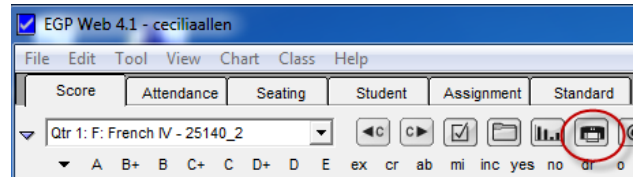




Student Progress Reports

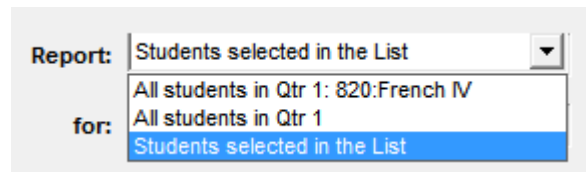
Open your gradebook.

Click on **Printer** icon.



In **Report:** select **Student Progress (report card)**.

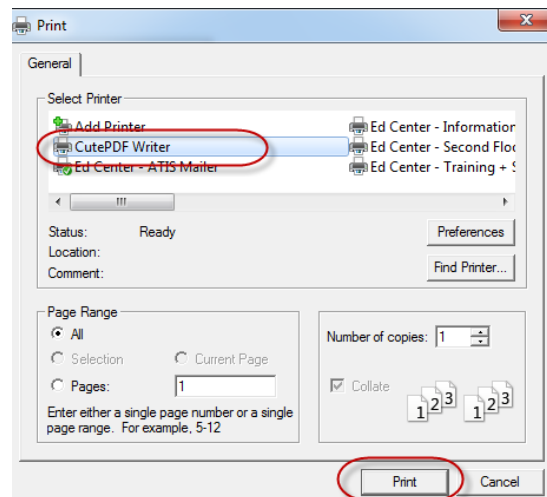
In **for:** select **Students selected in the List**.



Choose a student from the list.

Click on **Print**.

In **Select Printer;** choose **CutePDF Writer**.



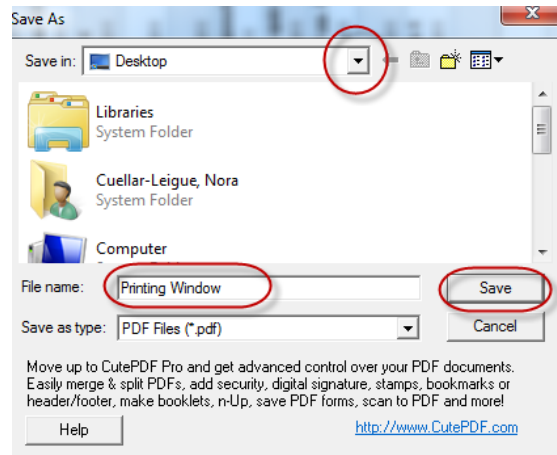
Click on **Print**.



In **Save in:** navigate to the location where you want to save the progress report.

In **File name:**, type the name you want this progress report to have.

Click on **Save**.



The report will be saved as a PDF document that can be attached to an email.

IMPORTANT: Verify that the report contains the correct information before you attach it to an e-mail.