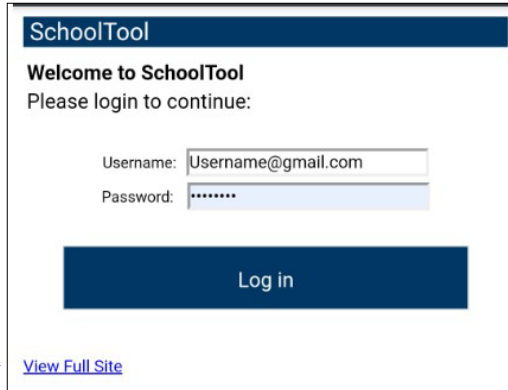


## Printing/Viewing Report Card using a Web Browser

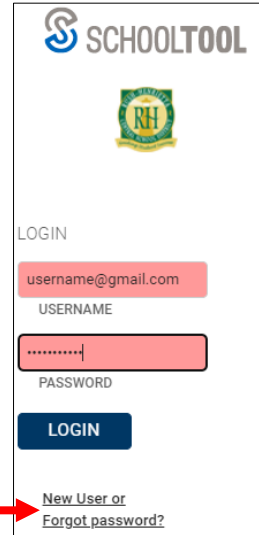
Parents/Guardians can log into **SchoolTool** and access final grades, and print a report card. You will need a SchoolTool account. If you don't have an account, contact the student's school.

**Log in to the SchoolTool site from your web browser** (Internet Explorer, Google Chrome, Mozilla Firefox, and Apple Safari).

Using the following URL: <https://schooltool.rhnet.org/schooltool/>



Click on View Full Site →



**User Name:** This is your email address

**Password:** The password email from SchoolTool

**Forgot Password:** Click on the link and enter your email address to have a password reset emailed to you

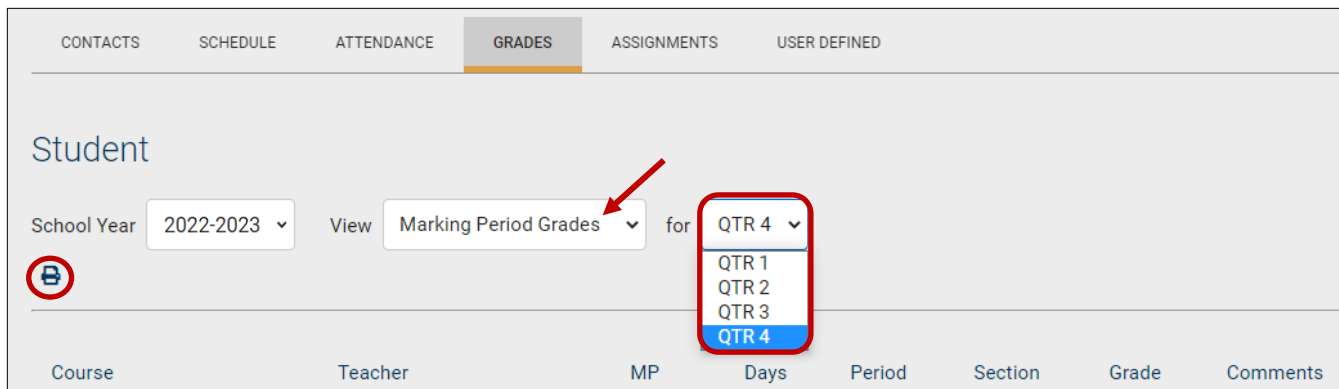
**Note:** Passwords can be changed after you login. Select: Home > My Home > Account

To access the student record, click the View Student Record  button, or click on the student's photo or name.

### Select the Grades Tab

The Grades tab shows grades in each class, depending on the View and grading interval selected.

- You can print a final report card by selecting **Marking Period Grades** for **QTR1, QTR2, QTR3, & QTR4** and clicking on the printer  icon.



**Views: Marking Period Grades:** This option will display report card information for the interval selected.

**Note:** The Grade column will display 'None' until grades have been published. The printer will display when the grades have been published.