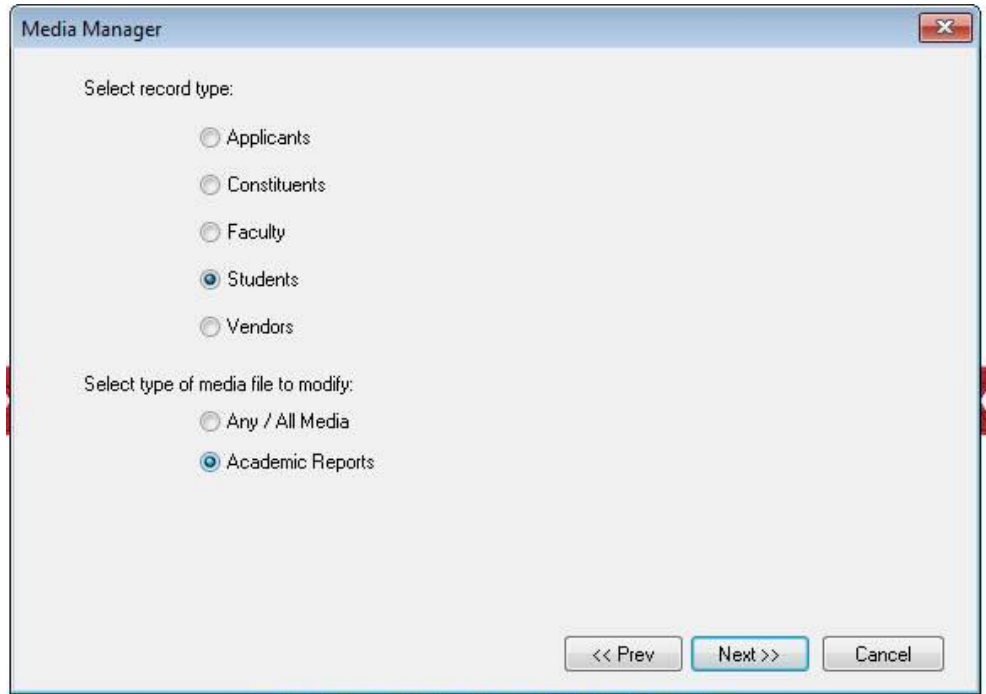
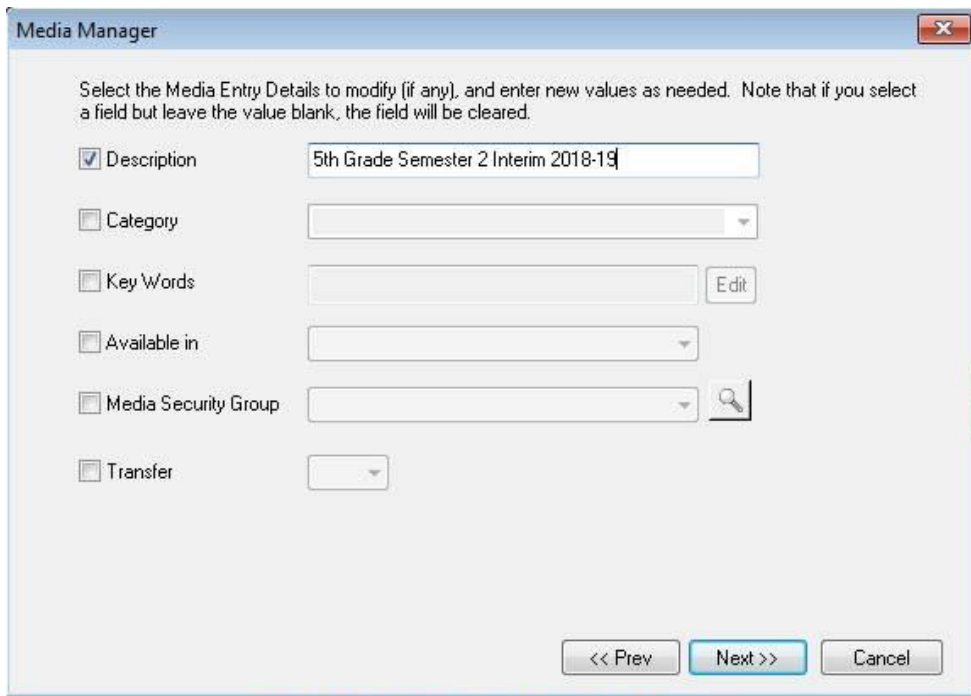


How Do I unpublish Report Cards?

