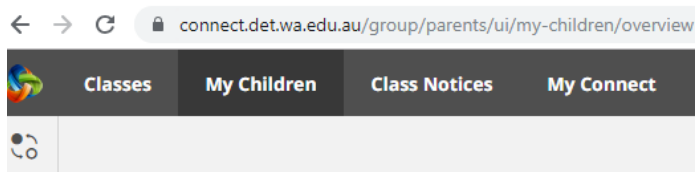


# Parent Access to Student Reports in Connect

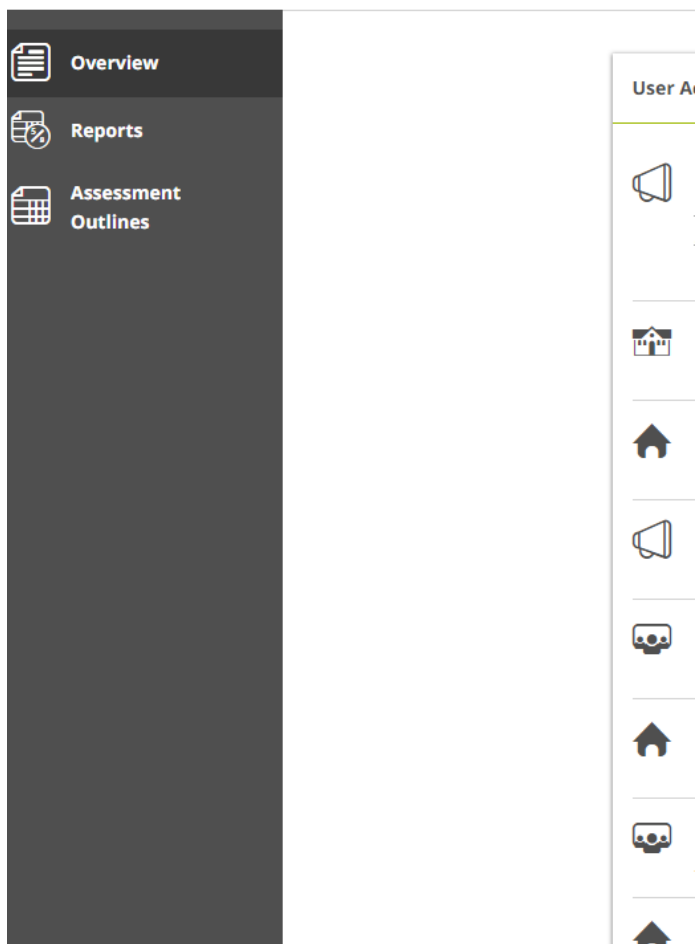
Ask the parent to access their report via Connect before offering to generate and email.

Parent must use their parental login to their Connect account.

Once logged in the parent will see these headings:



Click on **My Children** at the top



Then: click on **Reports** to the Left Hand Side

The screenshot shows the 'Reports' section of a web application for the year 2020. The left sidebar contains a menu with 'Overview', 'Reports' (selected), and 'Assessment Outlines'. The main content area is titled '2020' and 'Reports'. It displays two semesters: 'Semester 1' with a report titled 'Ocean Reef SHS - Progress Feedback for Term 1' (with a PDF icon), and 'Semester 2' with the message 'No Reports available.' (with a document icon). On the right, a vertical list of years shows '2020', '2019', and '2018', with '2020' being the active selection.

Go to the right Hand Side of the screen where the available years are displayed.

Click on the **year** (ie, 2019, 2020) you wish to access the report from.

The screenshot shows the 'Reports' section of a web application for the year 2019. The left sidebar is the same as in the previous image. The main content area is titled '2019' and 'Reports'. It displays two semesters: 'Semester 1' with two reports, 'Ocean Reef SHS - Progress Feedback' and 'Ocean Reef SHS - Secondary' (both with PDF icons), and 'Semester 2' with three reports, 'Ocean Reef SHS - Secondary', 'Ocean Reef SHS - Senior School Course Certificate', and 'Ocean Reef SHS - Senior School Semester Report' (all with PDF icons). On the right, a vertical list of years shows '2020', '2019' (selected), and '2018'.

Available reports are listed by semester.

Click on the report required.