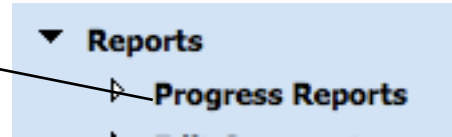




Sending Progress Reports to the Office

1) In your GradeBook please select Reports--Progress Reports



2) If you have already saved a Progress Report a window will appear with the previously saved report. If you wish to use that report click on it and then click on OK. If you wish to create a brand new report please click on the New button.



3) If a New Report select the Date and the items you wish to appear on the report.

Report Name: ** New Report **

Report Date:

Course:

Include Present Grade For Each Student

Include Score Summary For Each Student

4) Select the students you wish to have included on the report. You may select individual students or groups of students.

Select

	Stu
<input checked="" type="checkbox"/>	Bar:
<input type="checkbox"/>	Citt:
<input checked="" type="checkbox"/>	Cur
<input type="checkbox"/>	Dow
<input type="checkbox"/>	Hag
<input type="checkbox"/>	Han

5) If you wish to include comments for the students click on the Choose button.

Comments
Choose
Choose
Choose
Choose

6) Click on the Calculate button.

Consolidate

7) You may repeat steps 4 and 5 and 6 for other sections of your Classes. When finished click on the Save Report Button and give the report a name.

Save Report As:

8) Finally, click on the Preview button and then on the To Office button.