

Canyons School District
Education Technology Department
9361 S. 300 E.
Sandy, Utah 84070
Help Desk: 801-826-5544

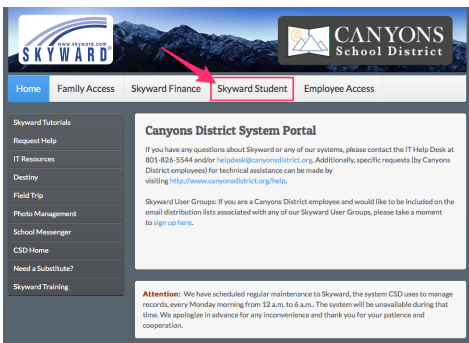
How to Print Progress Reports from Skyward

Computer View

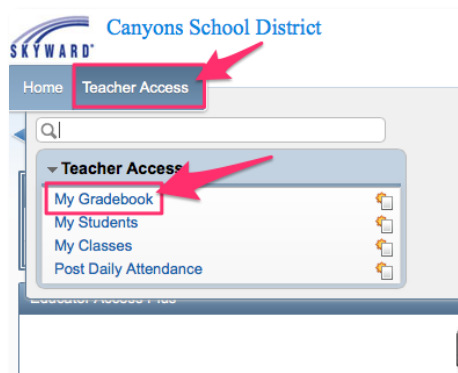
Instructions



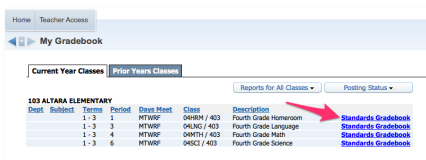
Go to www.canyonsdistrict.org
Select the **Skyward** icon



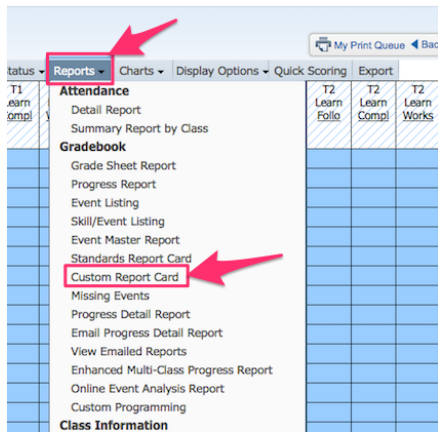
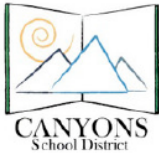
Select the **Skyward Student** tab
Login with your email username and password
username = first.lastname
password = email password



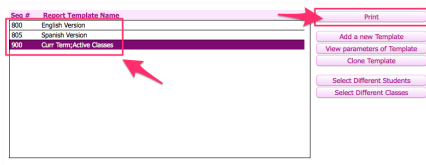
Select the **Teacher Access** tab
Choose **My Gradebook**



Select **Standards Gradebook** next to any of the gradebooks



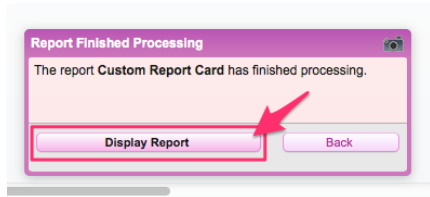
Select **Reports**
Then choose **Custom Report Card**



Select the report card template you would like to print

** The Spanish version will print the report card in Spanish **

Click **Print**



After the print queue has finished running, click **Display Report**

You can now save, print or download the progress reports that have been generated