

HOW TO PRINT OR SAVE YOUR STUDENT REPORT

From your home page, click on YOUR child

1. Go to the **Reports** tab

2. Click on **2016 - Semester One**

The screenshot shows a user interface for a student's report. At the top, there is a search bar and a user profile for Wendy JEFFERY. Below this, the student's name 'Student: 5KS, Year 5' is displayed. A navigation menu includes 'Dashboard', 'Schedule', 'Personal', 'Learning Tasks', 'Attendance', 'Reports', 'Analytics', and 'Insights'. The 'Reports' tab is selected. Underneath, there is a section titled 'Reports' with a table of reporting cycles. The first row, '2016 - Semester One', is highlighted. Below this is a 'Progress Reports' section with a dropdown menu for 'Cycle' set to 'No reporting cycles' and an 'Export as PDF' button.

Reporting Cycle
2016 - Semester One
2015 - Semester Two
2015 - Semester One

Progress Reports

Cycle: No reporting cycles

Export as PDF

3. The report will download – you can then right click to **Print or Save**