Teachers-How to access student report cards
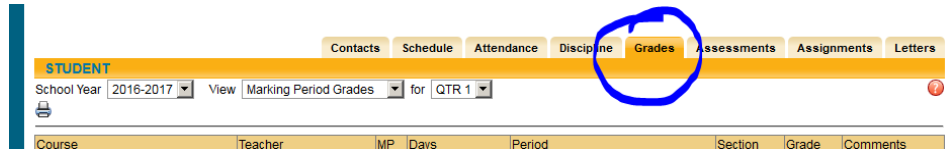
1. Go to the Pembroke SchoolTool page https://schooltool.pembrokecd.org/SchoolToolWeb/ and log in.

2. Search for the student in the search bar at the top of the page.
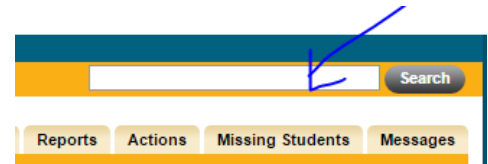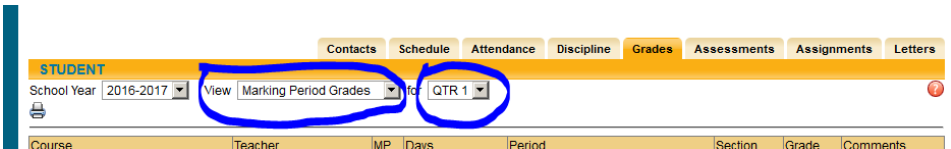
3. Click the little **BLUE ARROW** next to student's name to view their information.
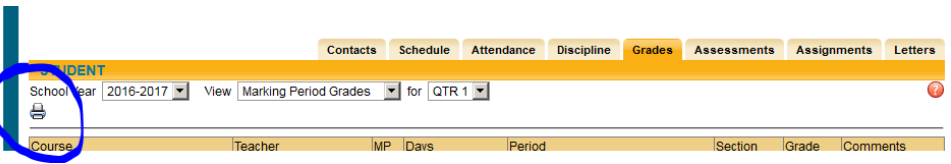
4. Select the **GRADES TAB** which will show you the current grades.

5. Under **VIEW** select **Marking Period Grades** and be sure **QTR 1** is selected.

6. Click the **Printer Icon**. The actual report card that you are used to will pop up in a new window.

7. Depending on how the browser is set up on your computer you may have to allow popups.

8. In the new window you have the option to **Print** the report card (blue circle) or **Export** it (red circle) to save it on your computer.