



Printing Report Cards

Administrators Instructions

To see Report Cards for one teacher at a time, do the following:

1. After logging into *DataDirector*, click **REPORT CARDS** on the top Toolbar.
2. Choose the grade-level report card you want to examine: e.g., **2008-2009 Grade 1 Report Card Winter** or **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. Select the button: **Build student list by student search** (the last button).
5. Then click **Generate Report Card Student List**.
6. On left-hand margin, under SEARCH OPTIONS, click **Teachers**.
7. Scroll down the page and you will see a list of all teachers at your site.
8. Check the box for the teacher you want to view. Then click **GO**. You will then see a list of that teacher's students.
9. **Check All**, and then click **Generate Report Cards**.
10. 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' report cards for that teacher.
11. When you are finished viewing the report cards for that teacher, close the PDF window, and select from the left-hand margin: **Return to Report Card**
12. Repeat steps 3 and following to view report cards for another teacher.

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