


# Progress Reports

You can print IEP and WEP progress reports for one or more students in a class on the Class Print screen. The progress reports for the students you selected are merged into a single PDF document which you can send to print on a local printer.

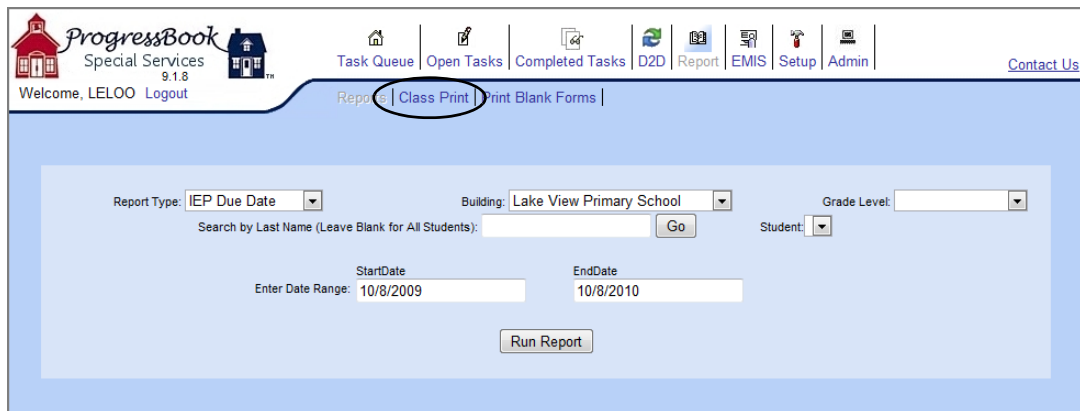


*Note: To print progress reports, you must be assigned to at least one class.*

## Print Progress Reports

1. On the Web site banner, click **Reports** .

The Report screen displays with additional menu options beneath the Web site banner.

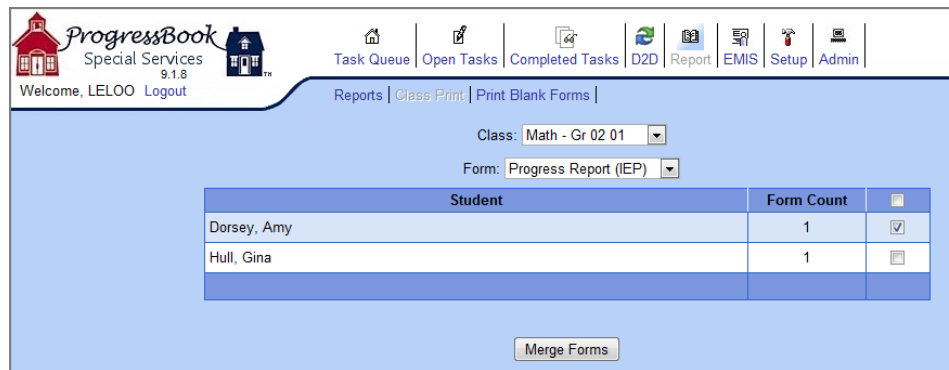


2. Click the **Class Print** link.

The Class Print screen displays with Progress Report (IEP) selected in the Form list by default.

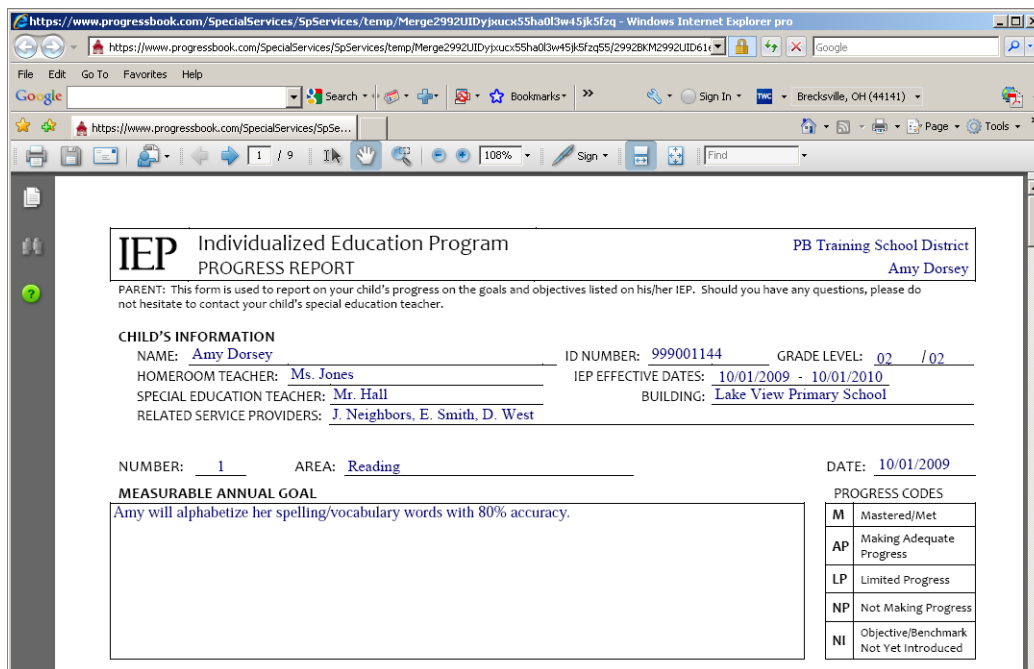
3. Select the **class** for which you want to print progress reports in the Class list.
4. Select the **type of progress report** you want to print from the Form list.


The students in the selected class who have an open progress report task of the selected type display. The Form Count field displays the number of pages contained in the student's progress report.



5. Perform one of the following actions to select the students whose progress reports you want to print:
  - To select individual students, select the **check box** in the row of the desired student.
  - To select *all* of the students, select the **check box** on the column heading at the top of the grid.
6. Click **Merge Forms**.

The progress reports for the selected students are merged into a single document and display in a new window.



7. To print the forms, click  on the Adobe Acrobat toolbar.
8. On the Print window, ensure the appropriate printer is selected, and then click **Print**.
9. Close the Web browser displaying the merged forms to return to the Class Print screen.