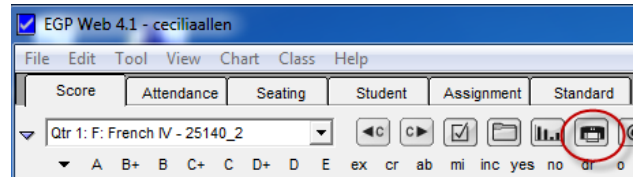




## Student Progress Reports Using a MAC

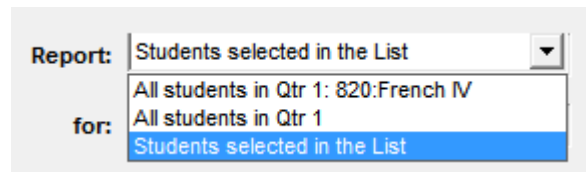
Open your gradebook.

Click on **Printer** icon.



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

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

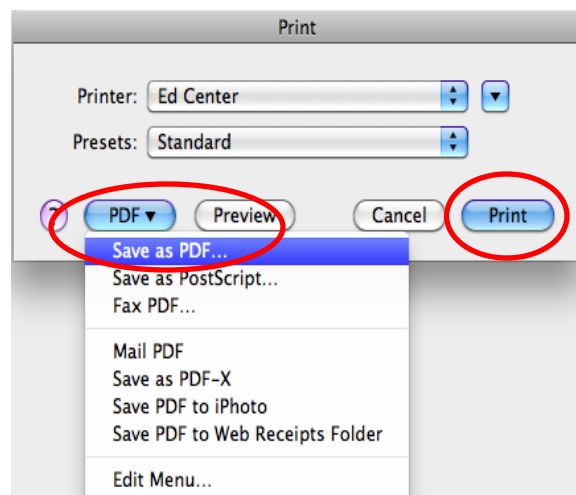


Choose a student from the list.

Click on **Print**.

Click on **PDF** drop-down arrow.

Click on **Save as PDF...**

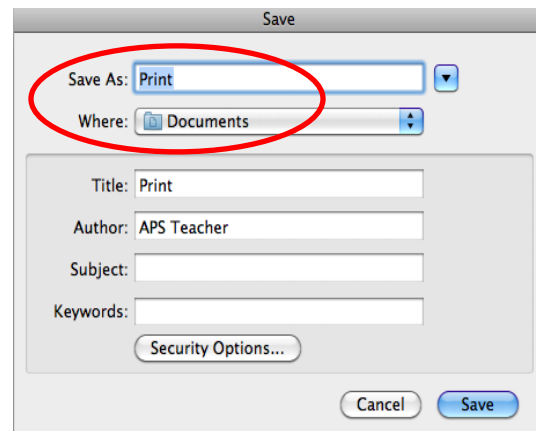




In **Save As:** type the name you want this progress report to have.

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

Click on **Save.**



The report will be saved as a PDF document that can be attached to an e-mail.

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