





How to Print a Report Card Summary or Interim Progress Report Roster

To print a **Report Card Summary** from the Teacher Access Center, click on Grade Reporting > Report Card. Click on 'Change' to select what class you have overages in and also to toggle between marking periods, then click on the Report Card Summary icon in order to get a full list, once there you will be able to print . This will need to be done for each marking period.



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How to Print a Report Card Summary or Interim Progress Report Roster

To print **Interim Progress** from the Teacher Access Center, click on Grade Reporting > Interim Progress. Click on 'Change' to select what class you have overages in and also to toggle between IPR dates. There is no print icon, instead you will be pressing the *Print Screen* button typically located near the upper-right corner of your keyboard.



Therim Progress World History (GHBAR-1), Date: 11/19/2018 Change Individual

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CMSD Talent Department Updated for the 2018-2019 School Year







How to Print a Report Card Summary or Interim Progress Report Roster

Instructions for printing screen shot

Press *Print Screen* once > open paint application by typing in 'Paint' in the search engine from the windows start icon a Or Cortana (Windows 10 search bar). Once there, press the CTRL + P keys to paste, then either crop the image and save it as a file or simply crop and paste it into an email.