

# Progress Reports

## I. Progress Report for a Single Student

- Step 1. Go to Teachers>PLS/Student Roster
- Step 2. Make sure to set the Reporting period correctly. Set the date range to either the entire Reporting period (Ex. Fall Semester or Spring Semester), or back the start date up to a date that includes the dates of the Progress Report.
- Step 3. Open the folder of the student you want to work with.
- Step 4. Click the Progress Report tab.
- Step 5. Click the Reports tab.
- Step 6. Click Progress Report
- Step 7. Work on the progress report, once you are finished. Finalize.
- Step 8. Once it is finalized, you can print.

## II. Progress Reports for all Students on your Roster

- Step 1. Go to Teachers>PLS/RW Oversight>PLS Review Progress Reports
- Step 2. Make your choices in the table
- Step 3. Select the students you want progress reports for.
- Step 4. Click Review Report Cards
- Step 5. Add all marks and comments you want, hide any courses you don't want to show. If you are using grade books, the computed grades will come over.
- Step 6. Make sure to save as you go. This page does not autosave.
- Step 7. When you are done, make sure to finalize. You will not be able to print unless the progress reports are finalized.

— Last Updated by [Alexandria Barbato](#) on 2016/04/05 17:02

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