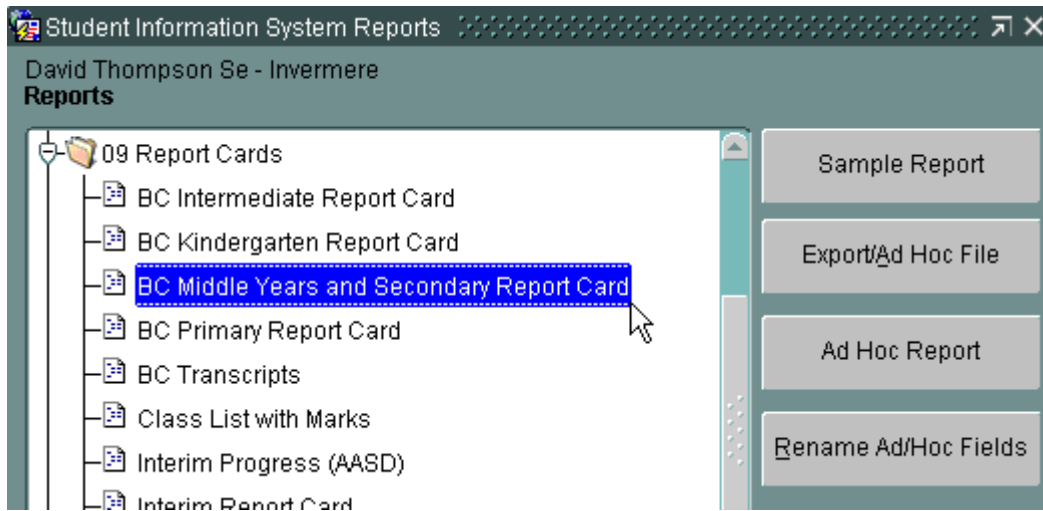
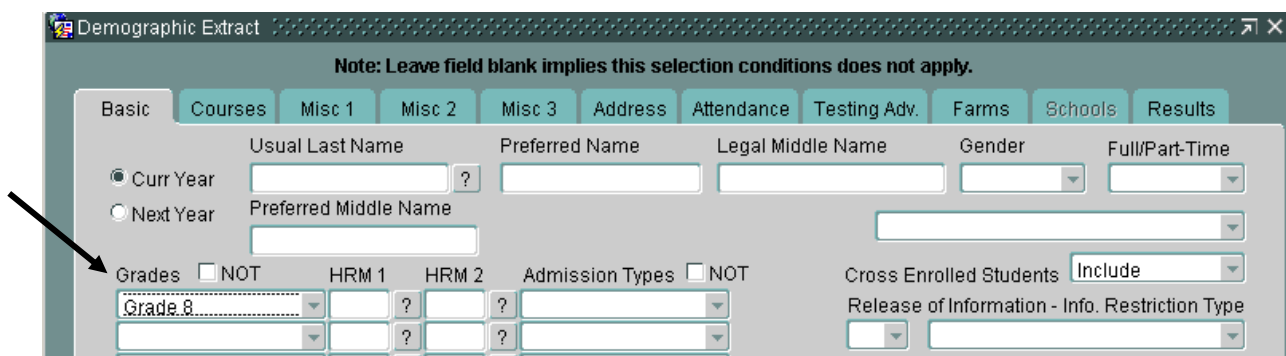
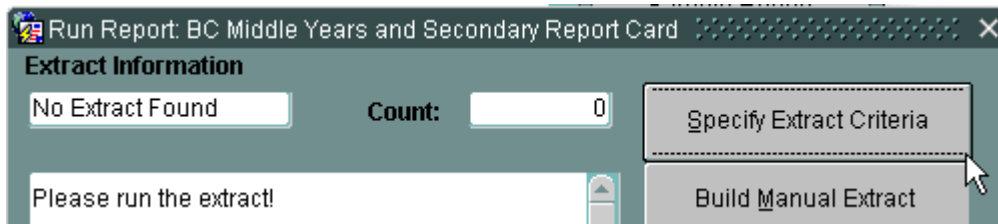


## Printing Secondary Report Cards

- Go to Reports > Report Cards > BC Middle Years and Secondary Report Cards



- Once you click on the report card report, I would recommend specifying extract criteria and running one grade at a time.



