

HOW TO SETUP AND PRINT PROGRESS REPORTS

This document serves as a reference guide for district administrators. The PROGRESS REPORT template has been imported to System Reports at each district. Schools will edit the PROGRESS REPORT template as necessary. Additionally, this document provides instructions for printing Progress Report(s).

OVERVIEW

Use this document as a reference to PRINT Progress Reports and EDIT the PROGRESS REPORT TEMPLATE

Step 1: How to PRINT Progress Reports

Step 2: How to EDIT the PROGRESS REPORT or PROGRESS REPORT – USE THIS template at the school level (each school will have one template)

1. HOW TO PRINT PROGRESS REPORTS

- Choose a selection of students from the START PAGE of a SCHOOL

- Example: Select all 11th grade students
- From the FUNCTION MENU, select PRINT A STUDENT REPORT

The screenshot shows the 'Start Page' interface. At the top, there is a 'Start Page' header with a star icon and a 'District Search' button. Below this, there are dropdown menus for 'Students' and 'All', and a search bar. A navigation bar shows '9 10 11 12 13 F M All' with '11' selected, and a checkbox for 'Include Remote Enrollments'. Below the navigation bar, there are links for 'Stored Searches', 'Stored Selections', 'View Field List', 'Advanced', and 'MultiSelect'. The 'Current Selection' section shows 'Clear All' and 'Grade Level: 11'. The main area displays 'Current Student Selection (142)' with a table of student data. The table has columns for 'Student', 'Student Number', 'Grade Level', and 'Date of Birth'. The 'Student' column is redacted with a black box. The 'Grade Level' column shows '11' for all rows, and the 'Date of Birth' column shows various dates. At the bottom right, there is a 'Print a Student Report' button highlighted with a yellow box.

Student	Student Number	Grade Level	Date of Birth
		11	07/16/2007
		11	04/20/2007
		11	03/21/2007
		11	09/12/2007
		11	07/17/2007
		11	06/15/2007
		11	02/09/2007
		11	06/05/2007
		11	07/03/2007
		11	09/14/2006

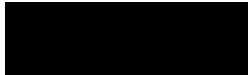
- On the PRINT A STUDENT REPORT landing page, make the following selections:
 - Select PROGRESS REPORT or PROGRESS REPORT – USE THIS for WHICH REPORT WOULD YOU LIKE TO PRINT?
 - Choose how to SORT the Progress Reports in the IN WHAT ORDER? row
 - Make a selection for IF PRINTING STUDENT SCHEDULES, USE...
 - No selection is needed for IF PRINTING FEE LIST, ONLY INCLUDE TRANSACTIONS CONDUCTED DURING
 - Leave the WATERMARK TEXT row BLANK
 - No change is needed on the WATERMARK MODE row
 - Choose WHEN TO PRINT
 - Choose ENGLISH for REPORT OUTPUT LOCALE

Print a Student Report



Option	Value
Which report would you like to print?	PROGRESS REPORT ▼
For which students?	The selected 142 students <input checked="" type="radio"/> All records in a single batch. <input type="radio"/> Print only the first <input style="width: 30px; text-align: center;" type="text" value="2"/> records. <input type="radio"/> All records in batches of <input style="width: 30px; text-align: center;" type="text"/> records.
In what order?	<input checked="" type="radio"/> Alphabetical <input type="radio"/> By grade, then alphabetical <input type="radio"/> By period <input style="width: 30px; text-align: center;" type="text" value="1"/> class, as of this date: <input style="width: 60px; text-align: center;" type="text" value="09/20/2023"/> (takes extra time)
If printing student schedules, use...	<input checked="" type="radio"/> courses actively enrolled in during current term (excludes dropped courses) <input type="radio"/> all courses enrolled in during current term (includes dropped courses) <input type="radio"/> enrollment as of <input style="width: 60px; text-align: center;" type="text" value="09/20/2023"/>
If printing fee list, only include transactions conducted during... <small>(may be overridden in report setup)</small>	Current School Year <input style="width: 60px; text-align: center;" type="text"/> to <input style="width: 60px; text-align: center;" type="text"/>
Watermark Text	<input style="width: 100%; height: 20px;" type="text"/>
Watermark Mode	Overlay ▼
When to print	ASAP ▼ <input style="width: 60px; text-align: center;" type="text"/> /
Report Output Locale	English ▼


