

## PROGRESS REPORTS – GRADES JK-SK

Progress Reports are accessed by clicking on the “**Reports**” tab. Progress Reports can be produced for an individual student, for a group of students, for an entire class of students, for many classes of students, or for all classes or all students in a school.

From the “**Selection Criteria**” dropdown list, select either “**Class**” or “**Student**”. If you select “**Class**”, a list of Teacher/Classes that you have access to will appear in the “**Available**” box. If you select “**Student**”, a list of students that you have access to will appear in the “**Available**” box. The “**Student Status**” radio button lets you choose which students you will produce Progress Reports for. You can choose to work with only your “**Active**” students (the default), only with your “**Inactive**” students, or with “**All**” of your students (i.e. both “**Active**” and “**Inactive**”).

Selection Criteria: Class  Active  All  Inactive  Kindergarten Only

To generate Progress Reports for grades JK-SK, the **Kindergarten Only** checkbox must be checked. This ensures that only students in grades JK-SK from Classes with a Class Description that includes the program abbreviation “JKSK”, will be selected.

Teachers, whether a default teacher or a support teacher, will see only the classes or students they have been assigned to in the school selected. Principals, Site Leads, Vice Principals, and Central Admin staff will see all Teacher/Classes or students in the school selected.

Available Selected

Classroom - 8  
Classroom - 7

Classroom - 6

All >> <<

Generate Report

Classes or Students are selected in the “**Available**” list by clicking on them ([**Ctrl**]-click and [**Shift**]-click can be used to select multiple non-sequential entries or multiple sequential entries respectively).

Once selected in the “**Available**” list, the selected entries can be moved to the “**Selected**” box using the arrows between the two boxes. At any time, everything in the “**Available**” box can be moved to the “**Selected**” box by using **All >>**. Similarly, everything in the “**Selected**” box can be moved back to

the “**Available**” box by using **All <<** . Once selected, items in the “**Selected**” list can be ordered by selecting them and then using the up and down arrows to place them in the sequence desired.

Once all selections have been made, click on the “**Generate Report**” button. A new window will open initially displaying some runtime statistics.

**Generate Progress Report PDF**

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Selection Type: Class  
Student Status: Active  
Selected Items: 1

**Total Students: 2**

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Generating Progress Report PDF for students. Please wait...

This will be followed by the Progress Reports for the classes or students selected. The reports are in PDF format so they can be viewed, printed, saved, etc.