

Printing Report Cards in Aspen

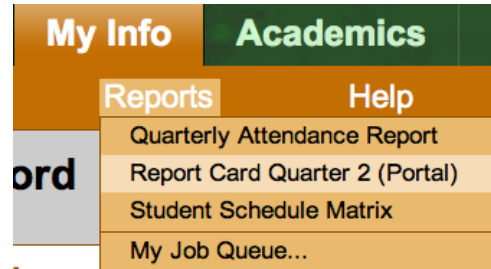


How do I print my report card?

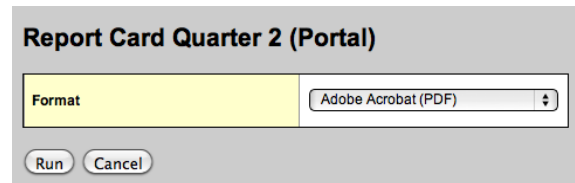
1. Click on the **My Info** tab.



2. Click on the **Reports** dropdown menu, and then **Report Card Quarter 2 (Portal)**.



3. You will see the screen shown at right. Click on **Run**.

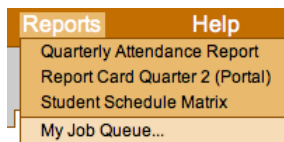


4. The report card should open in Preview.
5. Click on **File – Print**. The report should now print.

Note that you can also access your report card by clicking on the **Transcript** side tab under the **My Info** top tab, and then **Reports**. From there, the process is the same as the one shown above.

If your report card does not appear on the screen after following the steps shown above, try the following procedure:

1. Click on **Reports – My Job Queue ...**



2. You should see the screen shown at right. Click on the Finished (click to view) link and the report card should appear on the screen.

