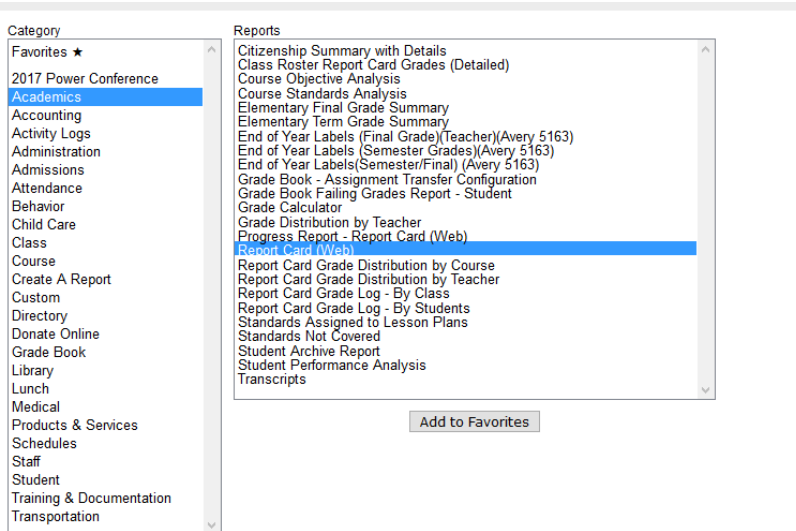


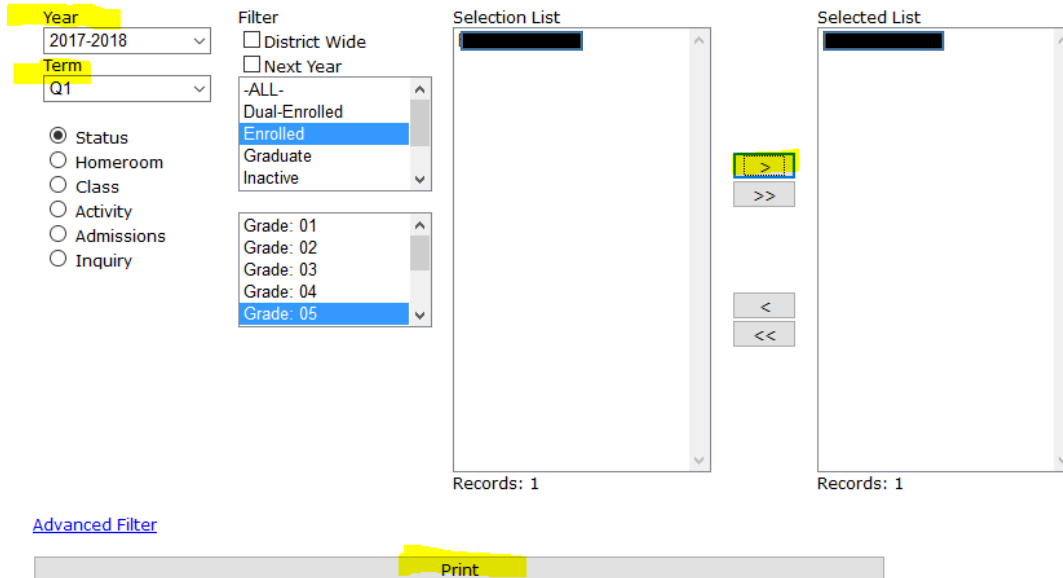
How to Archive Report Cards

- Archive report cards at the end of every quarter.
- Archive report cards for a student right before they withdraw from school.

1. Log on to RenWeb
2. Main Menu-Report Card Manager
3. Select Academics
4. Report Card(Web)



5. Make sure year and quarter are correct.
6. Select a student or group of students
 - a. If archiving at the end of the quarter the school can archive grade 1 & 2 together, Grades 3-8 together and Kindergarten separate.
7. Arrow over student
8. Print



[Advanced Filter](#)

9. Select the Archive Report Card option

Print

Email

Archive

Print Report Cards



Email Report Cards



Archive Report Cards



10. Choose a template: Options are:

- a. NAD/1-2SDA_Current.cfm
- b. NAD/3-8SDA_Current.cfm
- c. NAD/K-SDA_Current.cfm

11. Select Create Archive

12. Select Done.