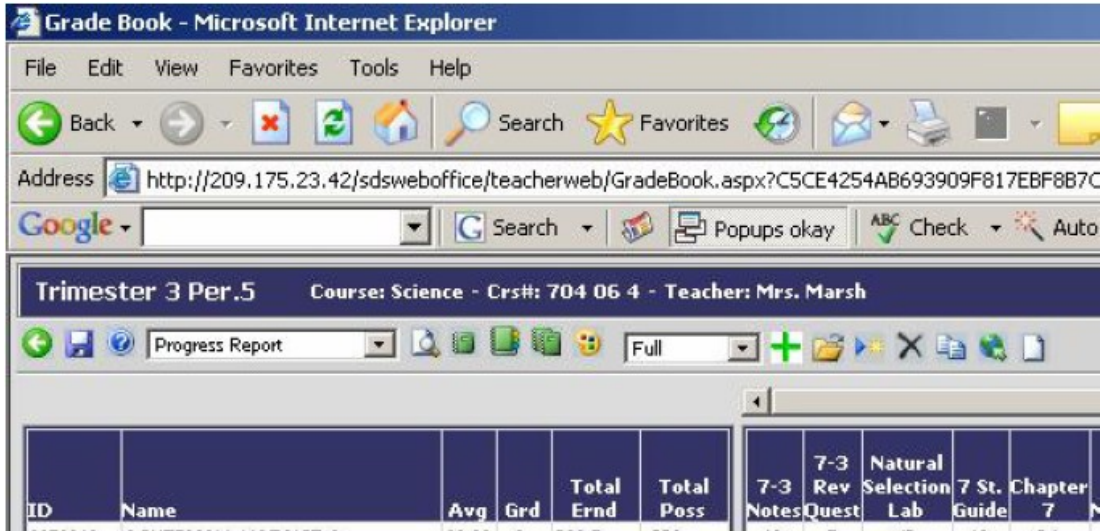
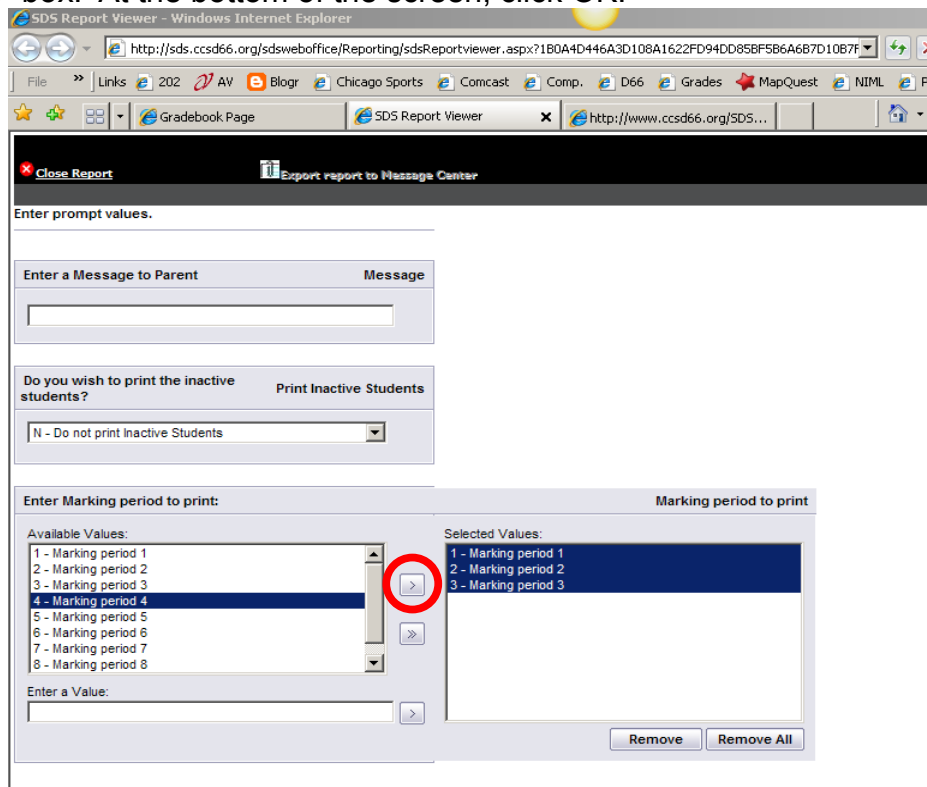


## Progress Reports

1. Login to Grade Book
2. Click the Closed Blue Book icon.
3. Choose the GradeBook file.



4. From the drop down list of reports, choose Progress Report
5. Click on the Paper with Magnifying Glass Icon (to the right of the report title).
6. the report title).
7. From the drop down list on this screen, under Enter Marking period to print: select 1, 2, and 3, then click the “arrow pointing to the right” to enter those in the “Selected Values” box. At the bottom of the screen, click OK.



7. The next screen shows the progress report.
8. To expand the tree and see all student names, click on the “+”

signs to keep expanding the tree.

9. To print, click on the icon of a printer on the Report screen, Choose to print all, or enter the page number of individual students.

10. Click "X" to close the report window. You are returned to the GradeBook page.

11. Remember . . . .

Click the lower Blue Floppy Disk to save