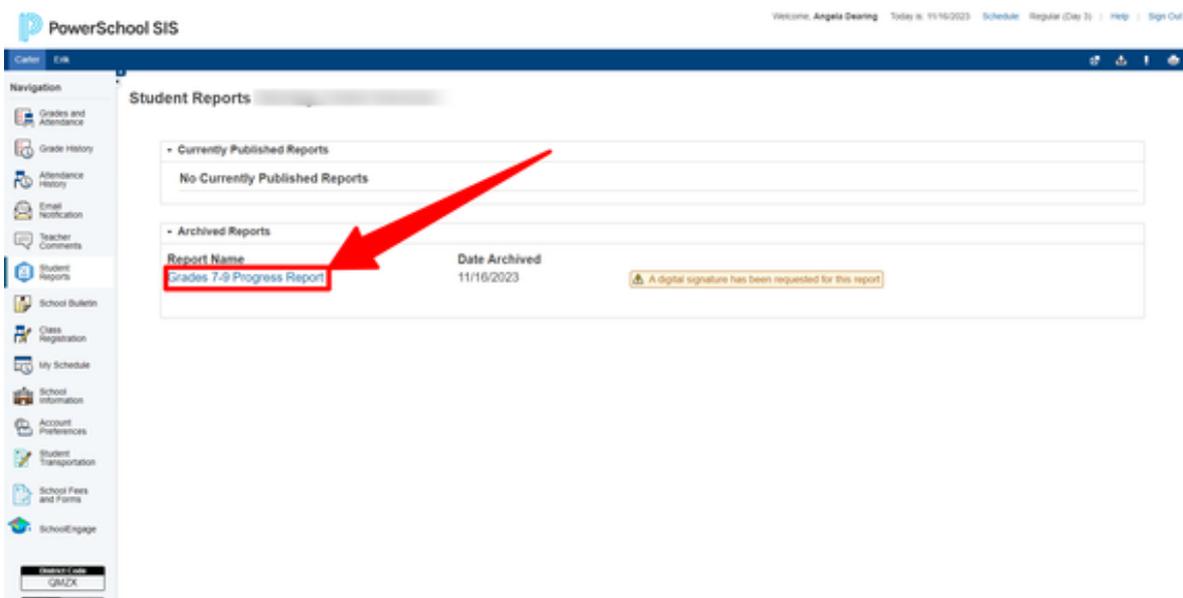


Step 3: Choose the Report

Click on the report you wish to view under “Archived Reports”



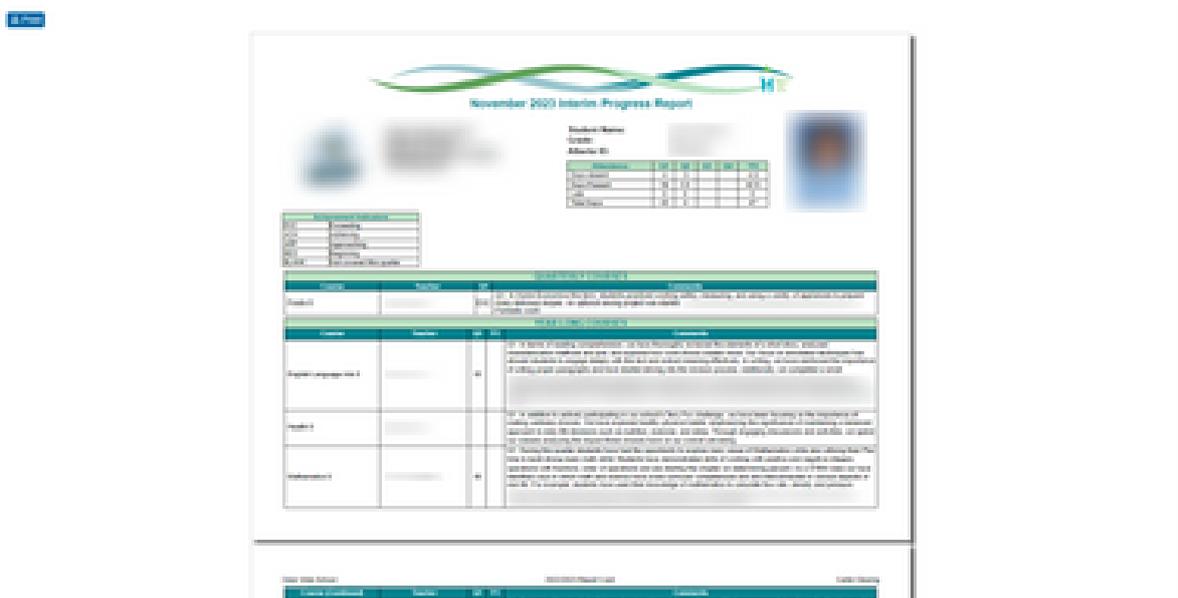
The screenshot shows the PowerSchool SIS interface. The top navigation bar includes the user name 'Angela Dearing', the date 'Today is: 11/16/2023', and the schedule 'Regular (Day 3)'. The left sidebar contains various navigation options, with 'Student Reports' highlighted. The main content area is titled 'Student Reports' and is divided into two sections: 'Currently Published Reports' and 'Archived Reports'. The 'Currently Published Reports' section is empty, displaying 'No Currently Published Reports'. The 'Archived Reports' section contains a table with the following data:

Report Name	Date Archived
Grades 7-9 Progress Report	11/16/2023

A red arrow points to the 'Grades 7-9 Progress Report' entry. A warning message at the bottom right of the table states: 'A digital signature has been requested for this report'.

Step 4: Open the Report

After clicking on the desired report, it will open in a new tab or page.



The screenshot shows a student progress report titled 'November 2023 Interim Progress Report'. The report includes a header with the school logo and name, followed by student information: Student Name, Grade, and Attendance %. Below this is a table showing student performance across various subjects. The report also includes a section for 'Comments' and a 'Signature' field. At the bottom, there is a 'Submit Digital Signature' button.

Step 5: Sign the Report

Add your digital signature to confirm that you've viewed the report. Click on the signature prompt to complete this step.

The school has requested a digital signature confirming review of the student's report. By selecting the "Submit" button you are giving Wetaskiwin Regional Schools permission to record this as your digital signature.

[Submit Digital Signature](#)