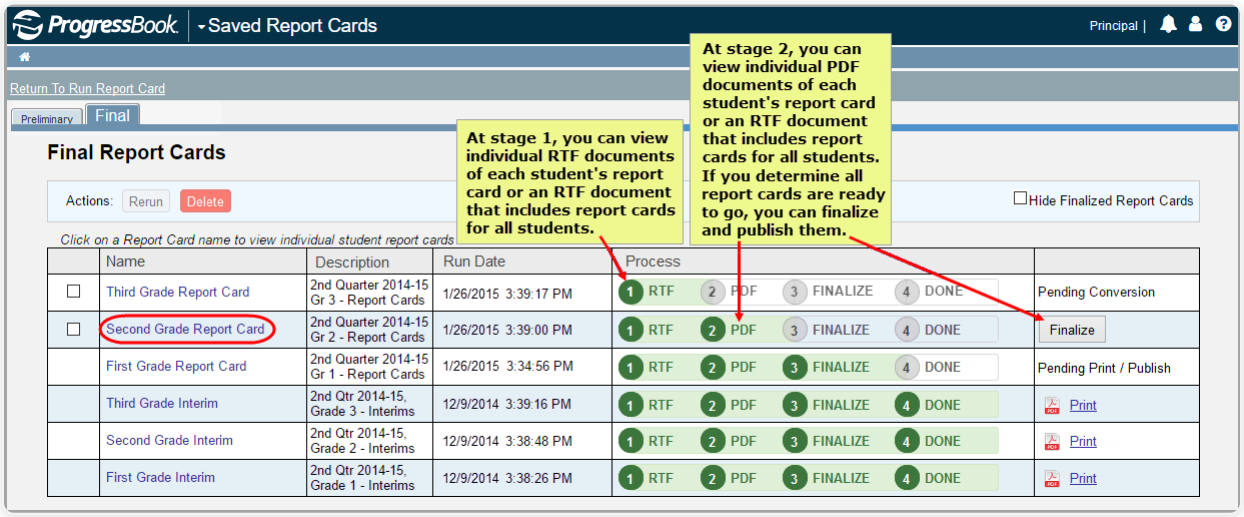
View Saved Final Report Cards

After you have generated report cards, you should review them for accuracy and formatting. You can go to the Saved Report Cards screen to view them before finalizing.

1. On the Principal Home Page, in the Report Cards section, click **View Saved Report Cards**.

The Saved Report Cards screen Final tab displays, and the Process column shows the status of the report card run with each step turning green as the report cards are processed. Report cards are converted from RTF to PDF automatically at an interval set by the system manager. You can view report cards at any stage of the process, but you can finalize them only after they have been converted to PDF. See "**Finalize Report Cards (https://ohsis-help.frontlineeducation.com/hc/en-us/articles/4406581900947)**."

