

How to Access Progress Reports (Midterms) and Report Cards in Option C

Before starting, make sure you know your login information (this was sent home at the start of the school year) – if you have forgotten or misplaced it, please call the school office at 513-533-6060.

Go to optionc.com/corporate/home and click “Login”

St. Cecilia’s School number is **8241**

Scroll to the bottom and put in your login information and click “Login”

Below is what your homepage should look like. In the upper left-hand corner, click “Student” and then “Report Cards”

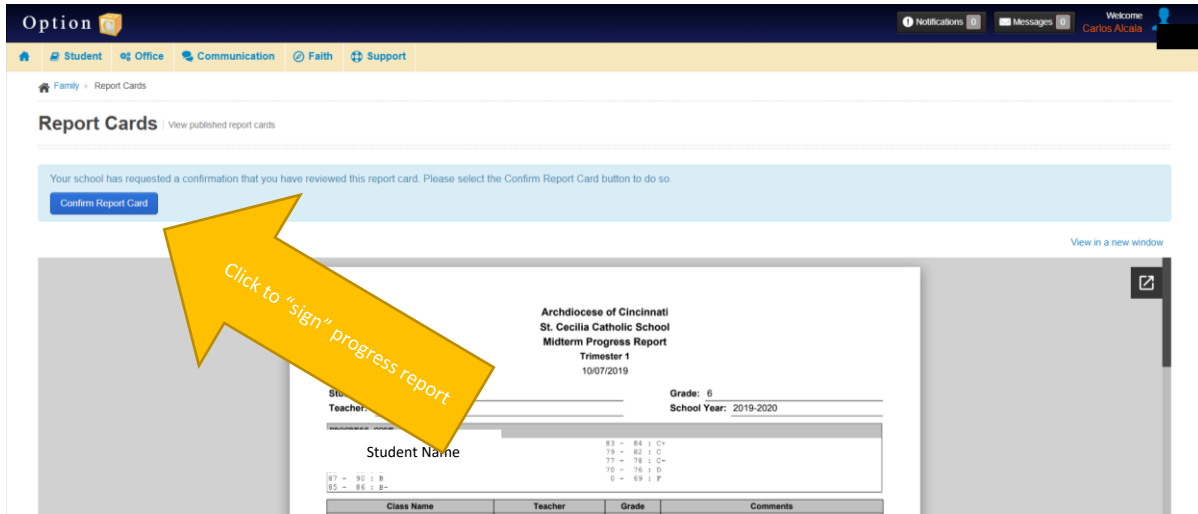
The screenshot shows the Option C homepage. At the top, there is a navigation bar with 'Option C' logo and links for Student, Office, Communication, Faith, and Support. A red arrow points to the 'Report Cards' link in the left-hand menu. The main content area includes a 'Student' profile card with fields for Name, Assignments (Future, Missing, Late), and Today's Attendance (Present, Unread). Below this is a 'FILES AVAILABLE' section showing 0 new files out of 6 total. There is also a 'Notifications' section with a table that currently has no data, and a 'Saint of the Day' section for Saint Anthony the Great.

On the right side of the Report Card page, you will see the term (green arrow) and then look on the left for the report (orange arrow). To see the Trimester 1 Midterm, click on “Progress Report” in the **Trimester 1** Term for 2020-2021 School Year

The screenshot shows the 'Report Cards' page. At the top, there is a navigation bar with 'Option C' logo and links for Student, Office, Communication, Faith, and Support. Below the navigation bar, there is a 'Family' breadcrumb and a 'Report Cards' title. A blue button above the table allows toggling between 'Sibling Name' and 'Student Name'. The table lists report cards with columns for Name, Year, and Term. An orange arrow points to the 'Progress Report' entry, and a green arrow points to the 'Trimester' column. The table shows two entries: 'Tri-Fold Report Card - Accordion' and 'Progress Report', both for the year 2019-2020 and Trimester 1. There is also a 'Show' dropdown set to 10 entries and a 'Showing 1 to 2 of 2 entries' indicator.

