**X2 ASPEN     
  
Report Card Assistance**

**Sample Report Cards**  
 Kindergarden- [Page 1](file:///Y:\2010-2011\How%20To's\X2\kinder1.jpg), [Page 2](file:///Y:\2010-2011\How%20To's\X2\kinder2.jpg), [Page 3](file:///Y:\2010-2011\How%20To's\X2\kinder3.jpg)  
 Grade 1          - [Page 1](file:///Y:\2010-2011\How%20To's\X2\Grade1.1.jpg), [Page 2](file:///Y:\2010-2011\How%20To's\X2\Grade1.2.jpg)  
 Grade 2          - [Page 1](file:///Y:\2010-2011\How%20To's\X2\Grade2.1.jpg), [Page 2](file:///Y:\2010-2011\How%20To's\X2\Grade2.2.jpg)  
 Grade 3          - [Sample](file:///Y:\2010-2011\How%20To's\X2\grade3.pdf)  
 Grade 4          - [Sample](file:///Y:\2010-2011\How%20To's\X2\grade4.pdf)  
 Grade 5          - [Sample](file:///Y:\2010-2011\How%20To's\X2\grade5.pdf)

**Report Cards - X2 website** [**https://ma-hingham.myfollett.com**](https://ma-hingham.myfollett.com)  
  
**Report Cards - Directions**   
**X2 by Follett supports their software on Firefox.  Please be sure your version of Firefox is current.**  
X2 printing issue correction:  You will need to make the following change to solve X2's printing issue:  
    Open Firefox - click on TOOLS menu - click on OPTIONS - click on APPLICATIONS  
    Scroll down to Portable Document Format (PDF), from the drop down menu,  
    choose "USE ADOBE ACROBAT (in Firefox), then click OK  
  
[Grade K and 1 Report Card Directions](file:///Y:\2010-2011\How%20To's\X2\ElemRCK1.doc)  
[Grade 2 Report Card Directions](file:///Y:\2010-2011\How%20To's\X2\ElemRCgr2.doc)  
[Grades 3 and 4 Report Card Directions](file:///Y:\2010-2011\How%20To's\X2\ELEMRCgr3_4.doc)  
[Grade 5 Report Card Directions](file:///Y:\2010-2011\How%20To's\X2\ELEMRCgr5.doc)  
[Printing Directions K and 1](file:///Y:\2010-2011\How%20To's\X2\ElemRCprntK1.doc)  
[Printing Directions 2 through 5](file:///Y:\2010-2011\How%20To's\X2\ELEMRCprnt2-5.doc)  
These directions were written by Tricia Muldoon.  
  
Question:   What are the two most important control characters?     
Answer:     Control L=this lists all the grade options  
                  Control D=this  "fills down" an entire column   
   
 **Print History:  How to print previous years' report cards:**  
 1.  From X2, choose the Student top tab  
 2.  select the check box of the student in question  
 3.  Choose the Transcript side tab  
 4.  Choose Reports top tab, then Report Cards-Standards based  
 5.  Choose the report card type (ex: if your student is currently in 2nd grade, then choose Report Cards-grade 1)  
 6.  In the report card window, choose School Year and Term.  Choose Run  
  
If you want to email a particular parent, you can email them through the X2 system: