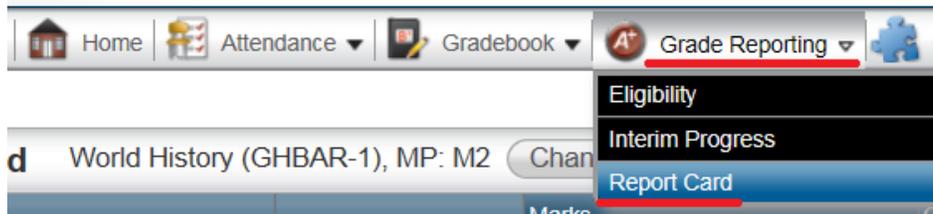


## How to Print a Report Card Summary or Interim Progress Report Roster

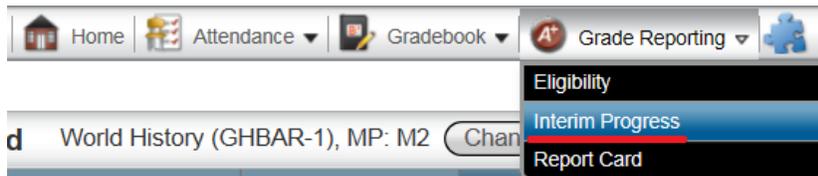
To print a **Report Card Summary** from the Teacher Access Center, click on Grade Reporting > Report Card. Click on 'Change' to select what class you have overages in and also to toggle between marking periods, then click on the Report Card Summary icon  in order to get a full list, once there you will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



Report Card Summary				World History																	
Student ID	Name	Course	Grade	Marks								Absences									
				M1		M2		M3		M4		M1		M2		M3		M4			
				NMP	SM	NMP	SM	NMP	SM	NMP	SM	A	T	A	T	A	T	A	T		
00000001	Allyson, Alyssa Marie	GHBAR-1	09	D										6	6	8	5	0	0	0	0
00000002	Allyson, Alyssa Marie	GHBAR-1	09	F										21	9	15	18	0	0	0	0
00000003	Allyson, Alyssa Marie	GHBAR-1	09	F										10	11	14	10	0	0	0	0
00000004	Allyson, Alyssa Marie	GHBAR-1	09	B										7	6	9	6	0	0	0	0
00000005	Allyson, Alyssa Marie	GHBAR-1	09	D										3	9	11	16	0	0	0	0
00000006	Allyson, Alyssa Marie	GHBAR-1	09	D										4	14	15	14	0	0	0	0
00000007	Allyson, Alyssa Marie	GHBAR-1	09	C										2	1	1	1	0	0	0	0
00000008	Allyson, Alyssa Marie	GHBAR-1	09	F										11	12	19	10	0	0	0	0
00000009	Allyson, Alyssa Marie	GHBAR-1	09	D										1	3	2	2	0	0	0	0
00000010	Allyson, Alyssa Marie	GHBAR-1	09	D										7	23	11	25	0	0	0	0
00000011	Allyson, Alyssa Marie	GHBAR-1	09	A										2	1	2	1	0	0	0	0
00000012	Allyson, Alyssa Marie	GHBAR-1	09	C										2	2	10	9	0	0	0	0
00000013	Allyson, Alyssa Marie	GHBAR-1	09	D										12	12	18	16	0	0	0	0
00000014	Allyson, Alyssa Marie	GHBAR-1	09	D										11	3	7	10	0	0	0	0
00000015	Allyson, Alyssa Marie	GHBAR-1	09	C										6	14	8	10	0	0	0	0
00000016	Allyson, Alyssa Marie	GHBAR-1	09	B										1	3	5	10	0	0	0	0
00000017	Allyson, Alyssa Marie	GHBAR-1	09	D										4	2	9	0	0	0	0	0
00000018	Allyson, Alyssa Marie	GHBAR-1	09	B										5	5	2	3	0	0	0	0
00000019	Allyson, Alyssa Marie	GHBAR-1	09	D										4	3	11	1	0	0	0	0
00000020	Allyson, Alyssa Marie	GHBAR-1	09	A										0	2	2	4	0	0	0	0
00000021	Allyson, Alyssa Marie	GHBAR-1	09	F										6	21	5	32	0	0	0	0
00000022	Allyson, Alyssa Marie	GHBAR-1	09	D										3	1	0	0	0	0	0	0
00000023	Allyson, Alyssa Marie	GHBAR-1	09	F										21	17	29	12	0	0	0	0

## 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.



Student ID	Name	Alerts	Comments						
			IPRM	CM1	CM2	CM3	CONF1	CONF	
2019001	Adrian, Akeem		02	16					
2019002	Adrian, Akeem	M	03	04					
2019003	Adrian, Akeem		03	04					
2019004	Adrian, Akeem		01	13					
2019005	Adrian, Akeem	M	02	15					
2019006	Adrian, Akeem		03	04					
2019007	Adrian, Akeem		02	16					
2019008	Adrian, Akeem		02	15					
2019009	Adrian, Akeem	S	01	15					
2019010	Adrian, Akeem		02	15					
2019011	Adrian, Akeem	S	01	13					
2019012	Adrian, Akeem	M, S	01	15					
2019013	Adrian, Akeem	S	03	04					
2019014	Adrian, Akeem	M, S	02	15					
2019015	Adrian, Akeem	M	02	15					
2019016	Adrian, Akeem		02	15					
2019017	Adrian, Akeem	S	01	13	15				
2019018	Adrian, Akeem		02	15					
2019019	Adrian, Akeem		03	09	16				
2019020	Adrian, Akeem		01	15	16				
2019021	Adrian, Akeem	S	02	15	04				
2019022	Adrian, Akeem	S	02	16					
2019023	Adrian, Akeem		03	04					



## **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  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.