



## Accessing a Print Version of Your Student's Report Card

New for 2017-2018 is the ability for you to view and download a print version of your student's year-end Elementary Report Card through the PowerSchool Public (Parent/Student) Portal. This Portable Document Format (PDF) version of the report card is in the same format as the printed copy of the report card that is available from the school by request. It displays the same information that is available online through the PowerSchool Public Portal.

## Accessing the webEDGE Document Portfolio

1. Log in to your PowerSchool Parent Portal account\* (<https://sis.k12albemarle.org>)
2. Click on either
  - a. The **Document Portfolio** link found in the left-hand navigation



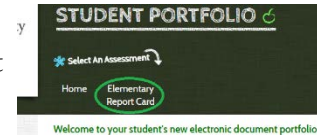
- b. The **webEDGE** link in the application drawer found in the upper-right corner



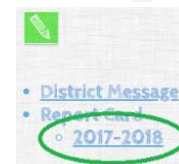
3. The webEdge Document Portfolio will open in a new browser window

## Viewing the Report Card

1. Click on the **Elementary Report Card** tab under **\*Select An Assessment**



2. Click on the **2017-2018** link that appears in the left hand menu



3. The report card will either be displayed in your web browser or will open in your default PDF reader application depending on your web browser settings.\*\*

## Printing or Saving the Report Card

You can use your PDF reader's print and save features to either print or save a copy of the report card for archival purposes or for later viewing. Currently only your student's most recent report card is available through the document portfolio, so please save the PDF to your computer if you wish to keep a copy of the report card for your records.

*\* If you do not have a PowerSchool Parent Portal account please contact your student's school for the account setup information.*

*\*\* The webEDGE Document Portfolio requires that your browser be able to open Portable Document Format (PDF) files. Follow the links at the bottom of the document portfolio page to download the free Adobe Acrobat Reader if you do not have a PDF reader application installed.*