Final Report Card

When downloading any of the report card PDFs, the card will probably open up directly within your browser window. When it does this, you will not be able to save any changes that you make, so make sure that you do not fill out the form until you have done the following steps.

1. When the PDF opens, you will see these icons in the upper right-hand corner of the screen: ↻ ↓ 🖶 Click on the middle button to download.
2. The "Save As" window should now pop up. Choose the folder that you want to save it to – preferably a new folder as you'll need the organization as you will probably be working with multiple copies eventually, one for each student.
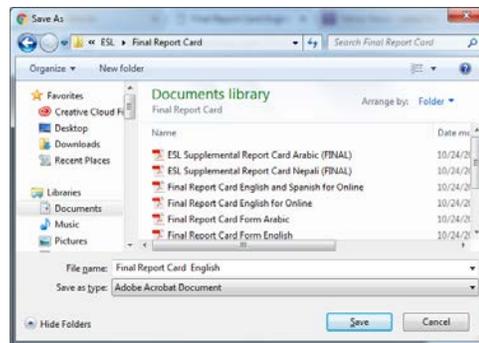
3. Next, go to the folder where you saved it through your Documents or Computer and open it from there.

   Do not try to open it from within Chrome (from the download status at the bottom of the window) since it will only open it up in Chrome when you do this.
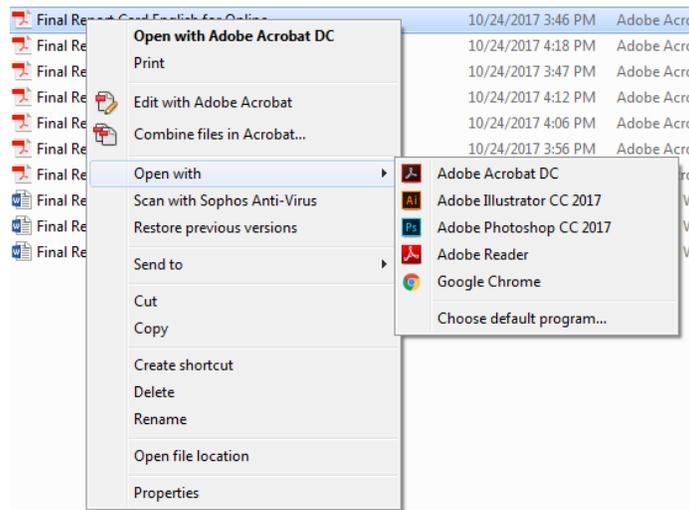
   It should open up in Adobe Reader. If it doesn't, right click on the file and choose "Open with → Adobe Reader."

4. After you start typing into the form, you will be able to save it. A "Save As" window will ask you for a name of the file. We suggest you give it a name of the student that you had just entered to make organization easier. All information that has been typed will be saved so that you can go back in later to add more information.