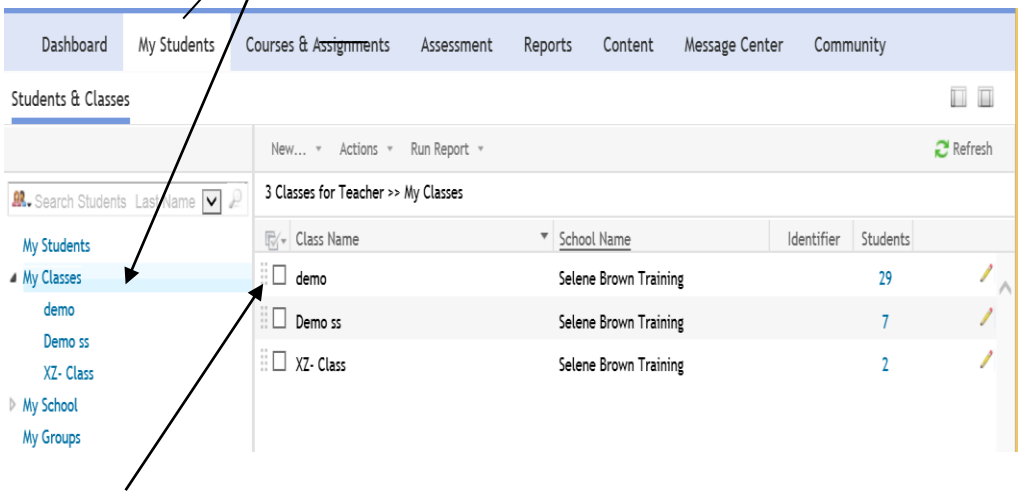
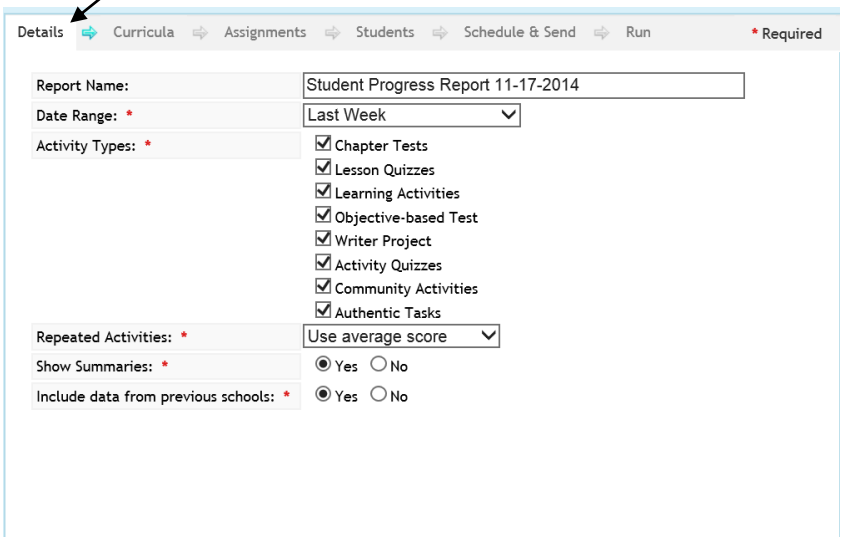
CompassLearning®
Guided by research. *Propelled by fun.*

Creating a Student Progress Report (Short Steps)