2. In the Name column, click the name of the report card run you want to view.

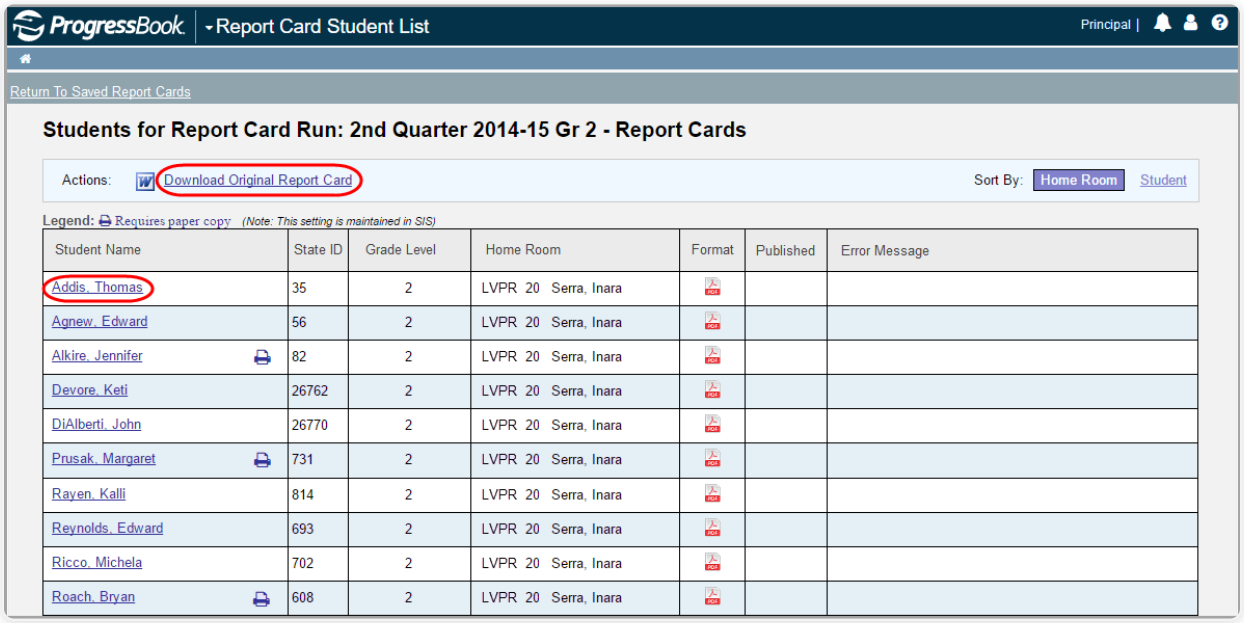


The Report Card Student List screen displays.

3. Review an individual student's report card or all report cards in the run:

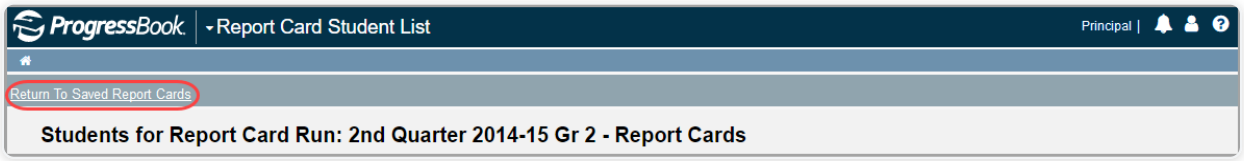
- To view an individual student's report card, in the Student Name column, click the name of the student whose report card you want to view.

- To view all report cards in the run, in the Actions area, click **Download Original Report Card**



Depending on your selection, your browser's settings, and whether the conversion from RTF to PDF has taken place, the RTF or PDF version of the report card(s) may display in a new tab, or a window may display asking if you want to open or save the file.

4. Open or save the file, and then review the report card(s) to verify accuracy and to identify required changes.
5. (Optional) If changes are required, click Return to Saved Report Cards to either rerun or delete the report cards.

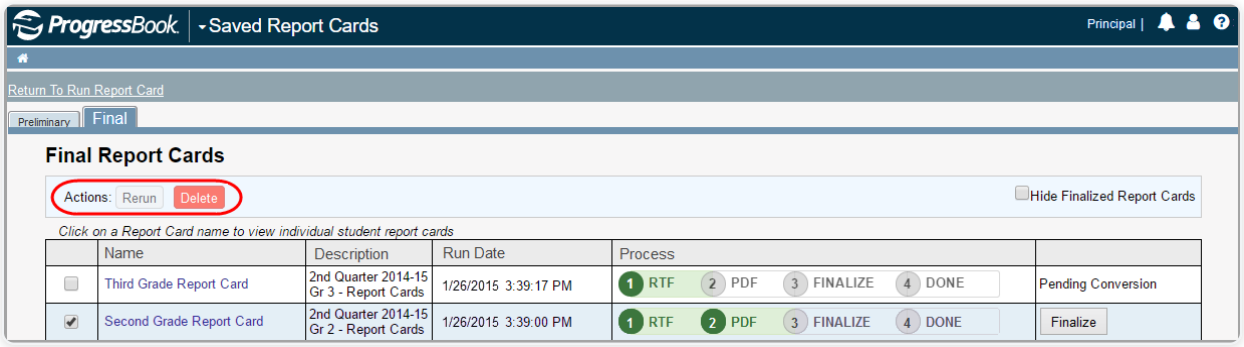


- If only minor changes are necessary, ensure that the changes are made, select the checkbox in the row of the appropriate report card, and then click **Rerun**.

Note: Do not make changes to the RTF file because they will not be included in the rerun. The system manager should make formatting

changes to the template in Report Card Builder, or, if marks are incorrect, teachers should correct marks on the Report Card Entry screen for the appropriate student(s).

- If significant changes are necessary and/or you want to generate the report cards again at a later time, select the checkbox in the row of the appropriate report card, and then click **Delete**.



6. (Optional) If you determine that the report cards are accurate and formatted the way you want them, you can proceed to finalize them (see "**Finalize Report Cards (https://ohsis-help.frontlineeducation.com/hc/en-us/articles/4406581900947)**").