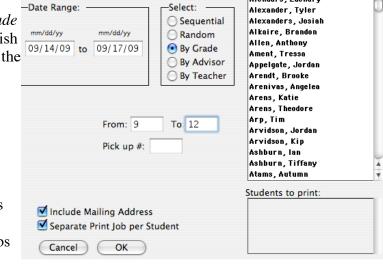# Printing Progress Reports in the Office – Office Instructions

The following is a list of items that should be completed to print progress reports that have been sent to the office to be printed. The items are listed in sequential order and should be completed in this order.

1. Before teachers send Progress Reports to the Office to be printed you need to make each teacher aware of the date range for which you will be printing progress reports. This is because teachers choose a date when setting up Progress Reports and if they choose a date outside of the range of dates you are printing, their Progress Reports will not be printed.

2. After all teachers have sent Progress Reports to the Office go to **Grades: Reports: Print Progress Reports**.

3. Choose a date range for which you will print Progress Reports.

4. Select the students or group of students to print.

5. Use the checkbox "*Include Mailing Address*" if you wish to have a mailing label for the student's primary contact printed at the bottom left corner of the first page of each student's batch of progress reports.

6. Use the checkbox "*Separate Print Job per Student*" if your printer has the ability to print front to back and/or staple print jobs and it will do so.

7. Click "*OK.*"

8. Select the folder that contains the progress report files. Check with your network administrator/technology professional if you have trouble locating or accessing this folder. If your school is using the IP Gradebook, the folder that will contain the progress report files is inside the current year's JMC data folder and is called GRBK_GRADES.

9. A report will be displayed listing all of the available progress report files, the teacher, date, and number of progress reports contained in each file, and an indication of which files will be utilized in the printing process. Click *Print*.

10. A new screen will appear asking whether to *Proceed* or *Cancel* the process of printing progress reports. Click *Proceed*.

11. If the print job you specified is not too large you will see a print preview of the progress reports batch. Click *Print*.

12. If a mistake was made by a teacher where they have sent in multiple Progress Reports for a student in the same class you can go into the folder from step #8 and delete out the teacher's (identified by the teacher # in that folder) Progress Reports they sent and have the teacher resend their Progress Reports to be printed.