



# WEST GENESEE

CENTRAL SCHOOL DISTRICT

## Schooltool Parent Portal View/Print Report Card from Website

You can view your student's Report Card by going to the "Grades" tab and selecting from the drop downs "Marking Period Grades" and the appropriate published marking period.

The screenshot shows the SchoolTool interface. At the top left is the SchoolTool logo and the West Genesee Central School District logo. Below the logos are navigation tabs: HOME, LOGOUT, and 2019-2020. A sidebar on the left contains MY HOME, MY REPORTS, and PREFERENCES, with a 'Print Report Card' button highlighted by a red arrow. The main content area is titled 'PERSONAL INFORMATION' and includes a green downward arrow. Below this is a 'STUDENT' section with tabs for Accounts, Contacts, Schedule, Attendance, and Grades. The 'Grades' tab is active, showing 'School Year' as 2019-2020, 'View' as Marking Period Grades, and 'for' as Marking Period 1. A printer icon is visible below the dropdowns. At the bottom, a table header is partially visible with columns for Course, Teacher, MP, Days, and Period.

The "Print Report Card" icon from SchoolTool will generate the Report Card in a Viewer which will be a separate window. If the viewer window doesn't open then you may need to turn off pop-up blocker in your internet browser. The first time you try to print a report you may be prompted to install a print control (you will not need to do this again once installed unless there is an update or you change computers).

To print or download from Report Viewer select the icon from top of the viewer.

The screenshot shows a report viewer window titled 'Report - Google Chrome'. The address bar shows the URL: 170.158.241.88/streport/default.aspx?dll=report.dll&ReportGuid=fa0378f9-1948-42d3-87be-72cbe11a99a4. The page content includes the West Genesee Central School District logo, the text '2019-2020 Grade 5 Report Card Split Rock Elementary Marking Period 1 Mr. Kimpland 4151 Split Rock Road Camillus, N.Y. 13031 315 487 4656', and 'Download' and 'Print' buttons in the top right corner.

Or

The screenshot shows a browser window titled 'Report - Google Chrome'. The address bar shows the URL: 170.158.241.88/streport/. The page content includes the text 'Print this report' and a printer icon. A red arrow points to the printer icon in the browser's toolbar.