How do I publish Report Cards to My BackPack?

In Your Reports select the report cad to be published:
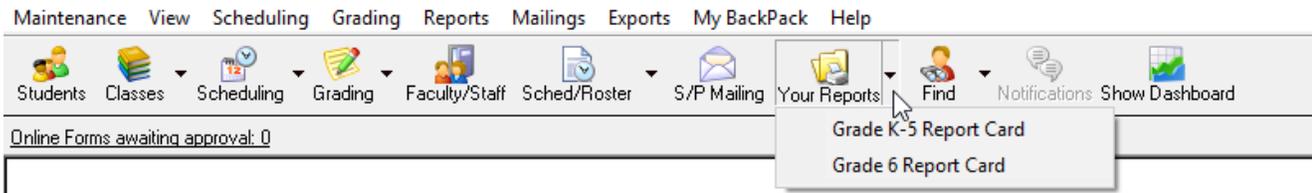
1. Select The Marking Period.

2. Select the Students.

3. Click Archive.
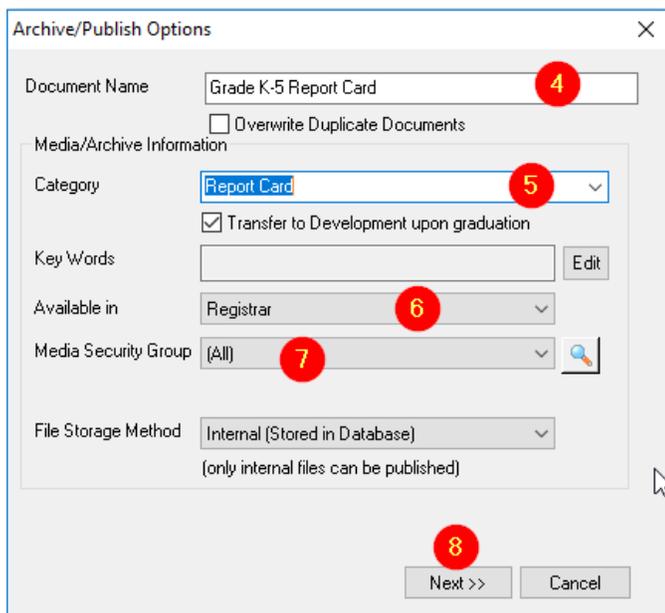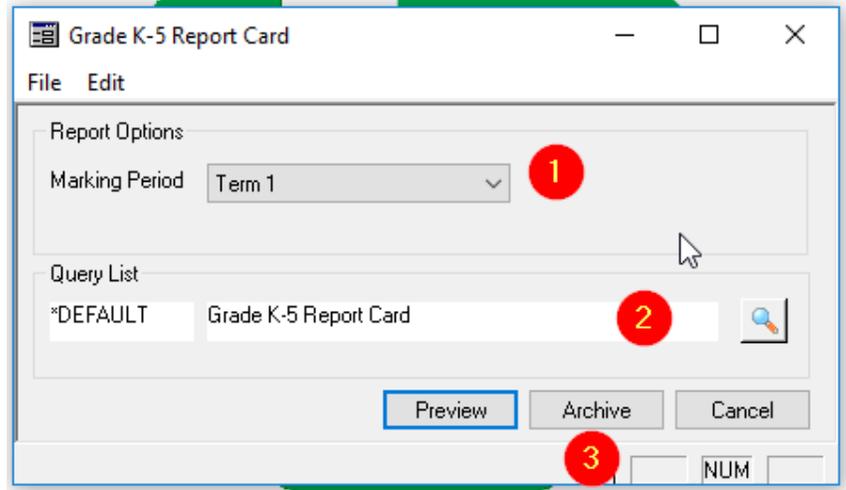
4. Give the Document A name.

5. Select a category

6. Which module the Document will be available in.

7. Who can see the Document.

8. Next.

communitybrands

9. Select Document name.

10. When to Publish.

11. Group Folder to display in.

12. Who can view the Document

13. Next.

Archive/Publish Options

Document Name: Grade K-5 Report Card ⑨

☐ Overwrite Duplicate Documents

☑ Publish Document

Publishing Options

Publish beginning on: 04-03-2020 [📅] at 8:48 AM ⑩

Display Group Folder: [▾] ⑪
The document displays in this folder.

☑ Restrict viewing to only those with Academic Access
☐ Restrict viewing to only those with Billing Access ⑫
☑ Visible only to Web Users
(Leaving unchecked allows web users created later to immediately view)

⑬

<< Prev | Next >> | Cancel

Archive/Publish Options

Setting	Value
Document Name	**Grade K-5 Report Card**
Overwrite Duplicates	**No**
Category	**Report Card**
Transfer	**Yes**
Key Words	
Available in	**Registrar**
Media Security Group	**(All)**
File Storage	**Internal (Stored in Database)**
Publish Document	**Yes**
Publish Start Date	**Friday, April 3, 2020 8:48 AM**
Display Group Folder	
Academic Access Only	**Yes**
Billing Access Only	**No**
Visible Only To Web Users	**Yes**

<< Prev | Finish | Cancel

This window will display your settings click Finish to confirm:

Report Cards will now display in My BackPack.