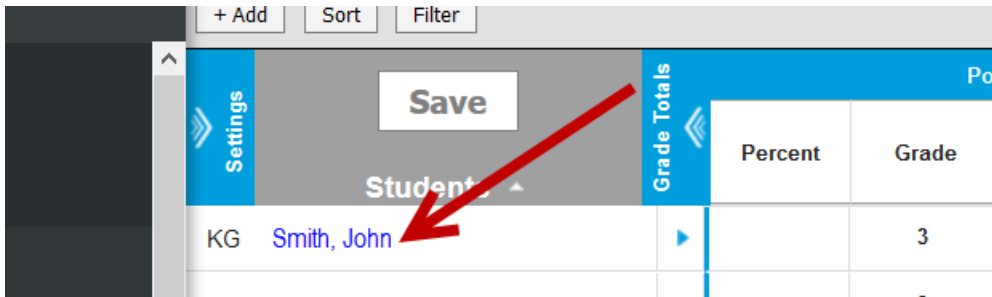
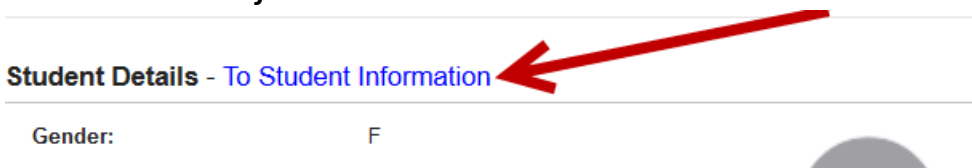


# Instructions for viewing and printing an elementary report card for an individual student

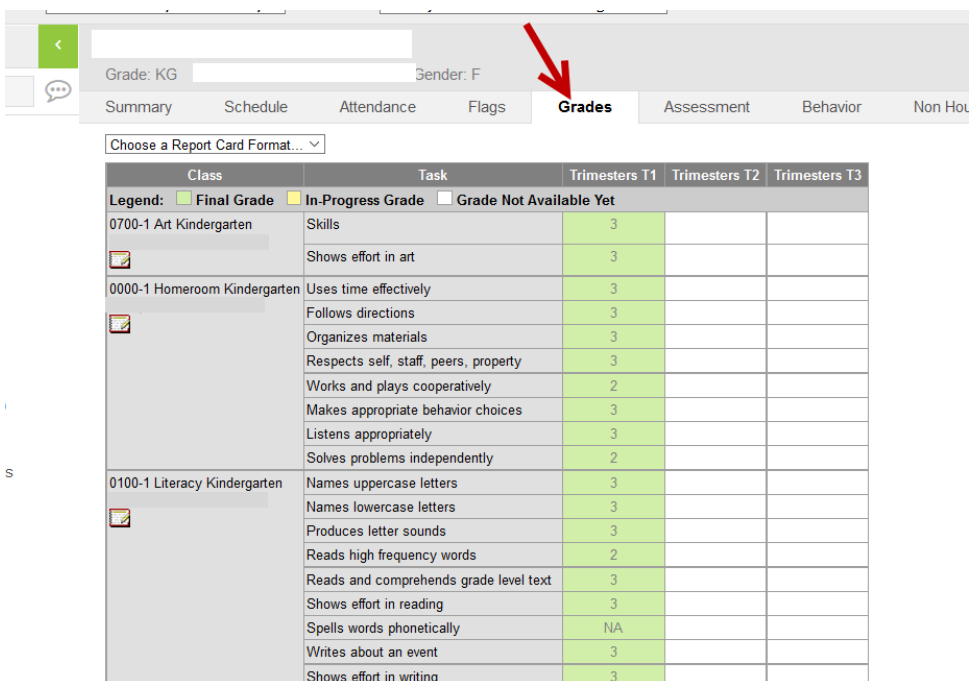
- 1.) From your **Campus Instruction** Grade Book or Attendance screen, click on the name of an individual student.



- 2.) On the **Student Details** pop-up screen that opens up, click on the link at the top of the titled **To Student Information**



- 3.) This will bring you into the **Campus Tools** module and will open a student information screen with detailed information on that student. At the top of the student screen will be several tabs displaying various information on the student. Click on the **Grades** tab to view their report card.



- 4.) If you wish to print the report card or view the report card in the standard printed format, select **Choose a Report Card Format – Standards-based report card** from the drop down box at the top of the report card. This will open the formatted report card in another window which can then be printed.

Summary		Schedule	Attendance	Flags	<b>Grades</b>	Assessment	Behavior	No
Choose a Report Card Format...		Task	Trimesters T1	Trimesters T2	Trimesters T3			
17-18 Kennedy Elementary		Grade	Grade Not Available Yet					
Standards-based report card			3					
Shows effort in art			3					
0000-1 Homeroom Kindergarten		Uses time effectively	3					
Maul, Amanda		Follows directions	3					
		Organizes materials	3					
		Respects self, staff, peers, property	3					
		Works and plays cooperatively	2					
		Makes appropriate behavior choices	2					

Note: The report card will open in another window. If it does not open, you may need to enable pop-up windows in your browser settings before it will work correctly.

When finished viewing and/or printing the report card, you'll usually want to toggle back to the Campus Instruction module (which is the teacher module used to take attendance, enter grades, etc..). To toggle back to the Campus Instruction module, click on the app switcher icon and then select Instruction.

