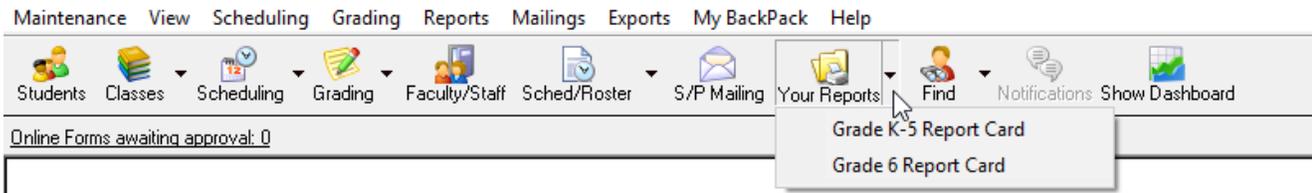
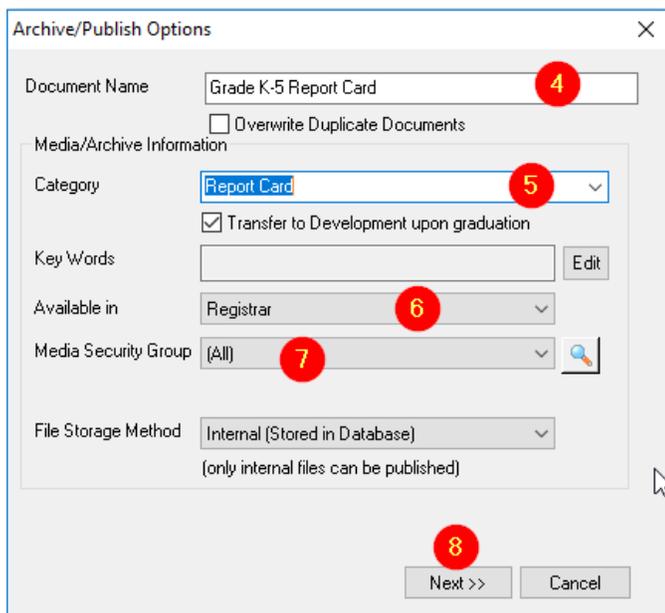
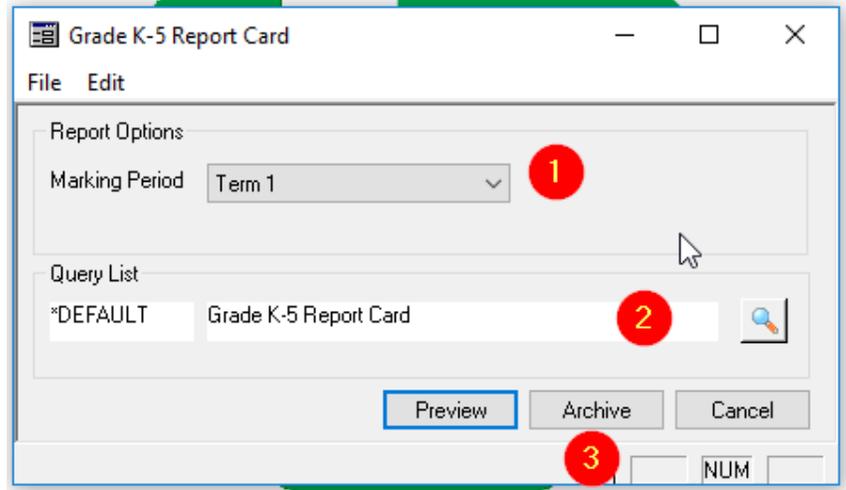


How do I publish Report Cards to My Backpack?

In Your Reports select the report card 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.

9. Select Document name.
10. When to Publish.
11. Group Folder to display in.
12. Who can view the Document
13. Next.

The screenshot shows the 'Archive/Publish Options' dialog box. It contains the following elements:

- Document Name:** A text box containing 'Grade K-5 Report Card' (Step 9).
- Overwrite Duplicate Documents:** An unchecked checkbox.
- Publish Document:** A checked checkbox.
- Publishing Options:** A sub-section containing:
 - Publish beginning on:** A date picker set to '04-03-2020' and a time field set to '8:48 AM' (Step 10).
 - Display Group Folder:** A dropdown menu (Step 11).
 - Restrict viewing to only those with Academic Access:** A checked checkbox (Step 12).
 - Restrict viewing to only those with Billing Access:** An unchecked checkbox (Step 12).
 - Visible only to Web Users:** A checked checkbox with the note '(Leaving unchecked allows web users created later to immediately view)' (Step 12).
- Navigation:** Buttons for '<< Prev', 'Next >>', and 'Cancel' (Step 13).

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

At the bottom of the dialog box, there are three buttons: '<< Prev', 'Finish', and 'Cancel'. The '<< Prev' button is highlighted with a blue border.

This window will display your settings click Finish to confirm:

Report Cards will now display in My BackPack.