

How to Access your Middle School Student's Grades in Powerschool

This Middle School Report Card is designed to be used throughout the year. It will reflect live grades and comments as they are inputted by your student's teachers, all in one place. *Below are the instructions for parents to access this report card.*

Viewing a Student's Grades

- Log into <https://powerschool.rdcrcs.ca/public> using your Parent Portal Account.
- For parents with more than one student in our division, note that you must select the appropriate student from the taskbar at the top left.
- Once you've logged into Powerschool you will be able to see your student's grades per term.
- If you wish to print a copy of your child's full year achievement per subject, you can follow the directions listed below. Please be aware that following the instructions below will provide you with a printed copy of your child's progress on all assessment items throughout the year.

Printing a copy of your child's full year achievement

- In the left navigation bar, you will see a button called "Middle School Report Card".
- This will take you to the report card with live grades.
- Select Powerschool's integrated Print button. **Do not use CTRL+P or the print option from your browser.**



- This will open the print dialogue screen where you can print using your browser's print function, or you can select the "Save as PDF" option under the Printer selection dropdown.
- **Save as PDF** will allow you to download a digital copy of the printer friendly version, either to store digitally, or to print using your PDF reader of choice, rather than your browser.
- Select whichever option suits your needs, hit print, and you're done!