



# How to Run Progress Reports for a Group

## 2007-2008

You can run progress reports for the current term or any previous term by using the following guidelines.

### RUN PROGRESS REPORTS FOR A GROUP or ENTIRE SCHOOL

1. School View > Grades Tab
2. Click Transcript Side-Tab
3. Choose your Progress Report from the Reports menu
4. On the report pop-up, edit as follows:

- SCHOOL YEAR** Choose 2008 from the pick list for the 2007-2008 school year.
- TERM** Pick a term from the term pick list.
- DATE** Choose a report date. This date will display any attendance totals as of the selected date.

•*Ignore Convert Numeric Grades, Honor Roll Column and Alternate Mailings*

- STUDENTS TO INCLUDE** In addition to all students, you can choose to run only for a certain YOG or a user-defined snapshot you have created. You will need to type in the value in the Search box.
- SORT BY** Choose a sorting option on how you want the reports to print.
- EXCLUDE EMPTY** Check off exclude empty so classes without grades are not displayed.
- REPORT TYPE** Leave report type as Adobe Acrobat

**CLICK RUN when done. Running for a large group will take several minutes to finish. Do not re-run the same report until the first one displays on the screen.**