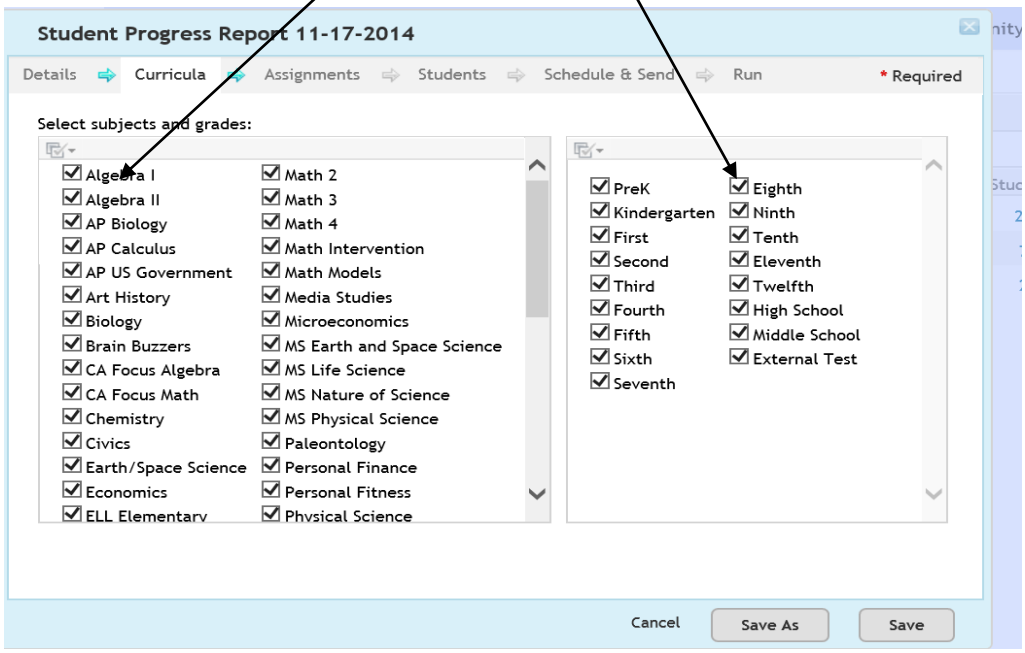
1. Click "My Students"
2. Click "My Classes"



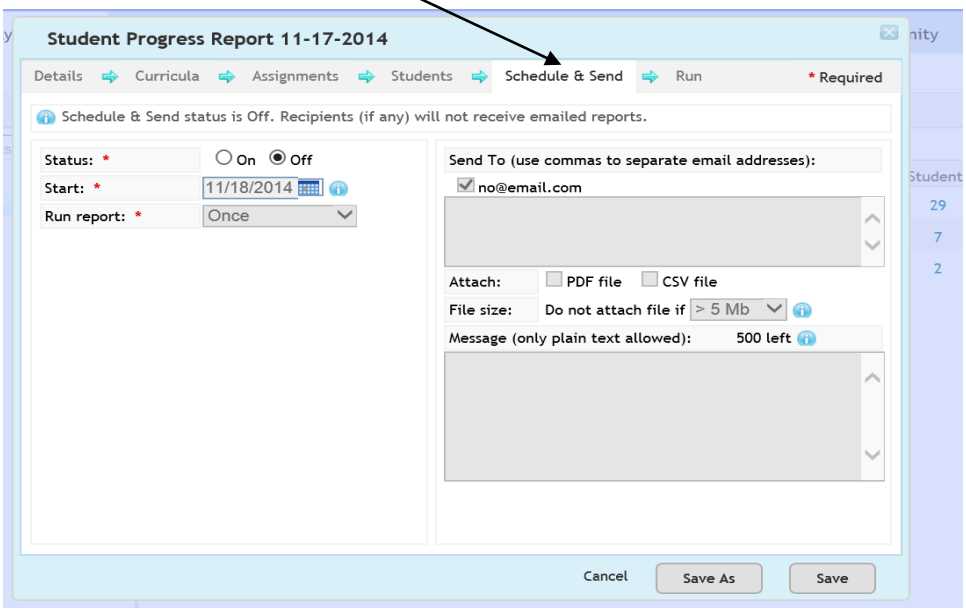
3. Place a √ in the box in front of your class/s
4. Click "Run Reports"
5. Progress Report – Student Progress
6. Click **Details**



7. Click **Curricula:** click on drop down above Algebra 1- **<u>make appropriate changes</u>**
8. Select appropriate subjects and grade levels.



9. Click Assignment (all work should already be selected)
10. Click Students (summary of your students and classes should appear)
11. Schedule & Send



12. Status: ON
13. Run Report: select appropriate runt time
14. Stop: select date you want reports to stop
15. Click: Attached PDF
16. Save AS
17. Save
18. Run
19. Run Now or Close

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