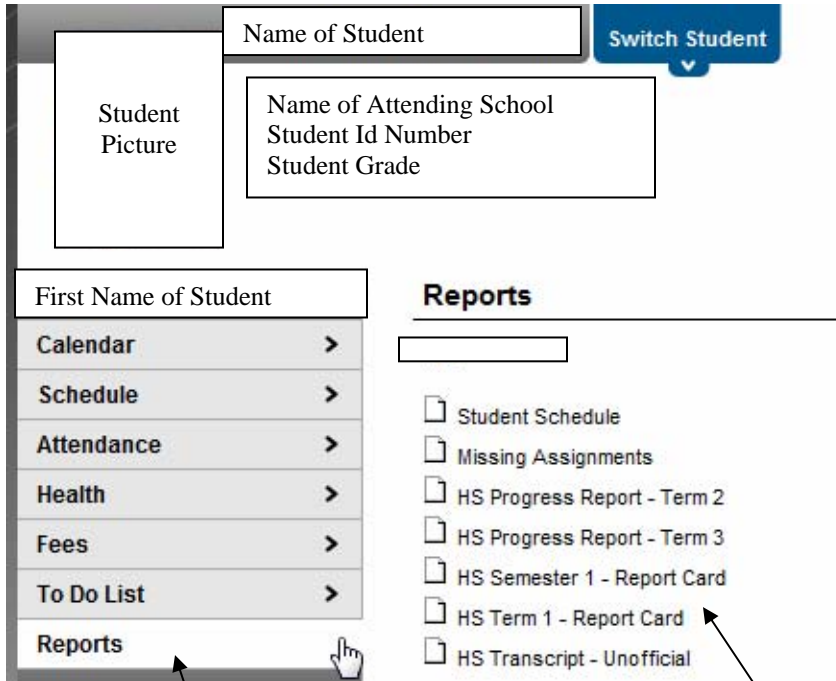


How To Print Report Cards From the Campus Portal

1. Log into the Portal using the user name and password you created.
2. Click **Switch Student** and select the name of the student you wish to print a report for.



3. Click **Reports**
4. Select the correct grade or grade/term report you want to print.
5. Select the Printer at the top of the “*Adobe Reader*” screen to **Print** the report card.

