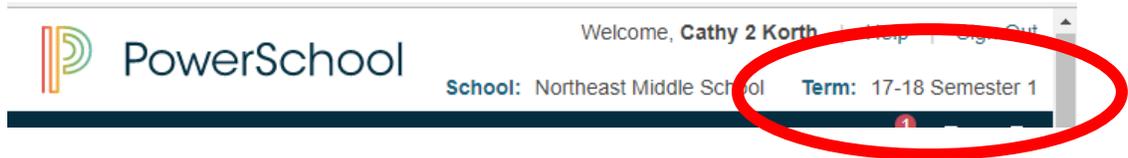


# Administrator's Guide to Printing Progress Reports

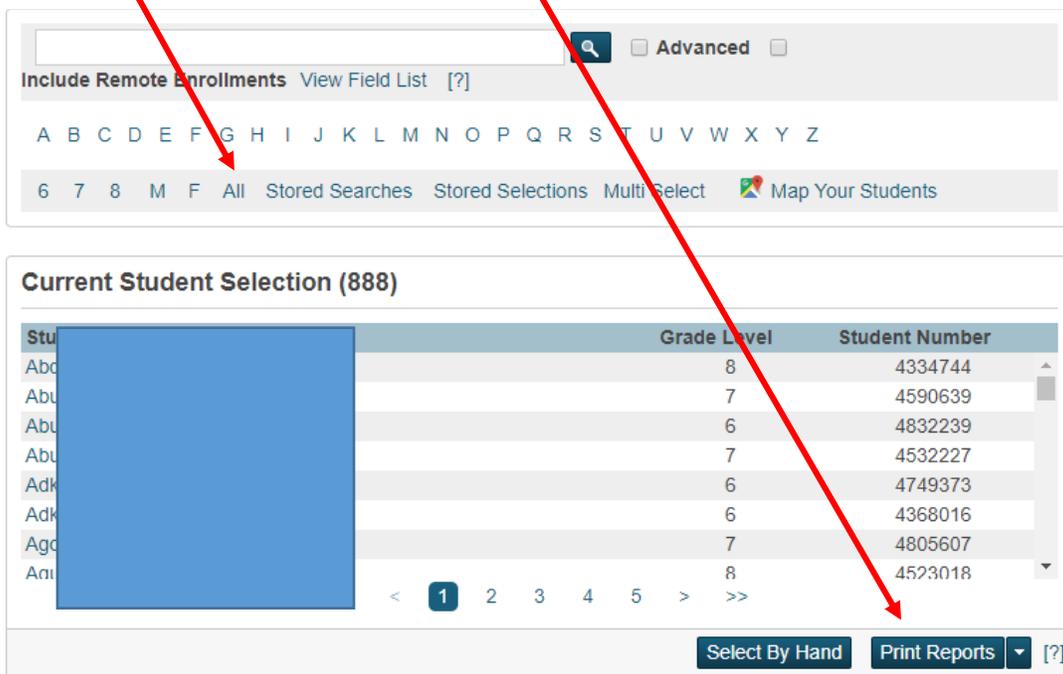
**\*\*Progress Reports can now be printed in the same way you print report cards\*\***

## Printing for a Group:

1. Choose the group you want to print for  
\*\* For example... you can do all at once, by grade level, or by teacher
2. To Print for All Students
  - a. Make sure your term is set to the lowest level (Q1 if you have quarter classes, S1 if you have semester classes)



3. Select All Students and Choose Print Reports from the Bottom right hand menu



4. Choose the JMCSS – Progress Report from the Print Menu (Middle Section of Choices – by schedules).  
Choose the order that you want them printed (for example – sorted by 1<sup>st</sup> period teacher)

## Print Reports

The screenshot shows the 'Print Reports' configuration form. It has three main sections: 'Which report would you like to print?', 'For which students?', and 'In what order?'. The 'Which report would you like to print?' dropdown is set to 'JMCSS - Progress Report'. The 'For which students?' section is set to 'The selected 888 students'. The 'In what order?' section has three radio button options: 'Alphabetical', 'By grade, then alphabetical', and 'By period 1 class, as of this date: 09/04/2017 (takes extra time)'. The 'By period 1 class, as of this date' option is selected and circled in red.

- Click Submit to Print
- You will be taken to the Report Queue – If your report is still running – click refresh until it shows complete, then click View to see your reports.

### Report Queue - My Jobs

| Created    | Job Name                | Started             | Ended               | Status                         |
|------------|-------------------------|---------------------|---------------------|--------------------------------|
| 09/04/2017 | JMCSS - Progress Report | 09/04/2017 12:53 PM | 09/04/2017 12:53 PM | Completed <a href="#">View</a> |

- Print and distribute to students.

### To Print for a class:

Go to Teacher's Schedules, and choose the teacher you want to print for

- Click on the Enrollment Number of the Class you want to print for

| Expression | Term  | Course # | Course    | Sec # | Room | Enrollment | Attendance |
|------------|-------|----------|-----------|-------|------|------------|------------|
| 1(A)       | 17-18 | 07070    | Science 7 | 1     | 13   | 23         |            |

- Scroll to the bottom of the page and choose "Make Current Student Selection"
- From the group selections screen, scroll down to printing – and choose Print Reports
- From the Print Reports Page, Choose JMCSS – Progress Report – Follow steps above.