**Printing Report Cards** / **Generate Report Cards**

You can generate elementary standards-based report cards for all the students in an entire school building at once by grade level, by homeroom, or for an individual student.

1. On the Administrator Home Page, select Report Cards in the Run a Report list, and then click **Run** .
2. On the Generate Report Cards screen, select the appropriate report card in the list.



1. Select the appropriate **school** in the list.
2. Select any of the following optional criteria, as desired.



**Reporting Period** (Although it is marked optional. Select a grading period.)

**Select a School**

**Grade Level** **–** generates report cards for a specific grade.

**Homeroom** (optional) –

**ProgressBook Student ID number** (If you are running only 1 student’s report card.) –

To name the report card so that it is easy to find in the list of saved report cards, enter a **description** for the saved reports list.

1. Click **Submit**.

If the report cards generated successfully, the following message displays under the Submit button, "Completed Successfully."

1. Click the View Saved Report Cards link under the Submit button to view the report cards.

