Sapphire

HOW TO VIEW A REPORT CARD

1. Log into your portal account. For directions on creating an account, go to www.casdonline.org/portal.
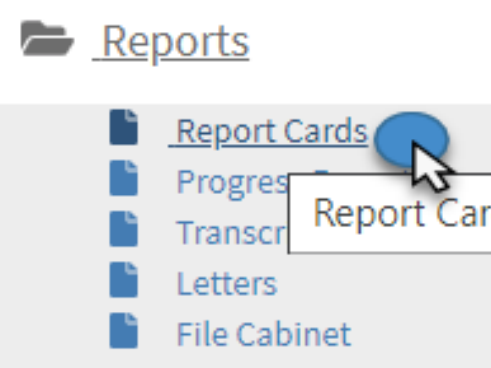2. There are two ways to access the report card shown below.

First method:

1. On the main page when you login, you will see Recent School Postings. It will show the Report Card posted in this area. For marking period 1, it will say "Report Card- MP1"
2. Simply click on the report card link to download.

✎ Recent School Postings ✔	
Item	**Posted**
COPPA_20221102130130.pdf	November, 02 2022 13:01:35
Report Card - MP1	November, 02 2022 10:23:45

Second Method:

1. On the menu to the left, you will see Reports as the last menu item. Click on Reports.
2. Next, click on Report Cards.

3. The latest report card will show at the top of the page. Note they are categorized by year. Simply click on the report card to download it.

🗔 Report Cards		
Name	**School**	**Date Posted**
2022-2023		
📄 Report Card - MP1	Scotland Elementary School	11/02/2022
2021-2022		
📄 Report Card - MP4	Scotland Elementary School	05/27/2022
📄 Report Card - MP3	Scotland Elementary School	03/30/2022
📄 Report Card - MP2	Scotland Elementary School	01/20/2022
📄 Report Card - MP1	Scotland Elementary School	05/27/2022