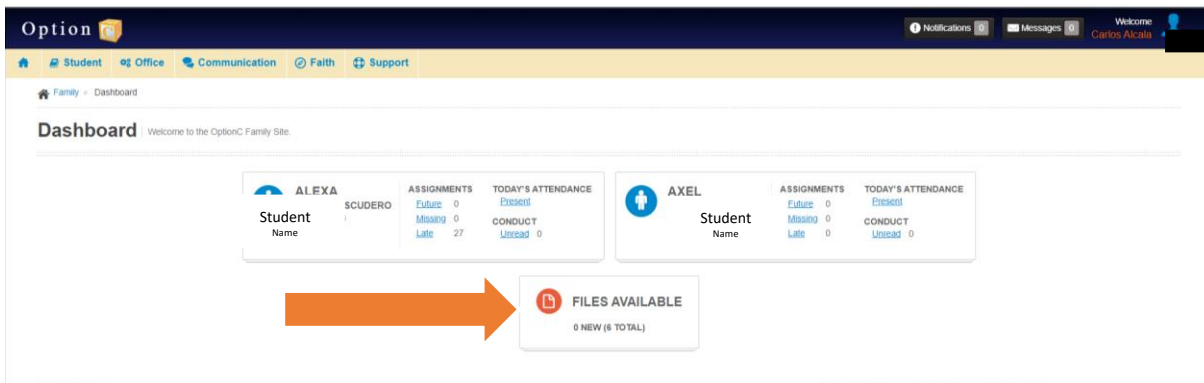
Note: If you have more than one child in the school, you can toggle between the two by using the blue button above the report card window (the one that says the Sibling’s name)

Once you have clicked into the Progress Report, you should see the grades that your child has earned over the first half of the trimester. Because we are not sending any paper copies home, you will sign the progress report by clicking the button that says “**Confirm Report Card**” in the blue bar. This is your “signature” that you have seen the report.

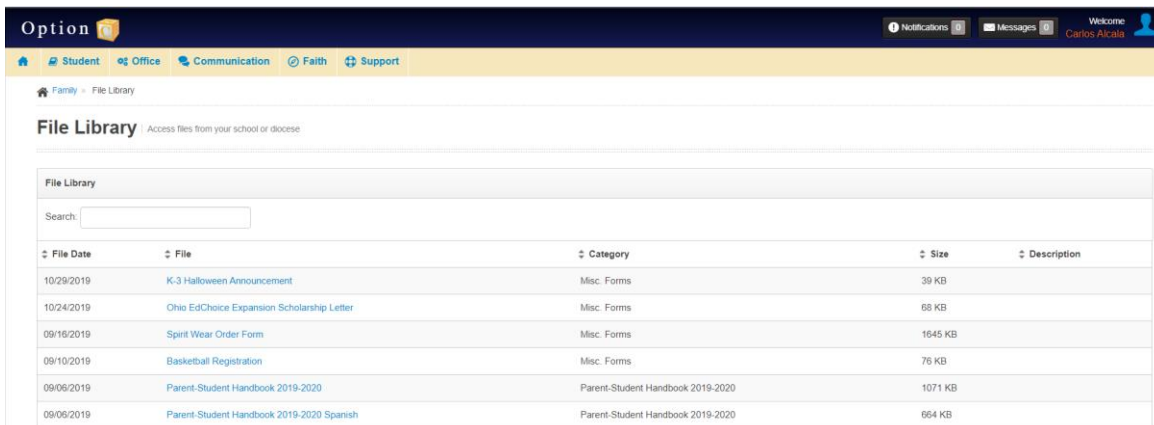


Once you have “signed” the progress report, you might want to take this opportunity to look at the files that the school has posted for you to see this year. Click the “**Home**” button in the upper left corner (it looks like a house) to take you to your home page.

In the middle of the page, you will see a button with an orange circle labeled **Files Available**. When you click on this button, you will see several files that have been “sent” to you by the school office.



To view the files, simply click the blue filename link.



If you have any other questions please contact Mrs. Ringler in the school office.