

Online Progress Reports and Report Cards in Family Access

How to view grading reports in Family Access

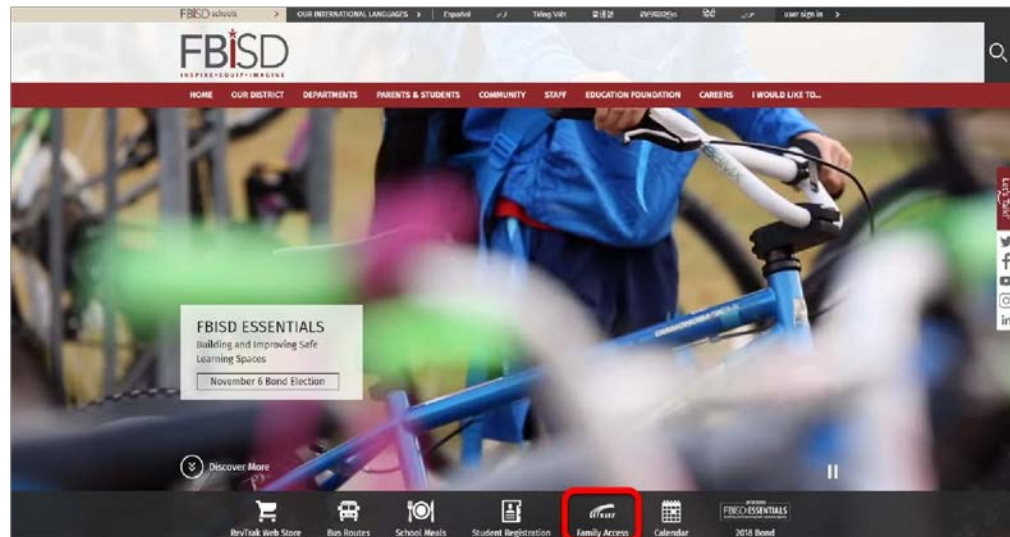
Introduction

Audience: Parent/Guardians of FBISD Students

Purpose: To view progress reports (6th grade - 12th grade) and report cards (PreKinder - 12th grade) online in Family Access. These are in pdf format and may be printed.

Step 1

Begin by going to the FBISD website, <https://www.fortbendisd.com>. Click on the Login to Family Access link.



Step 2

When the login screen opens, enter your login and password, and click on the **Sign In** button.

