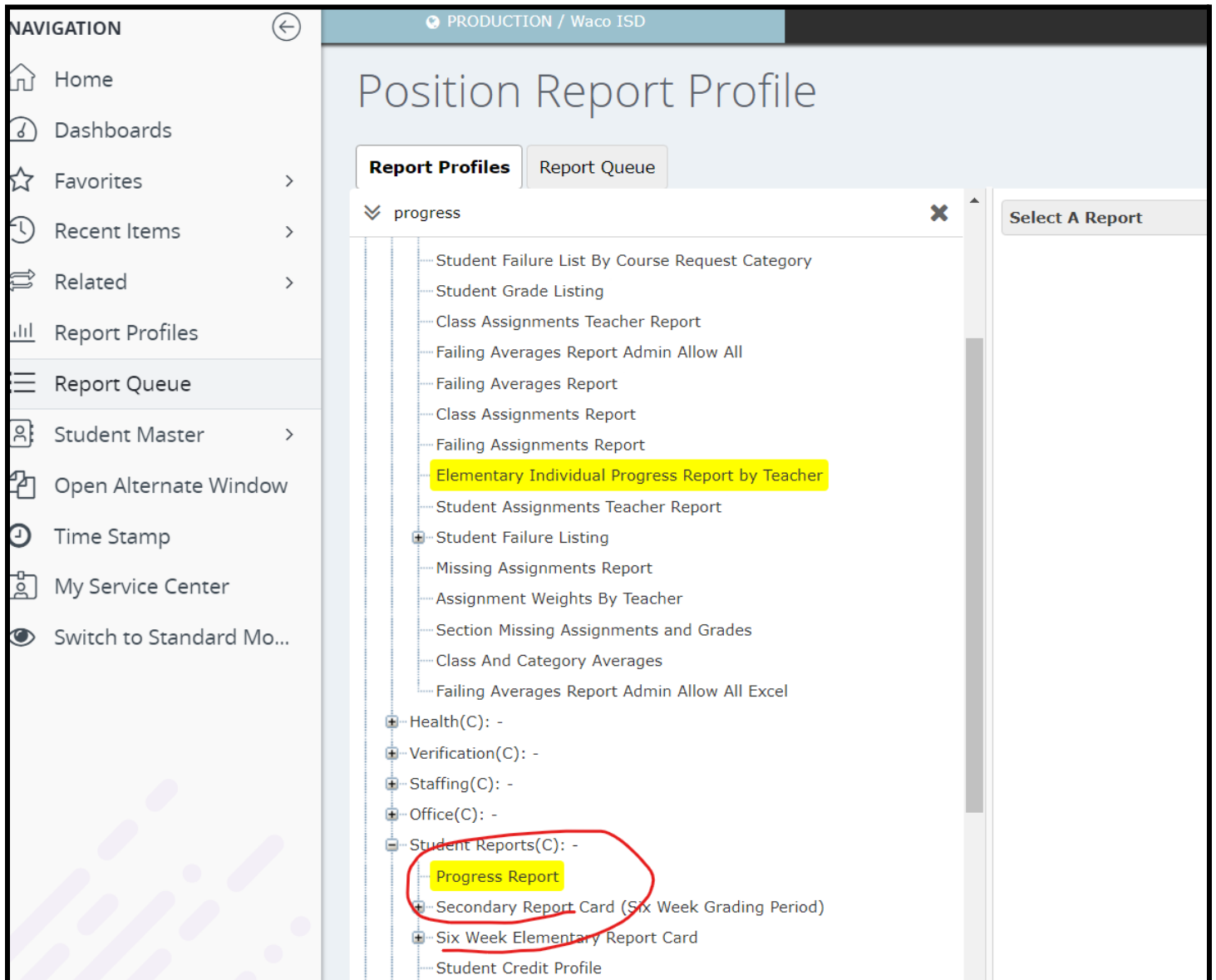


Emailing Progress Reports

This guide will provide the steps for sending out progress reports/report cards in mass from the campus. The reports are attached to an email as a .pdf document and the body of the email will be composed prior to sending.

1. Navigate to the Frontline platform at <https://waco.teams.hosting>
2. Open the Report Profiles menu and find the 'Progress Report' option.



