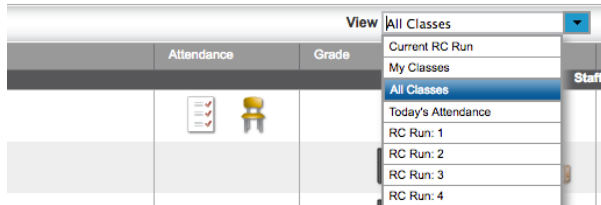## Saving Copies of Report Cards to your Computer

You have the ability to view your students' report cards from your gradebook. Follow the steps below to pull up PDF copies of the report cards.

- From your Home screen, click on the dropdown next to View and choose your current report card marking period. For example, **RC Run:1**

- Click on the **Report Card** icon next to one of your classes
- Since report cards aren't pulled until after the end of the marking period, a message will pop up. Close this message.
- On the top right of the report card screen, click on the icon with the camera

- If you only want a certain student or students, hold down the **Command** key and click on the student name or names. If you want the entire list, click on the first student in the list, hold down the **Shift** key and then click on the last student. This will highlight all students. Click on **Run.**
- Once the report cards appear, you can click on the download icon (arrow pointing down) on the top right to save them to your computer.
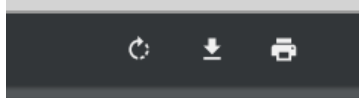
- You will now have a digital copy of the report card that you can access at any time.
- When finished, go back to your **Home** screen, click on **View** and change it back to **All Classes** (or **My Classes**) to return you to the current marking period.