

How do I get the Report Card viewer to show up in the gradebook on the teacher portal?

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As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. Q&A articles are only visible to authenticated users in the Veracross Community; please speak with your implementation or account manager for additional information.

In order for the report card viewer to appear in the gradebook in the teacher portal, the Academic Documents for the grading periods need to be filtered and included on the teacher portal. You can set this up by performing the following steps:

1. Navigate to the Academic Documents homepage and select the current grading period's academic document.
 2. Follow the steps in [this article](#) to set up filters for the document
 3. Before confirming filters, make sure that the Yes/No flag for Include In Faculty Portal is set to "Yes"
 4. You should now see the document on the teacher portal!
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