

Printing Progress Reports

This guide will walk you through the steps to print progress reports.

After logging into PS Admin change the term to the current quarter.

Once you are in the correct term you will select the group of students you wish to run progress reports for. HS students have a separate progress report from students in grades 3-8. PK-2nd grade do their progress reports by hand.

You can run progress reports for all students in grades 3-8 at one time, or you can do each grade separately. To do just one grade at a time click on the grade level.

To search for a group of students type 'grade_level in 3,4,5,6,7,8' in the search box. For all HS students you can type 'grade_level in 9,10,11,12'. Then click the search button.

You will then get the list of students, below that list click the empty drop down menu box, select 'Print Report'.

The report you select will depend on what grade levels you have selected. In this case it is grades 3-8, so the 3-8th Progress Report will be used. Select it, leave all other options as they are and click Submit.

You will then see your Report Queue. The report will take a minute or two to run, click View to open it. Save a copy of it to your computer before printing it.

School: Kiana School
Term: 09-10 Year

- 09-10 2009-2010
 - 09-10 Semester 1
 - 09-10 Semester 2
 - 09-10 Quarter 1
 - 09-10 Quarter 2
 - 09-10 Quarter 3
 - 09-10 Quarter 4
- Choose the current quarter

Search Students

grade_level in 3,4,5,6,7,8

[View Field List](#) [How to Search](#)

Select a function for this group of students

- Attendance Change
- Batch Address Validation
- Batch Boundary Validation
- Counselor's Screen
- Enrollment Summary
- Export Using Template
- Fee Functions
- ID/Password Assignment
- Invalid Requests
- LDAP Directory Synchronization
- List Students
- Mass Enroll in Classes
- Mass Print A Student Screen
- Next School Indicator
- Print Report
- Print Mailing Labels

Option	Value
Which report would you like to print?	Class Attendance Audit
	Class Attendance Audit
	NWABSD Web ID and Password Letter for Parents
	Passwords for Students
For which students?	3-8th Progress Report
	Eligibility Grade 6-8
	HS Progress Report
	NWABSD Student Schedule
	Student Schedule
In what order?	

Submit

Report Queue - My Jobs [Refresh now](#)

All jobs complete

Created	Job Name	Started	Ended	Status	
09/14/2009	HS Progress Report	09/14/2009 9:23 AM	09/14/2009 9:23 AM	Completed	View
09/14/2009	3-8th Progress Report	09/14/2009 9:14 AM	09/14/2009 9:14 AM	Completed	View
09/14/2009	3-8th Progress Report	09/14/2009 9:13 AM	09/14/2009 9:13 AM	Completed	View