Go to System Admin >
Documents >
Media Manager >
Check Modify Existing Media >



The screenshot shows the 'Media Manager' dialog box. It has a title bar with a close button. The main content area contains two sections of radio button options. The first section is titled 'Select record type:' and includes options for 'Applicants', 'Constituents', 'Faculty', 'Students' (which is selected), and 'Vendors'. The second section is titled 'Select type of media file to modify:' and includes options for 'Any / All Media' and 'Academic Reports' (which is selected). At the bottom right, there are three buttons: '<< Prev', 'Next >>', and 'Cancel'.



The screenshot shows the 'Media Manager' dialog box with the 'Modify Existing Media' section active. It contains a list of fields with checkboxes and input areas. The 'Description' field is checked and contains the text '5th Grade Semester 2 Interim 2018-19'. Other fields include 'Category', 'Key Words' (with an 'Edit' button), 'Available in', 'Media Security Group' (with a search icon), and 'Transfer'. At the bottom right, there are three buttons: '<< Prev', 'Next >>', and 'Cancel'.

Fill in the description of the media you wish to unpublish.

Change the Publish Document to No

The screenshot shows the 'Media Manager' dialog box with the following settings:

- Publish Document: No
- Publish beginning on: [] at []
- Display Group Folder: []
- Visible to Students: []
- Visible to Parents: []
- Parent 1 Addresses
- Parent 2 Addresses
- Other Addresses
- Only those with Academic Access
- Only those with Billing Access

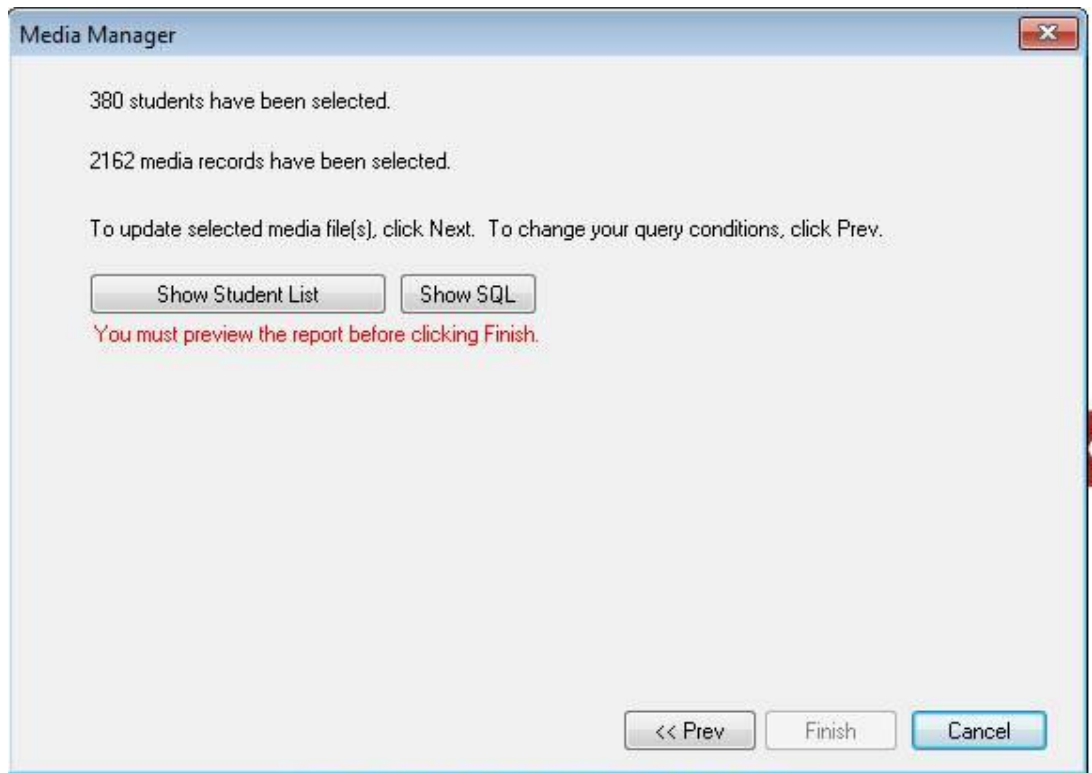
Buttons: << Prev, Next >>, Cancel

The screenshot shows the 'Media Manager' dialog box with the following selection criteria:

- Enter selection criteria for the records to be modified:
- Select Students: (All)
- Select Media: (All)

Buttons: << Prev, Next >>, Cancel

Select Students All
Select Media All



This will show what will be un published: