

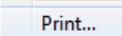
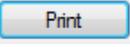
# Printing in HAC

Some parents have inquired about how best to print data from HAC. Generally, HAC is not well-designed for printing since the assignments and grade data change in real-time whenever any teacher adds assignments or scores. However, there are still ways to print out information in HAC. Detailed instructions are found below for five topics. These topics only apply to students in grades 1 – 12, since K and PK students do not receive interim reports, subject grades, or assignment scores.

1. I want to print my child's interim report.
2. I want to print my child's report card.
3. I want to print a list of my child's current marking period grades without assignment data.
4. I want to print a list of all marking period assignments and scores for every class my child takes.
5. I want to print a list of all current marking period assignments and scores for one class my child takes.

*Note: These instructions are for users viewing HAC through Internet Explorer (IE) only. Other web browsers may require add-ins or setting changes to print correctly from HAC.*

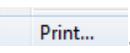
## 1. I want to print my child's interim report.

Login to HAC and click on . Make sure you are on the  tab and select the desired interim date from the drop-down menu. Left-click inside the interim data, then right-click and select . Click on the  tab of the print dialogue box and make sure that  Only the selected frame is selected. Then click  again.

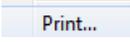
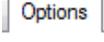
## 2. I want to print my child's report card.

Login to HAC and click on . Click on the  tab and select the desired marking period from the drop-down menu. Then click the  button on the right. This will open a PDF version of the report card that can be printed by right-clicking and selecting , then clicking  again. Although most of the report card data will be available for elementary students in this version, the format is not the same as the elementary report cards that are sent home with students. If you need an additional hard copy of your child's elementary report card, please contact the main office of your child's school.

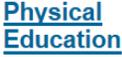
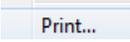
## 3. I want to print a list of my child's current marking period grades without assignment data.

Login to HAC and click on . Select the report card run using the drop-down menu on the left, then . Be sure to click  on the right to eliminate the assignment details. Left-click inside the data, then right-click and select . Click on the  tab of the print dialogue box and make sure that  Only the selected frame is selected. Then click  again.

**4. I want to print a list of all marking period assignments and scores for every class my child takes.**

Login to HAC and click on  **Classes**. Select the report card run using the drop-down menu on the left, then . Be sure to click  on the right to see the category summary for each class. Left-click inside the assignment data, then right-click and select . Click on the  tab of the print dialogue box and make sure that  **Only the selected frame** is selected. Then click  again.

**5. I want to print a list of all current marking period assignments and scores for one class my child takes.**

Login to HAC. From the home page, click on the numeric score for the class whose assignments you want to print. For example, the 84.62 for Physical Education shown here:  . When the pop-up window appears with the assignment data, right-click and select . Then click  again.