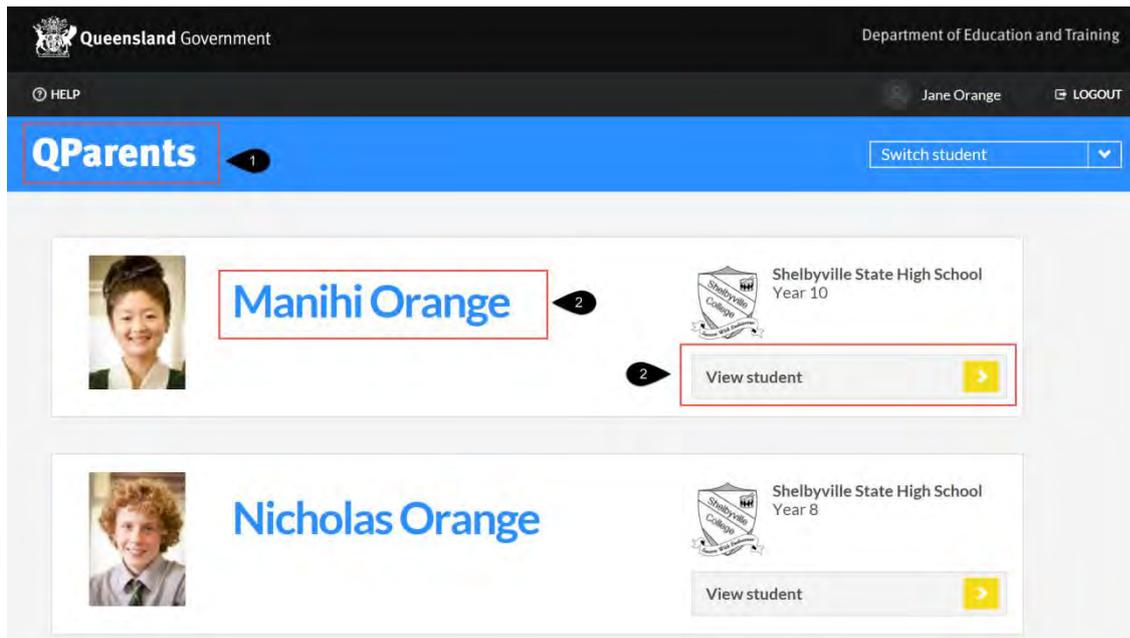# QParents
User Guide

Queensland Government

Academic reports

In QParents, you can view and print a student's current and past academic reports. To utilise this function you must be a QParents Account Owner or be a Delegated Viewer with access to the student's academic reports.

View a current academic report

Follow these steps to view a student's current academic report.

1. Log in to your QParents account. The **My Students** page will be displayed. If you are already logged in to QParents, click on the **QParents logo** to return to the My Students page.

2. On the **My Students** page, click on the **student name** or click the **View student** button

3. Under the **Reports** heading on the student dashboard, you will see one of the following:

   - a notice of the latest reporting period for that student

   - a message advising that no reporting information is available for that student

4. Click on **View reports & archive** link or the **Reports** tab to display the student's current academic report.

5. To view comments under a subject click the ⌄ icon.

6. To collapse the comment press the ⌃ icon.

View an earlier academic report

The results shown on this page are for the latest reporting period.

To view a student's academic report from an earlier reporting period:

Academic reports

The student's results shown below are for the latest report period. To view a previous report, please select from the drop down list.

To print a copy of one of the student's academic reports, select the required report and click Download report (PDF). You will then be able to open the downloaded PDF file and print the report. You can also save the file to your computer.

To access academic reports from a school you attended in the past, click the "Report Archive" button at the bottom of the screen.

| Semester Two, 2016 | ↓ | **1** | **Download report (PDF)** > |
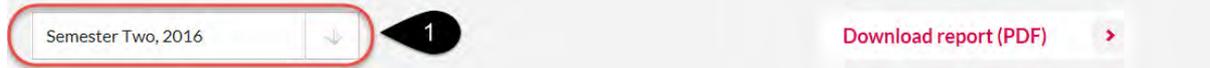
1. Click on the arrow of the drop down list to display all available reporting time periods.

2. Select the time period you require. Please note that only reports from the student's current enrolment are available in this list. For reports from past enrolments (state schools only), see **Report archive.**

The academic report displayed on the screen will now be updated.

You can see the reporting period that you are currently viewing by the time period displayed at the top of the drop down list.
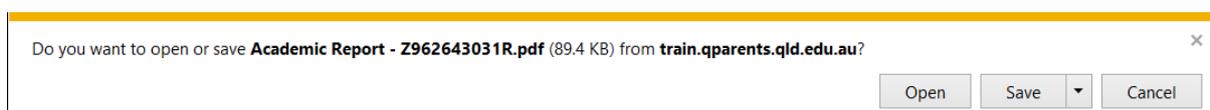
Print an academic report

In QParents, you can save or print a student's academic report.

You will need Adobe Reader installed to be able to print a student's academic report. If you do not have Adobe Reader installed refer to the **Installing Adobe Reader** section in this guide.

Academic reports

The student's results shown below are for the latest report period. To view a previous report, please select from the drop down list.

To print a copy of one of the student's academic reports, select the required report and click Download report (PDF). You will then be able to open the downloaded PDF file and print the report. You can also save the file to your computer.

