

Setting Your Progress Report Options

1. Click **Progress Reports** on the Main Toolbar.
2. Click **Options** to access and set the following options for printing progress reports (highlighted yellow).

Progress Report Options

Grades

Assignment Detail

Category Summary

Overall Average Only

Misc.

Show Math

Print Attendance Totals

Print Averages as Alpha

Print Signature Line

Elementary Print Options

When a progress report is printed for a student also print...

All classes for each student selected

Failing classes for each student selected

Print only what I have selected

Never print 2 students on the same page.

Notes to be printed at the bottom of progress reports of **All** students.

Conference Time:
Phone: (210) 397-0340 ext. ####

All Students Passing Students Failing Students

English Spanish

Update Cancel Spell Check

Make sure information is correct for both languages.

3. Click **Update** to save the changes.

Before printing change the page setup in your browser.

1. Go to File → Page Setup → and remove the gobblygook highlighted in yellow below.

Page Setup

Paper

Size: Letter

Source: Automatically Select

Headers and Footers

Header: &w&bPage &p of &P

Footer: &u&b&d

Orientation: Portrait

Margins (inches): Left: 0.75, Right: 0.75, Top: 0.75, Bottom: 0.75

OK Cancel Printer...

Page Setup

Paper

Size: Letter

Source: Automatically Select

Headers and Footers

Header:

Footer:

Orientation: Portrait

Margins (inches): Left: 0.75, Right: 0.75, Top: 0.75, Bottom: 0.75

OK Cancel Printer...

2. Click Ok.

Progress Reports should look like this:

Grades will be on the right and side along with reading levels and individual comments for the student.

Progress Report	
Westwood Terrace ES	
Student: _____	Monday, September 24, 2007
Teacher: _____	
SE LANG ARTS (Period 01)	
SE MATH (Period 01)	Grades will be here.
SE READING (Period 01)	
SE SCIENCE (Period 01)	
SE SOC STUDIES (Period 01)	
K - 5 SE (Period 01)	
Note to All Students	

Conference time: 8:00 - 8:30	Reading Level and Individual Comments will be here.
Parent Signature _____	Date _____

If they do not look correct go back and check your progress report options.