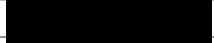

- SUBMIT
- Select REFRESH in the REPORT QUEUE
- Choose VIEW to print Progress Report(s)

- Example of the Progress Report:



Report Card as of September 20, 2023

Student: 
Student Number: 
Grade Level: 11

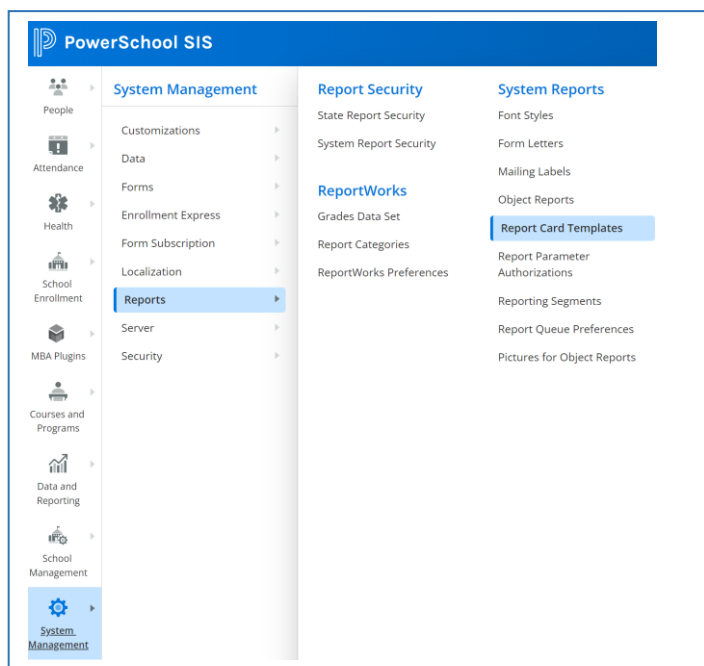
TERM	PERIOD	COURSE	TEACHER	Q1	S1	Q1 COMMENT
23-24	4(A)	ALGEBRA II		B	B	
23-24	5(A)	EARTH SCIENCE		B+	B+	
23-24	6(A)	ENGLISH III		A	A	

Please review this Progress Report.
Contact your student's teacher with any questions or concerns.

2. HOW TO EDIT THE PROGRESS REPORT TEMPLATE

- **Navigate to SYSTEM REPORTS**

- PATH: SYSTEM MANAGEMENT\REPORTS\SYSTEM REPORTS\REPORT CARD TEMPLATES



- The PROGRESS REPORT and PROGRESS REPORT – USE THIS templates are considered REPORT CARDS
- Select PROGRESS REPORT or PROGRESS REPORT – USE THIS from the list of existing templates

Report Card Templates New	
Format Title	Columns
PROGRESS REPORT	reltermabbr, *class_expression, courseaname, teachername, pg.final.grade:^, pg.final.grade:^, reportingterm.teachercomment:^

- Make EDITS to the PROGRESS REPORT or PROGRESS REPORT – USE THIS template on the REPORT CARD landing page

Report Card

Option	Value
Template Name	PROGRESS REPORT *
Printed Report Title	
Title Style	Default
Title Justification	Left
Heading	<p style="text-align: right;">^[[schools]name) ^[[sc</p>
Schedule Listing	reltermabbr, *class_expression, courseaname, teachername, pg.final.grade:^, pg.final.grade:^, reportingterm.teachercomment:^
Footer	<p>Please review this Progress Report. Contact</p>
This report available to	<input checked="" type="radio"/> users at all schools <input type="radio"/> only users at [REDACTED]
Teachers can print?	<input type="checkbox"/>
Inactive	<input type="checkbox"/>
Margins & Page Setup Special Printing Options Export Report as Template	

