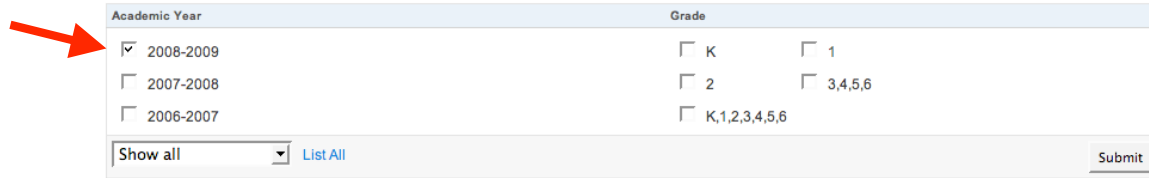


Directions on How to Generate Report Cards for Un-Rostered Students:

- 1.) Log into Data Director and click on the appropriate site (“My Students”)
- 2.) Click on “Report Cards” at the top of the screen
- 3.) Click on the appropriate year

Report Cards List



Academic Year	Grade
<input checked="" type="checkbox"/> 2008-2009	<input type="checkbox"/> K <input type="checkbox"/> 1
<input type="checkbox"/> 2007-2008	<input type="checkbox"/> 2 <input type="checkbox"/> 3,4,5,6
<input type="checkbox"/> 2006-2007	<input type="checkbox"/> K,1,2,3,4,5,6

Show all

- 4.) Click on the appropriate Report Card (eg. 2008-2009 Grade 3,4,5,6 Report Card Trimester 1)

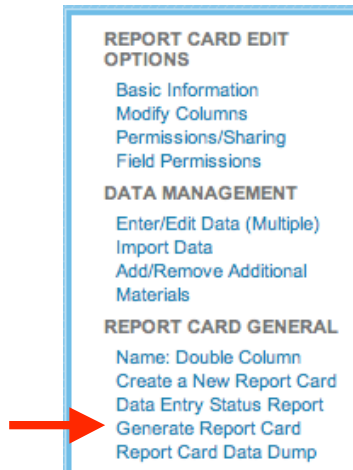
Found 19 Report Cards

Title	Author	Report Card Date	Share	Hide	
2008-2009 Grade(s) K,1,2,3,4,5,6 Report Card Trimester 1 Special Ed	DataDirector Admin	09/20/2008			
2008-2009 Grade(s) K,1,2,3,4,5,6 Report Card Trimester 2 Special Ed	DataDirector Admin	10/20/2008			
2008-2009 Grade(s) K,1,2,3,4,5,6 Report Card Trimester 3 Special Ed	DataDirector Admin	11/20/2008			
2008-2009 Grade(s) 1 Report Card Trimester 1	DataDirector Admin	09/06/2008			
2008-2009 Grade(s) 1 Report Card Trimester 2	DataDirector Admin	09/10/2008			
2008-2009 Grade(s) 1 Report Card Trimester 3	DataDirector Admin	09/11/2008			
2008-2009 Grade(s) 2 Report Card Trimester 1	DataDirector Admin	09/06/2008			
2008-2009 Grade(s) 2 Report Card Trimester 2	DataDirector Admin	09/10/2008			
2008-2009 Grade(s) 2 Report Card Trimester 3	DataDirector Admin	09/11/2008			
2008-2009 Grade(s) 3,4,5,6 Report Card Trimester 1	DataDirector Admin	09/06/2008			
2008-2009 Grade(s) 3,4,5,6 Report Card Trimester 2	DataDirector Admin	09/07/2008			
2008-2009 Grade(s) 3,4,5,6 Report Card Trimester 3	DataDirector Admin	09/08/2008			
2008-2009 Grade(s) K Report Card Trimester 1	DataDirector Admin	09/06/2008			
2008-2009 Grade(s) K Report Card Trimester 2	DataDirector Admin	09/07/2008			
2008-2009 Grade(s) K Report Card Trimester 3	DataDirector Admin	09/08/2008			
2008-2009 Grade(s) K,1,2,3,4,5,6 Report Card Page 2	DataDirector Admin	09/20/2008			
2008-2009 Grade(s) EAK Report Card Trimester 2	DataDirector Admin	01/27/2009			
2008-2009 Grade(s) EAK Report Card Trimester 3	DataDirector Admin	03/27/2009			
2008-2009 Grade(s) EAK Report Card Attendance	DataDirector Admin	00/00/0000			

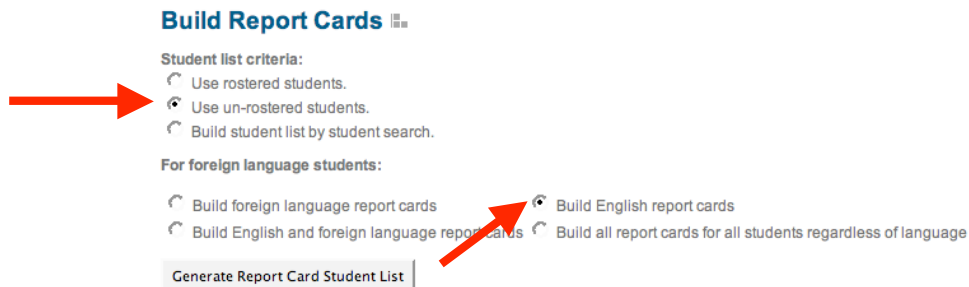
with selected:

(over)

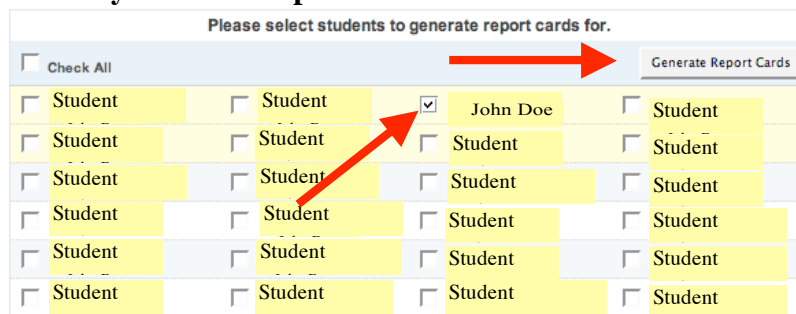
5.) On the left side of the screen, click on “Generate Report Card)”



6.) Select Use un-rostered students and Build English report cards



7.) Select the Student you need a report card for and click on Generate Report Cards



8.) Data Director will save a PDF of the Report Card you’ve requested to your desired location on your computer.