To access academic reports from a school you attended in the past, click the "Report Archive" button at the bottom of the screen.

| Semester Two, 2016 | ↓ | **1** | **Download report (PDF)** > |

1. To print an academic report, click on the **Download report (PDF)** button.

If you are using a **PC with Internet Explorer version 9** or above, the message below will be displayed:

Do you want to open or save **Academic Report - Z962643031R.pdf** (89.4 KB) from **train.qparents.qld.edu.au**?   Open   Save ▾   Cancel

Select **Open** to simply open the academic report in Adobe Reader without saving it.

Select **Save** to save the academic report to a default location on your computer. If you wish to save to a particular location, select the **arrow** next to the **Save** button and select the **Save As**

option. This will allow you to select the location where you would like to save the academic report.

Once you have saved the academic report the following message will be displayed. Click on **Open** to view the academic report.

| The Academic Report - Z962643031R.pdf download has completed. | Open | ▾ | Open folder | View downloads | × |

Select **Cancel** or **click X** to cancel the download operation.

Report archive

QParents also allows you to retrieve an archive of report cards from previous years. Reports from all previous years where your child has attended a state school will be available.

To do this, follow these steps.
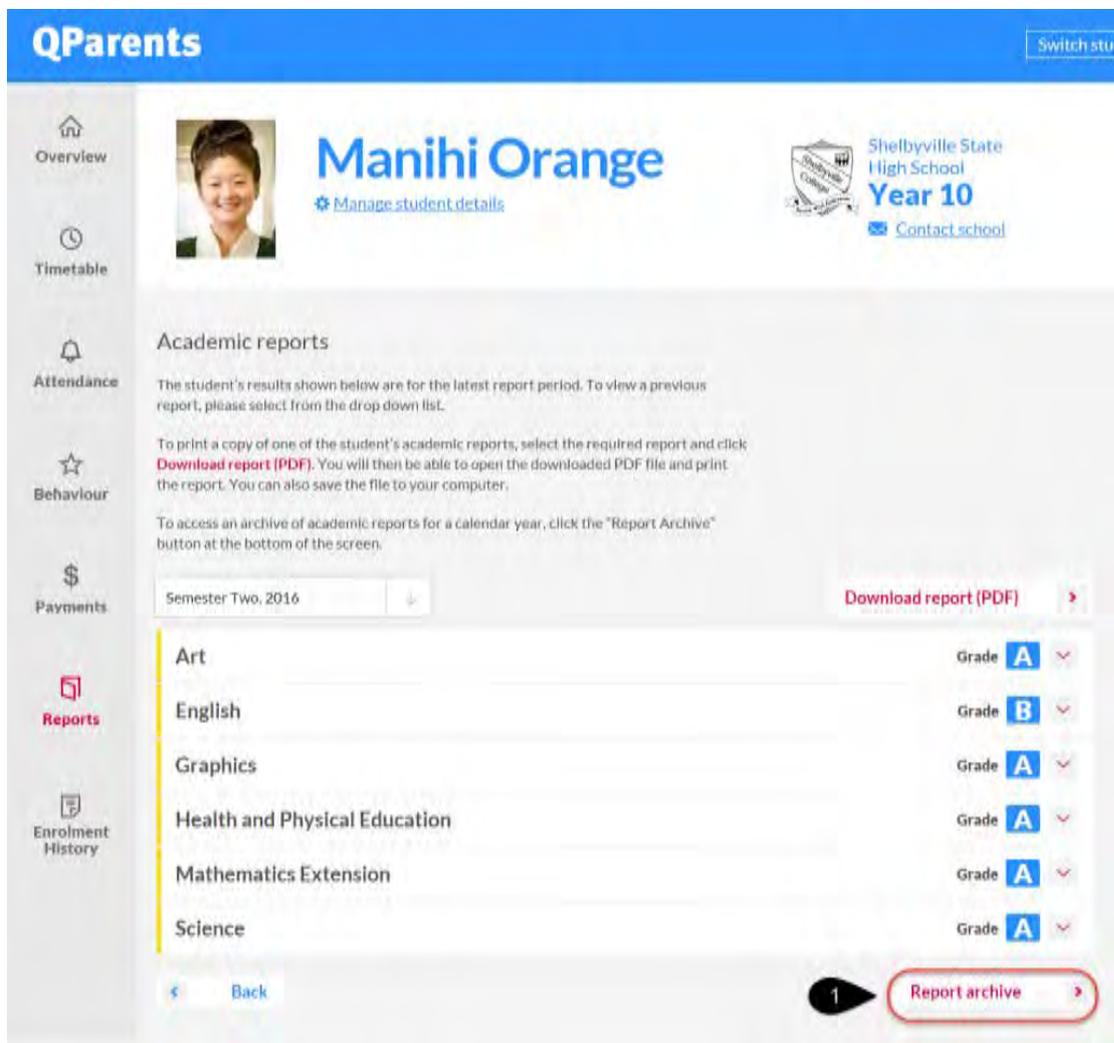
1. On the **Reports** screen, click on the **Report archive** button.

2. Select the year level for which you require an archive of report cards.

3. Click the **Email report archive** button.

An email will be sent to you with PDF versions of all academic reports for that school year.