**Cooperative Summer School**

**Batch Report Card Printing**

**Step 1: Login**

School Tool login information:

* **Enter your Username** – home district email address
* **Enter your Password** – Emailed to you from SchoolTool (can be changed once you are logged in)





**Step 2: Counseling Module**

* Select the Counseling module in the left menu
* Under the Counseling module heading, select “Reports”
* In the Reports Listing, find Report Cards and click **>**
* In “Add Search Criteria” select “Home District. Then select your district/building from the Home District dropdown menu
* Click “SEARCH” button at bottom
* Export and print schedules