The screenshot shows the 'Position Report Profile' interface in the Frontline platform. The left sidebar contains a 'NAVIGATION' menu with options like Home, Dashboards, Favorites, Recent Items, Related, Report Profiles, Report Queue, Student Master, Open Alternate Window, Time Stamp, My Service Center, and Switch to Standard Mo... The main content area is titled 'Position Report Profile' and has two tabs: 'Report Profiles' (selected) and 'Report Queue'. Below the tabs, there is a dropdown menu for 'progress' and a 'Select A Report' button. A list of report profiles is displayed, including 'Student Failure List By Course Request Category', 'Student Grade Listing', 'Class Assignments Teacher Report', 'Failing Averages Report Admin Allow All', 'Failing Averages Report', 'Class Assignments Report', 'Failing Assignments Report', 'Elementary Individual Progress Report by Teacher' (highlighted in yellow), 'Student Assignments Teacher Report', 'Student Failure Listing', 'Missing Assignments Report', 'Assignment Weights By Teacher', 'Section Missing Assignments and Grades', 'Class And Category Averages', 'Failing Averages Report Admin Allow All Excel', 'Health(C): -', 'Verification(C): -', 'Staffing(C): -', 'Office(C): -', 'Student Reports(C): -' (circled in red), 'Progress Report' (highlighted in yellow), 'Secondary Report Card (Six Week Grading Period)', 'Six Week Elementary Report Card', and 'Student Credit Profile'.

3. Complete the settings for the report as follows: (**Progress reports can be run by grade level if all reports will not generate at one time**)

Progress Report

Campus:	★	Alta Vista Elementary	▼
Fiscal Year:	★	2023	▼
Calendar ID:	★	Traditional	▼
Grade Level:	★	01	▼
Student Local IDs:	★	ALL	
Print Home Room Teacher:	★	No	▼
Print Withdrawn Students:	★	N	▼
Print Signature Line:	★	Y	▼
Print Report Card Note:	★	N	▼
Print Promotion/Retention	★	None	
Message:			
Output for Teacher Name:	★	Last Name, First Initial	▼
Grade Types:	★	Second Six Weeks	
		Semester 1	
		Semester 2	
	★	Sixth Six Weeks	
		Third Six Weeks	
		Refresh	
Comment Types:	★	Progress Report 1/Comment 1	
		Progress Report 1/Comment 2	
Attendance Types:	★	Progress Report 1/Report Card	
		Absences	
Highest Failing Grade:	★	100	
Sort Options:	★	Alpha by Grade Level	▼
Term Day Period:	★	ALL	▼
Use Active Profile Filter?:	★		▼
Print Option:	★	1 Per Student	
Emp Id:		10019660	

4. Choose the 'Send Email to Parent' option at the bottom of the window.

Print Option: ★ 1 Per Student

Emp Id: 10019660

Profile Name: Sample Email

Request Report Save Delete Send Email to Parent

Changing the parameters for a Profile will affect all the schedule reports of the Profile

5. Complete the required fields matching the grade level chosen during the original report.

Parent Reporting

Fiscal Year: ★ 2023

Campus Calendar: ★ Alta Vista Elementary(101) - PK3 (All Day)
Alta Vista Elementary(101) - PK4 (All Day)
★ Alta Vista Elementary(101) - Traditional
Bells Hill Elementary(103) - PK4 (All Day)
Bells Hill Elementary(103) - Traditional

Enrolled on Date: ★ 09-01-2022

Grade Level: ★ EE
PK
★ KG
01
02

Parent/Guardian Type: ★ Primary + Receives Mailings Parent/Guardians

Email Subject: ★ Student Progress Report

Email Body:

6. Insert a body for the email. Work with your campus leadership for the body of the email as this could include important dates, information regarding the parent self-serve portal, etc...

Email Subject: ★ Student Progress Report

Email Body:

Styles | Format | Font | Size | B I U S | x_o x_p I_x | Source | Insert template

Grade Level: 01

7. Select 'Send Email' at the bottom of the window.

Print Option :

Emp Id :

Send Email

8. Complete process for all grade levels.