



## Printing Music Report Cards

### Teacher Instructions

1. After logging into *DataDirector*, click **REPORT CARDS** on the top Toolbar.
2. Choose the music report card you want to print: e.g., **2009-2010 Grade(s) 4,5 Music Report Card Winter**
3. On the left-hand margin, under REPORT CARD GENERAL, choose **Generate Report Card**.
4. After selecting other options, if any, click **Generate Report Card Student List**.
5. Click **Check All** or check one more students and then click **Generate Report Cards**.
6. This may take several seconds, if you have a slow connection, but you will be able to **OPEN or SAVE the PDFs** of the students' music report cards for your students.
7. Print one or more English/Spanish music report cards for your students.

-----  
Hank Kratzer  
[hank.kratzer@smmusd.org](mailto:hank.kratzer@smmusd.org)