



**Printing Interims for Parents & Students**

1. Click the **Gradebook** top tab
2. Click the checkbox next to the course you wish to print interims for:

<input type="checkbox"/> Course	Description
<input type="checkbox"/> XAT-12-001	ASSIGNED TIME 12
<input checked="" type="checkbox"/> FSCH-11-001	SCIENCES HUMAINES 11
<input type="checkbox"/> FSCH-11-003	SCIENCES HUMAINES 11

3. Click **Scores** side tab
4. Click Reports, then Progress Reports

Reports Help

- Assignment History
- Assignment Summary
- Class Attendance History
- Class Attendance Summary
- Class Statistics
- Gradebook Sheet
- Progress Reports
- StrongStart Attendance Summary
- Student Average Breakdown
- My Job Queue...

5. A Wizard will pop up:

**Progress Reports: Students To Include** Step 1

Print progress reports for

- All enrolled students **Every student in the class**
- Selected students **Opens a pick list for you to select students**
- Students with specific averages **Select a group of students by their average**

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6. Step 2:

**Progress Reports: Student Information To Display** **Step 2**

Name	<input checked="" type="checkbox"/>	
Pupil #	<input type="checkbox"/>	← Click here if you want student number to appear
Address	<input checked="" type="checkbox"/>	← Click here if you want the student's address to appear
Other 1	<input type="checkbox"/>	
Other 2	<input type="checkbox"/>	
Other 3	<input type="checkbox"/>	

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7. Step 3:

**Progress Reports: Grades To Display** **S**

<u>Assignments</u>	
All	<input type="checkbox"/> Select one (or more) box from the the pick list.
Missing	<input type="checkbox"/> Once selected, you may have to select the term and category.
Failed	<input type="checkbox"/>
Dropped	<input type="checkbox"/> Recommend: Check ALL
Selected	<input type="checkbox"/>
Sort by	Date due, then category ↓ ← Select sort order Recommend: Category then date d
<u>Averages</u>	
Category	<input type="checkbox"/> Select the average(s) you wish to display on the interim. Once selected you may have to select the term and category
Term	<input type="checkbox"/>
Overall	<input type="checkbox"/>

Recommend:  
Checking Category (Term ALL, Category ALL)

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8. Step 4:

**Progress Reports: Message Area** **Step 4**

Enter a message to display on the progress report (optional)

Type a message here that is applicable to the group of students selected

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9. Step 5:

**Progress Reports: Options** **Step 5**

Show attendance summary	<input type="checkbox"/>	<b>Select none, some, or all</b>
Show school name	<input type="checkbox"/>	
Show class name	<input type="checkbox"/>	
Show teacher name	<input type="checkbox"/>	
Include comment area	<input type="checkbox"/>	
Include signature line	<input type="checkbox"/>	
Use custom page header	<input type="checkbox"/>	<b>Recommend:</b> Checking Show attendance summary Checking Show school name Checking Show class name Checking Show teacher name

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10. At this point, the software will create a file. You can save the file to your desktop and then print it (with more options within Adobe Acrobat), or print it directly