- Once in the report card window be sure to do the following:

**Report Card Parameters :**

Report Card Type  Middle Years  Secondary

Reporting Term: 22-NOV-2007

Sort by: By Grade, by Student Name

Student Name Format: Preferred (First Name), Usual (Last Name)

Suppress Course Teacher Name if  
 Display School Final Exam  
 Display School Message  
 Display GPA  
 Parent Signature Required  
 Print On Both Sides

Printing instructions dialog box:

Note that selecting this option only prepares the document for two-sided printing by including additional blank pages as appropriate.

You must still set your Print properties for two-sided printing.

OK

Print icon

Be sure and select Secondary

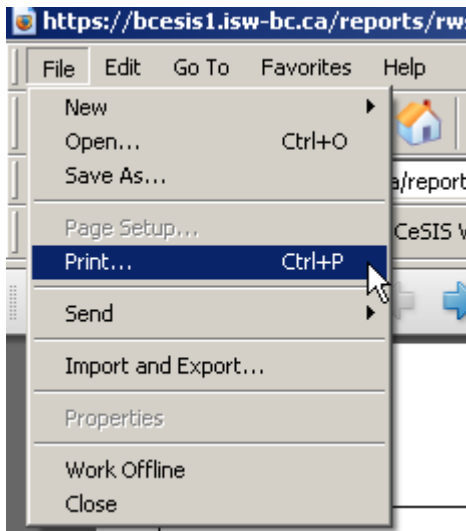
Select the correct reporting term

Be sure to check, Print On Both Sides

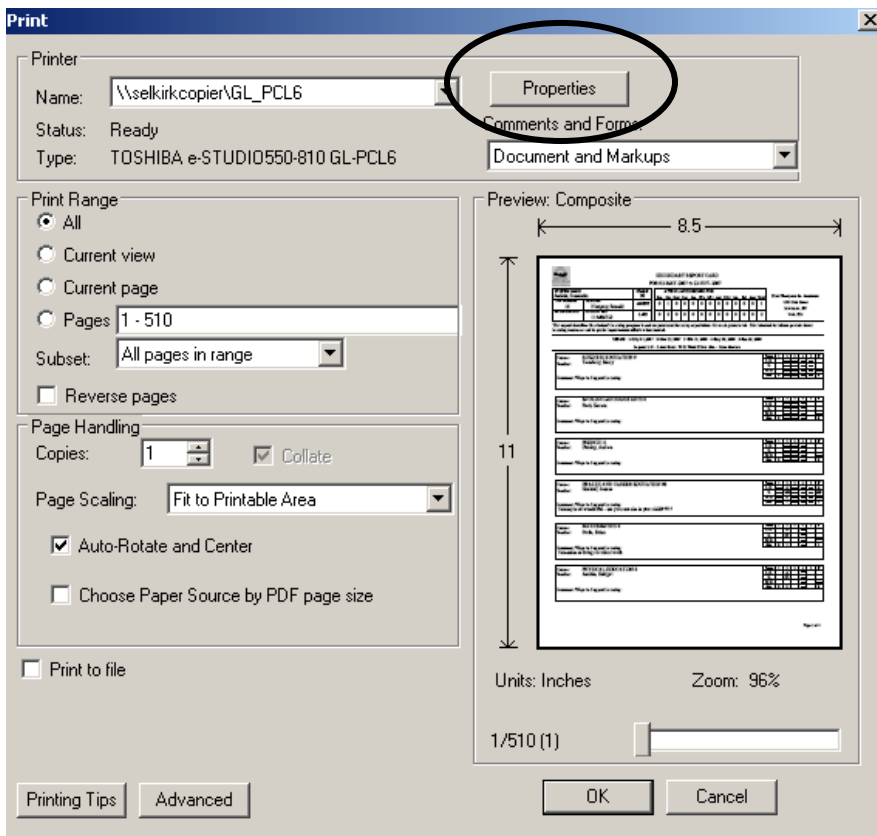
Click OK when the printing instructions pops up

Finally, click the print icon

- From the popup report window go to your printer icon or to File > Print



- Depending on your printer/copier you will have to go to your printer properties



- From the properties window you **must** select Duplex > Long Edge

