



Viewing Report Cards from a Previous Year

Report cards from last school year are viewable through a web browser at spsd.edsby.com from a computer or tablet.



How-To View Previous Report Cards

- 1) Click *Classes* below a student name
- 2) Click *2021-2022*
- 3) Press *ESC* or click the blue x
- 4) Reload the webpage
- 5) Scroll down to view report cards

The screenshots show the following steps:

- 1**: A browser window showing a student profile for 'Judith French'. The 'Classes' link is highlighted with a red box.
- 2**: A dropdown menu for 'Classes' is open, and the '2021-2022' option is highlighted with a red box.
- 3**: The '2021-2022' option is selected. A blue 'x' icon in a red box is shown next to the dropdown, and a black tooltip says 'Press ESC to close.'.
- 4**: The browser's address bar shows 'Edsby: Home'. The refresh button (circular arrow) is highlighted with a red box.
- 5**: A blue button labeled 'View Report Cards' is shown.