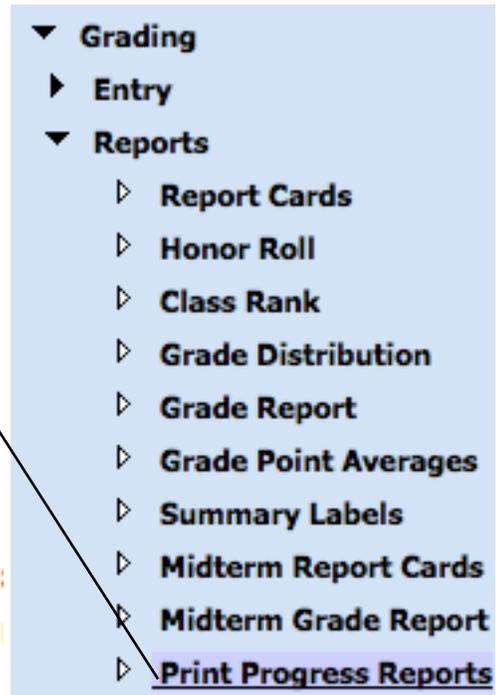




Printing Progress Reports in the Office

1) In the Office Program select Grading--Reports--Print Progress Reports.



2) Select the date range for the Progress Reports.

Specify a date range to print submitted Progress Reports.

From Date: To Date:

3) Select the group of students you wish to print.

By Sequential
 By Random
 By Grade
 By Advisor

4) Click on the Preview button and you will see which Teachers have successfully submitted reports and the number of reports.



Progress Reports to be Processed
Date Range: 9/10/2012 to 9/19/2012
Selection is: Sequential Students with Student IDs between 1 and 9999999

Print	Teacher	Report Date	Report Name	Progress Reports
Y	Mr. JMC	09/13/2012	9.11.12	2

5) Click on the Print button.