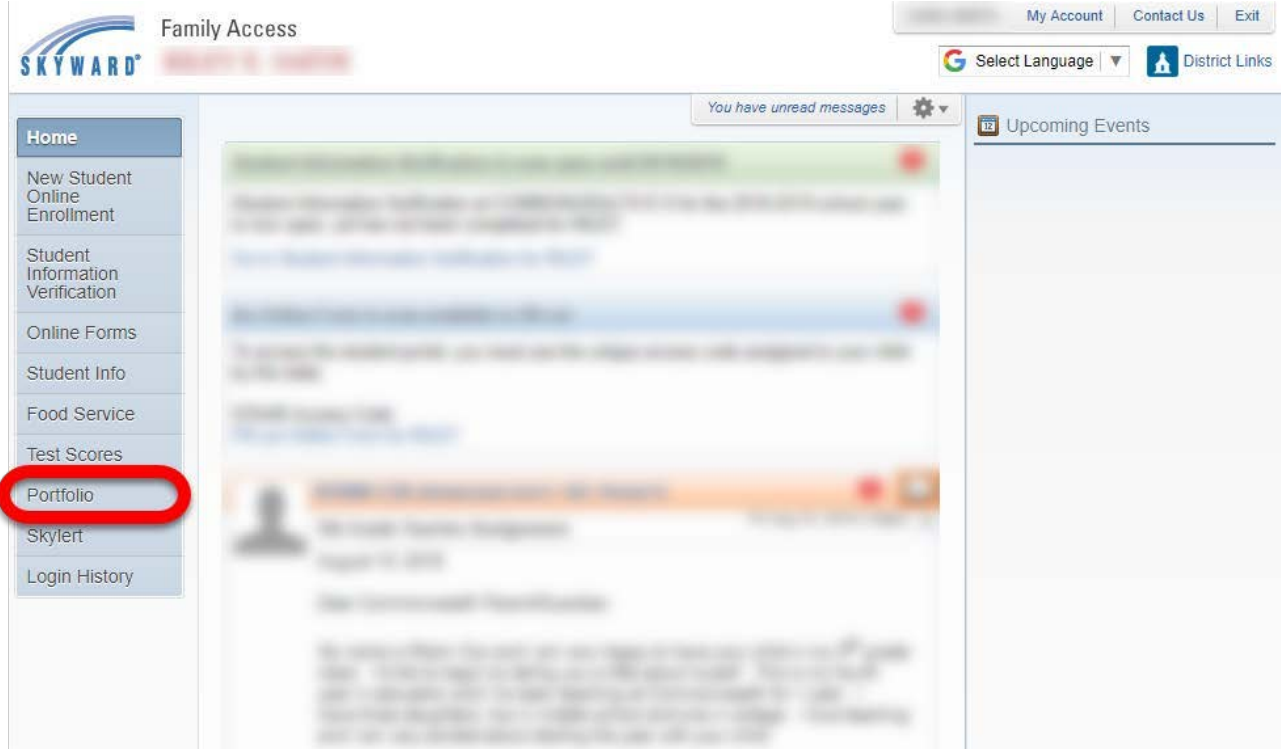


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Step 3

The Family Access home page will display. In your Family Access menu bar, click on Portfolio.



Step 4

A list of attachments will display. To view a report, click on the hyperlink with the title of the report.

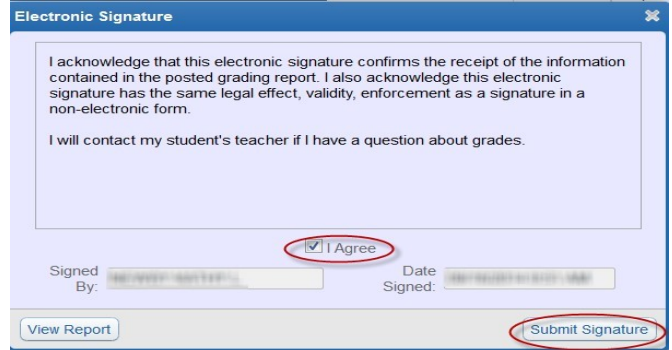


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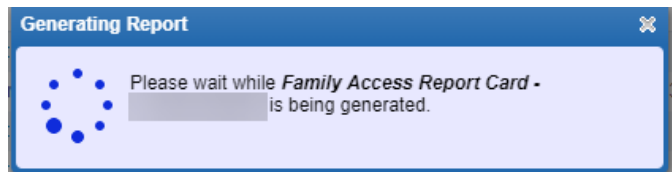
Step 5

An electronic signature is required to view grading reports. To sign the report, click on the **I Agree** box. This will populate your name and date. Click on **Submit Signature**.

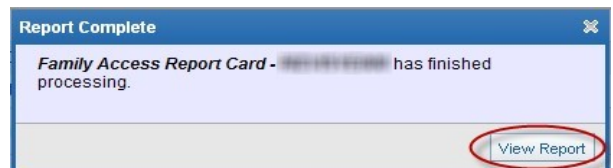


Step 6

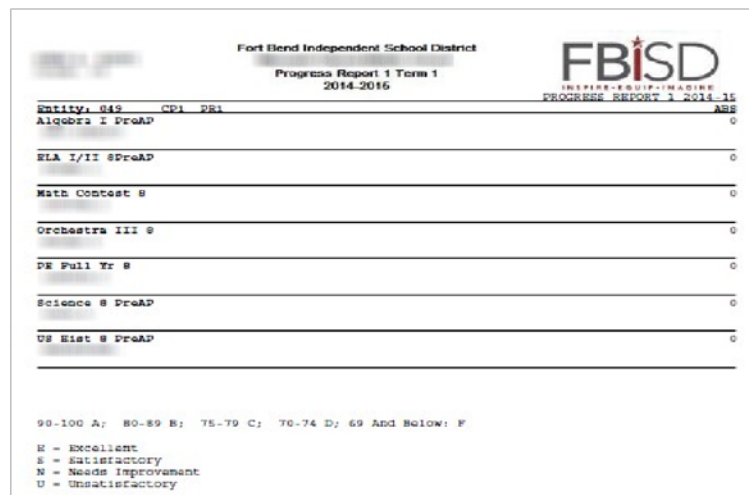
The Generating Report pop-up will display while the report is being created.



Once the report is complete, Click on the View Report.



This is an example of a portion of a Progress Report.



Subject	Score
Entity: 042 CP1 PR1	
Algebra I PreAP	0
ELA I/II SPraAP	0
Math Contest 8	0
Orchestra III 8	0
PE Pull Yr 8	0
Science 8 PreAP	0
US Hist 8 PreAP	0

90-100 A; 80-89 B; 75-79 C; 70-74 D; 69 And Below: F
E = Excellent
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

Remember: This is in PDF format and may be printed.

End Process