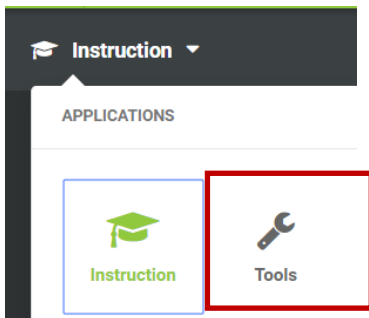
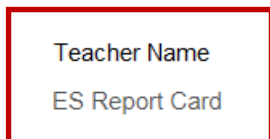


# ELEMENTARY REPORT CARD PRINTING INSTRUCTIONS

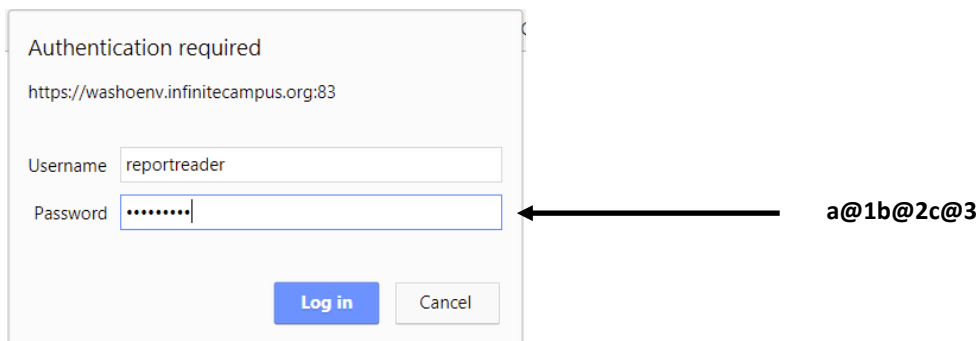
- 1) Login to Infinite Campus.
- 2) The WCSD elementary report card file is called, ES Report Card. This report is located in the Index. If you are in the grade book, click on **Instruction** in the upper left corner of the window and select tools.



- 3) The **Index** will show on the left side of the window.
- 4) Select **ES Report Card** which appears directly below the teacher name.



- 5) Click on the ES Report Card report. Multi-Track schools and Multi-Track teachers must pick the correct track prior to starting the report.
- 6) Enter the user name and password. The user name and password are the same for all users. Type in **reportreader** for the user name and **a@1b@2c@3** for the password.



- 7) Click **Log In**.
- 8) Once successfully logged in, the following screen will appear.

Term	<Select a Value>	Grade	<Select a Value>	View Report
All English	No			

9) Choose the appropriate **Term** in the pull down menu.

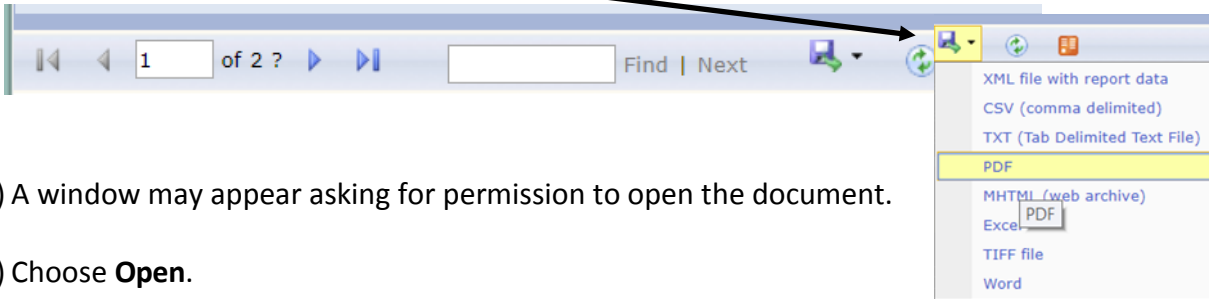
10) Choose the appropriate **Grade** in the pull down menu. Teachers will only be able to view their own students. Office staff may choose **All** to view all grades. Teachers with combo classes may choose **All**.

11) Choose **NO** for **All English** option.

Term	<Select a Value>	Grade	<Select a Value>	View Report
All English	No			

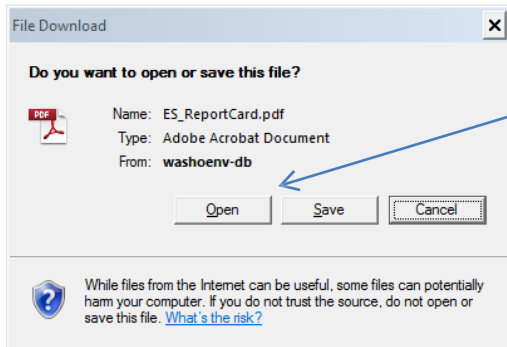
12) Choose **View Report**—Remember, this may take some time to process.

13) To print the report click the **Export** icon and select **PDF**.



14) A window may appear asking for permission to open the document.

15) Choose **Open**.



16) The report card file will open. Select the print icon on the toolbar and print the report cards.

