**Creating a Progress Report: January 2014**

1. In the STUDENT PROFILE, create current learning notes. Make sure to tag each note with the subject area and/ or Results (Character, Citizenship, etc.).
   * Remember that you can write current learning notes for a number of students in quick succession by selecting students, then using the “Create Current Learning” button. You must save each note before clicking on the next student.
2. When you are ready to add “Current Learning” to a PROGRESS REPORT:
   * select students (or “select all”)
   * Click the “View” button.
   * Choose “Current Learning” from the drop down menu.
   * If you wish, you can sort by subject area or Results using the drop down menus.
   * Hover over the notes you want to add, click the “add to” button (little blue button), and choose “Add to Progress Report”
3. Repeat #2 until you have added all of your current learning notes.
4. View/ Archive Progress Reports, Click REPORTS.
   * Click on your class (ensure that “Progress Report” is showing in the drop down menu).
   * For each student, click “View Report”
     1. You can print this view for editing and revising purposes.
     2. You can also make any changes/ “clean-ups” in this view. This is where you will add any headings or do any special “word-smithing” for parents.
     3. If you wish, click “Hide Authors/ Dates”
     4. When it is ready to print, Archive the report.
5. To print the “official” Progress Report to go with the Report Card,
   * Click “Print Preview”.
   * Type in the student ID number (this is the password).
   * Either Save the report (if you want to print a bunch at once) or Print each student’s report one at a time (please use the office printers- PRN1 or MFP1)
   * If you have saved your reports, select those reports in your FINDER and print from the File menu.
   * Select the reports you saved and drag them to the trash. Empty your trash.