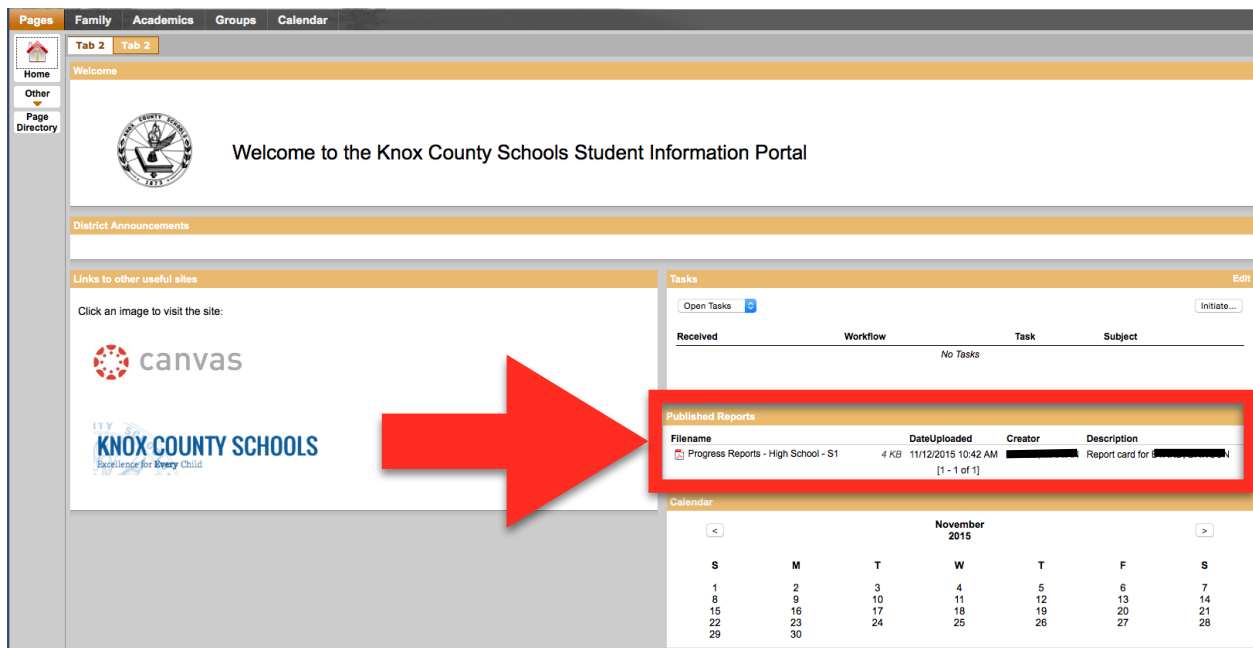


Viewing Student Report Cards and Progress Reports for Parents and Students


Log in to your Family Portal account or Student account. Locate the **Published Reports** widget on the page.

Things to know:

1. Reports will only be available for a limited time.
2. An email is generated to portal account holders to notify that a new report has been added. There is no link on the email. You must navigate to the Family Portal.
3. Downloads are handled differently on every computer. Be sure that you know where the downloaded files are located on your computer.

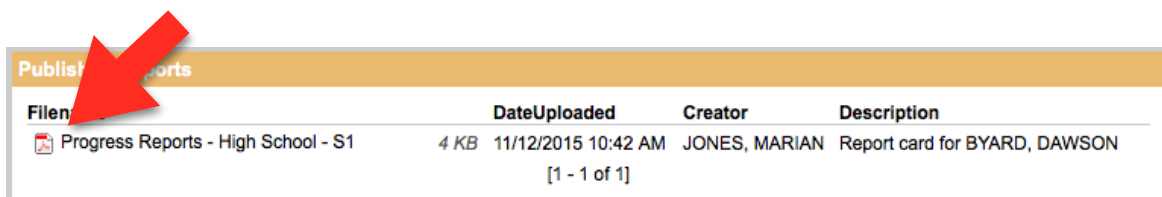


The screenshot shows the Knox County Schools Student Information Portal. The main content area is titled "Welcome to the Knox County Schools Student Information Portal". Below this, there are sections for "District Announcements", "Links to other useful sites" (including Canvas and Knox County Schools), and "Tasks". The "Published Reports" widget is highlighted with a red box, and a red arrow points to it from the left. The widget displays a table with the following data:


Filename	DateUploaded	Creator	Description
 Progress Reports - High School - S1	4 KB 11/12/2015 10:42 AM	[REDACTED]	Report card for [REDACTED]

Below the table, there is a calendar for November 2015.

Click on the file to download it to your computer.



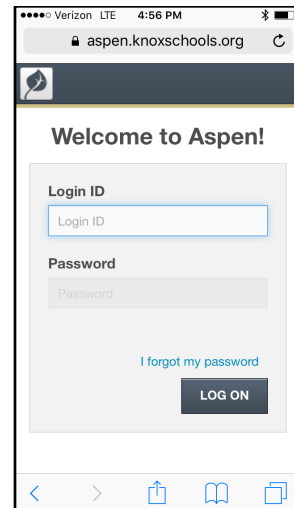
This is a close-up of the "Published Reports" widget. A red arrow points to the file name "Progress Reports - High School - S1". The table below shows the following data:

Filename	DateUploaded	Creator	Description
 Progress Reports - High School - S1	4 KB 11/12/2015 10:42 AM	JONES, MARIAN	Report card for BYARD, DAWSON

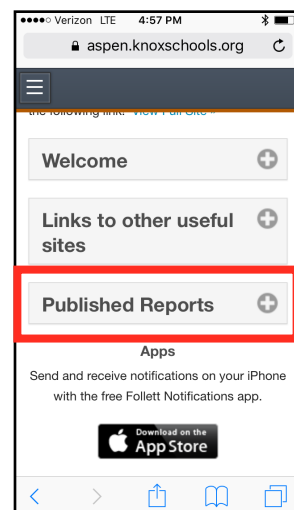
Below the table, there is a link "[1 - 1 of 1]".

Viewing Student Report Cards and Progress Reports for Parents and Students: **Mobile View**

Log in to your Family Portal account
or Student account.



Scroll down to find the **Published Reports**. Click on the plus sign on the right to see available reports.



Click on the report that you want to view. It will open as a PDF.

