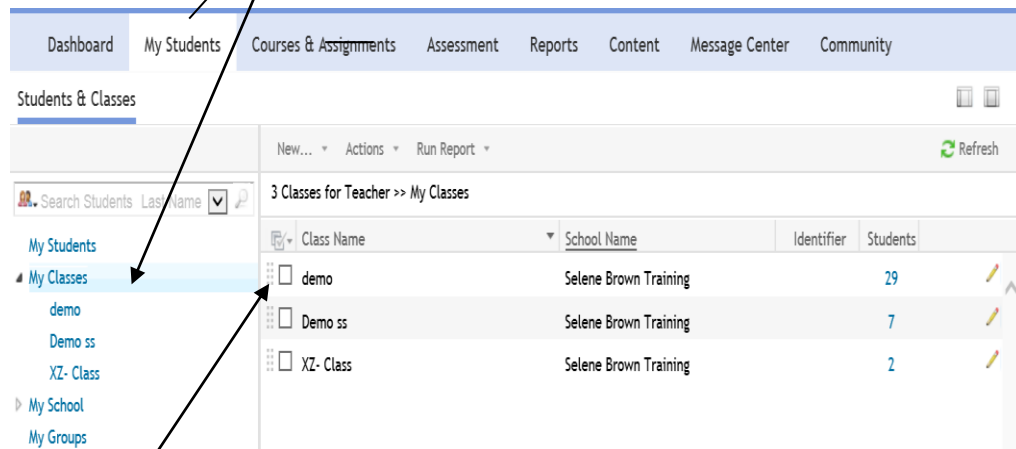


Creating a Student Progress Report (Short Steps)

1. Click “My Students”
2. Click “My Classes”



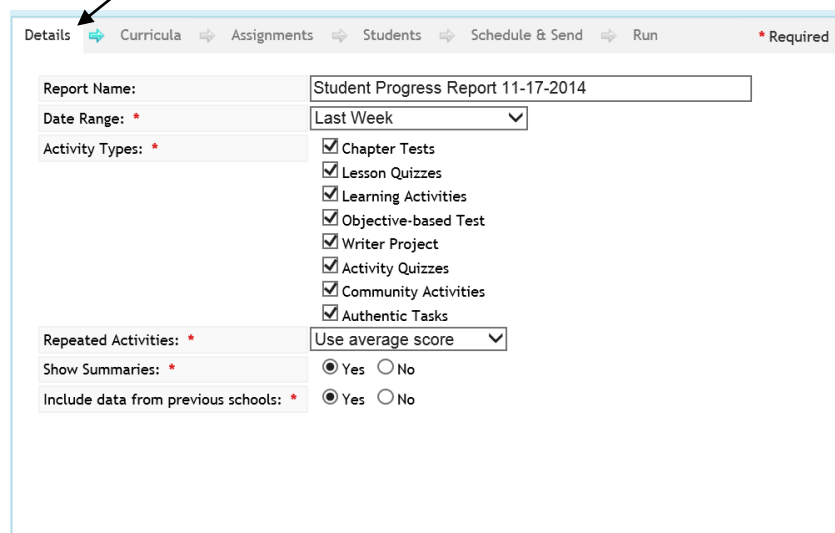
Students & Classes

New... Actions Run Report Refresh

3 Classes for Teacher >> My Classes

Class Name	School Name	Identifier	Students
<input type="checkbox"/> demo	Selene Brown Training		29
<input type="checkbox"/> Demo ss	Selene Brown Training		7
<input type="checkbox"/> XZ- Class	Selene Brown Training		2

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



Details Curricula Assignments Students Schedule & Send Run * Required

Report Name: Student Progress Report 11-17-2014

Date Range: * Last Week

Activity Types: *

- ☒ Chapter Tests
- ☒ Lesson Quizzes
- ☒ Learning Activities
- ☒ Objective-based Test
- ☒ Writer Project
- ☒ Activity Quizzes
- ☒ Community Activities
- ☒ Authentic Tasks

Repeated Activities: * Use average score

Show Summaries: * ☒ Yes ☐ No

Include data from previous schools: * ☒ Yes ☐ No

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

Student Progress Report 11-17-2014

Details **Curricula** Assignments Students Schedule & Send Run * Required

Select subjects and grades:

<input checked="" type="checkbox"/> Algebra I	<input checked="" type="checkbox"/> Math 2
<input checked="" type="checkbox"/> Algebra II	<input checked="" type="checkbox"/> Math 3
<input checked="" type="checkbox"/> AP Biology	<input checked="" type="checkbox"/> Math 4
<input checked="" type="checkbox"/> AP Calculus	<input checked="" type="checkbox"/> Math Intervention
<input checked="" type="checkbox"/> AP US Government	<input checked="" type="checkbox"/> Math Models
<input checked="" type="checkbox"/> Art History	<input checked="" type="checkbox"/> Media Studies
<input checked="" type="checkbox"/> Biology	<input checked="" type="checkbox"/> Microeconomics
<input checked="" type="checkbox"/> Brain Buzzers	<input checked="" type="checkbox"/> MS Earth and Space Science
<input checked="" type="checkbox"/> CA Focus Algebra	<input checked="" type="checkbox"/> MS Life Science
<input checked="" type="checkbox"/> CA Focus Math	<input checked="" type="checkbox"/> MS Nature of Science
<input checked="" type="checkbox"/> Chemistry	<input checked="" type="checkbox"/> MS Physical Science
<input checked="" type="checkbox"/> Civics	<input checked="" type="checkbox"/> Paleontology
<input checked="" type="checkbox"/> Earth/Space Science	<input checked="" type="checkbox"/> Personal Finance
<input checked="" type="checkbox"/> Economics	<input checked="" type="checkbox"/> Personal Fitness
<input checked="" type="checkbox"/> ELL Elementary	<input checked="" type="checkbox"/> Physical Science

PreK ☒ Eighth ☒
 Kindergarten ☒ Ninth ☒
 First ☒ Tenth ☒
 Second ☒ Eleventh ☒
 Third ☒ Twelfth ☒
 Fourth ☒ High School ☒
 Fifth ☒ Middle School ☒
 Sixth ☒ External Test ☒
 Seventh ☒

Cancel Save As Save

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

Student Progress Report 11-17-2014

Details Curricula Assignments Students **Schedule & Send** Run * Required

Schedule & Send status is Off. Recipients (if any) will not receive emailed reports.

Status: * ☐ On ☒ Off

Start: * 11/18/2014

Run report: * Once

Send To (use commas to separate email addresses):

☒ no@email.com

Attach: ☐ PDF file ☐ CSV file

File size: Do not attach file if > 5 Mb

Message (only plain text allowed): 500 left

Cancel Save As Save

12. Status: ON
13. Run Report: select appropriate run 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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