- Do not change the TEMPLATE NAME
- Leave the PRINTED REPORT TITLE field BLANK
- Leave TITLE STYLE field as DEFAULT
- Leave the TITLE JUSTIFICATION field set to LEFT
- Edit the HEADING
 - Select HEADING (BLUE text)
 - Do NOT edit the HTML code
 - It is recommending to leave the HEADING TEXT STYLE set to HELVETICA 12/14 B and CENTER
 - It is NOT recommended to add additional fields

- If the decision has been made to include additional STUDENT FIELD(S)
 - Place your cursor on a BLANK LINE following the DEFAULT HTML code
 - Select FIELDS
 - Choose additional fields from the STUDENT FIELD pop out box
 - To BOLD the text:
 - * Include the correct HTML code
 - * Grade Level
 - SUBMIT

Edit the SCHEDULE LISTING

- Choose SCHEDULE LISTING (BLUE text)
- It is recommended to NOT make any OPTION changes
- Ensure fields match SCREENSHOT below

Student Schedule Listing for Report Card: PROGRESS REPORT

Option	Value
Column Title Style	Helvetica 9
Class Listings Style	Helvetica 9
Use Future Schedule (student's schedule for next year)	<input type="checkbox"/>
The items below this line in this area are optional and may be left blank.	
Listing Line Height	20 points
Frame	1 Width 0 Corner Rounding
Divider Line Width	0.5 Horizontal .5 Vertical
Padding	0
Terms to Repeat (comma-separated)	

- Choose a selection from drop down menus for ROWS #5 and #6 to accurately reflect the correct TERM
- Remove a column by choosing the BLANK choice in the drop down menu
- It is not recommended to make any other EDITS
- Update WIDTH and ALIGN measurements to match SCHREENSHOT below

Col	Shows	Column Title	Width	Align
1	Term abbrev.	TERM	.5	C
2	Expression	PERIOD	.65	C
3	Course name	COURSE	2.0	C
4	Teacher	TEACHER	2.0	C
5	Current grade	Q1	0.5	C
6	Current grade	S1	0.5	C
7	Reporting Term tchr cmt.	Q1 COMMENT	2.0	C
8				L
9				R

Edit the FOOTER text as necessary

- It is NOT recommended to change any field selections

- If a decision has been made to add additional fields, refer to page #5 (adding STUDENT FIELDS)
- Ensure FOOTER TEXT STYLE is set to match the SCREENSHOT below

The footer is printed below the student's schedule

Footer text style Helvetica 12 Center (Fields)

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<br>
Please review this Progress Report.
Contact your student's teacher with any questions or concerns.
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- Choose to share the edited template with other schools on your server
 - Select either USERS AT ALL SCHOOLS or ONLY USERS AT [School]
- Make a selection for TEACHERS CAN PRINT
- Leave the INACTIVE checkbox unchecked
- Edit the MARGINS and PAGE SETUP

Report Card Margins: PROGRESS REPORT

Option	Value								
Margins	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; border-bottom: 1px solid #ccc;">LEFT</td> <td style="text-align: center; border-bottom: 1px solid #ccc;">TOP</td> <td style="text-align: center; border-bottom: 1px solid #ccc;">RIGHT</td> <td style="text-align: center; border-bottom: 1px solid #ccc;">BOTTOM</td> </tr> <tr> <td style="border: 1px solid #ccc; text-align: center;">.5</td> <td style="border: 1px solid #ccc; text-align: center;">1.0</td> <td style="border: 1px solid #ccc; text-align: center;">0.5</td> <td style="border: 1px solid #ccc; text-align: center;"></td> </tr> </table>	LEFT	TOP	RIGHT	BOTTOM	.5	1.0	0.5	
LEFT	TOP	RIGHT	BOTTOM						
.5	1.0	0.5							
Orientation	Portrait (vertical) ▼								
Reduction	100								

- No EDITS should be made to SPECIAL PRINTING OPTIONS