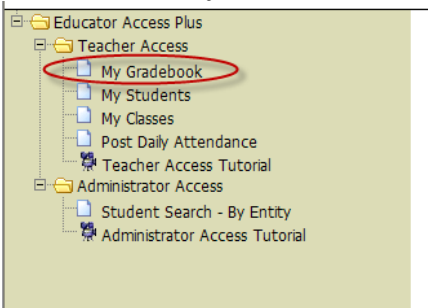


# Multi-Enhanced Progress Report

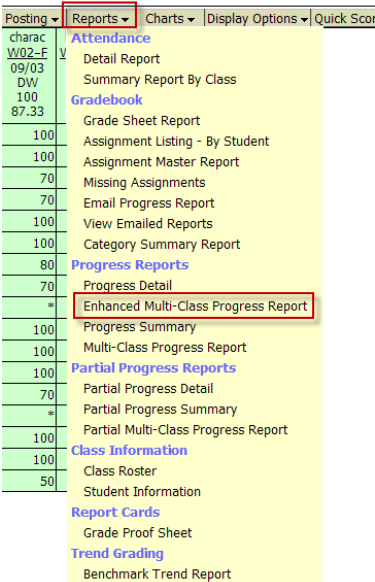
1. Log in to Skyward Educator Access Plus.
2. Click My Gradebook.



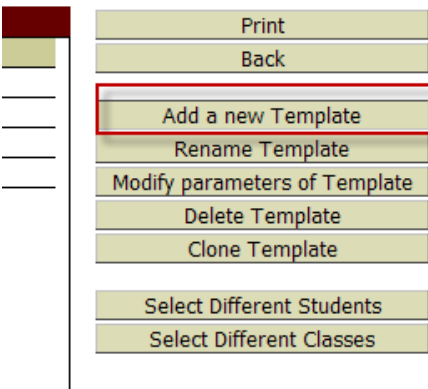
3. Click any class **Gradebook** link.

122 JI Everhart Magnet Academy							Posting Status ▾
Dept	Subject	Terms	Period	Days Meet	Class	Description	
14		1 - 6	1	MTWRF	3WHbt / 03	3rd Work Habits	<a href="#">Gradebook</a>
14		1 - 6	2	MTWRF	3Atn/C / 03	3rd Attendance/Conduct	<a href="#">Gradebook</a>
	01	1 - 6	3	MTWRF	3Rdg / 03	3rd Reading	<a href="#">Gradebook</a>
	01	1 - 6	4	MTWRF	3Wtg / 03	3rd Writing	<a href="#">Gradebook</a>
	03	1 - 6	5	MTWRF	3Math / 03	3rd Math	<a href="#">Gradebook</a>
	05	1 - 6	6	MTWRF	3SS / 03	3rd Social Studies	<a href="#">Gradebook</a>
	04	1 - 6	7	MTWRF	3Sci/H / 03	3rd Science/Health	<a href="#">Gradebook</a>
14		1 - 6	8	MTWRF	3Pen / 03	3rd Penmanship	<a href="#">Gradebook</a>
14	10	1 - 6	11	MTWRF	3Art / 03	3rd Art	<a href="#">Gradebook</a>

4. Click **Reports** at the top of the Gradebook.
5. Click **Enhanced Multi-Class Progress Report**.



6. Click **Add a new Template**.



7. Name the template and click **save**.

Add a new Report Template for the Enhanced Multi-Class Progress Report Report.

Sequence #:     
 Report Template Name:

8. Select the **term**.

9. Choose your **preferences**. Below is a suggestion.

10. Type **comments** at the bottom if needed. This will print on all students' progress reports.

Display Grades and Assignments for Term:

Only print students with a grade mark of   Print dropped students  
 Only print students with less than  percent  
 Only print students with less than  absences

**Report Header**

**Student Header**  
 Display Student Name  Display Student ID  Display Student Advisor

**Class Header**  
 Display Attendance Totals  Only for Selected Term

**Free Form Header**  
 Label 1:   
 Label 2:

**Report Body**

**Classes to Print for Selected Students**  
 Only Print this Class  Print All Classes   Only Print Classes where I am the Teacher

**Assignments to Print**  
 Do Not Print Any Assignments or Categories  Do Not Print Assignments Marked as 'No Count'  
 Do Not Print Ungraded (\*) Assignments  Do Not Print Assignments Not Posted to Family Access

**Assignment Date Order**  
 Ascending (oldest to newest)  Descending (newest to oldest)

**Category Options**  
 Display Category Totals  Group Assignments by Category

**Fields to Print**  
 Assignment Comments  Assignment Detailed Description  
 Missing Indicator and Reason  Earned and Possible Points  
 Percent Earned  Grade Mark  
 Special Codes  Special Codes Legend  
 Absences  Absences Legend

**Report Footer**

**Student Footer**  
 Display Signature Line

**Class Footer**  
 Display Current Class Grade  Display Grades for Previous Terms  
 Display Missing Assignments  Display Term Comments  
 Display Teacher's Log

**Free Form Footer**  
 Label 1:   
 Label 2:   
 Label 3:   
 Label 4:

**Comment**  
 Type class comments here, such as, conference times or note to parents.

11. Click **Save**.

12. Highlight the **report**, and click **print**.

3Wtg / 03 Prd:4 3rd Writing - Karen Johnson  
 Report: Enhanced Multi-Class Progress Report

Seq #	Report Template Name
20	Progress Report
900	Curr Term;No Count;Ungraded;Comments;Sig;Attn Totals
910	Curr Term;No Count;Comments;Sig;Attn Totals
920	Curr Term;No Count;Ungraded;Comments;Sig;No Attn
930	Curr Term;No Count;Comments;Sig;No Attn

13. Wait for the report to Queue and finish running.

Print Queue for KAREN JOHNSON						
Date	Time	Report Description	Class	V	W	Status
09/14/2010 Tue	9:10 AM	Enhanced Multi-Class Progress Report	3Rdg/03 3rd Rdg	N	1	Queued 00:00:04
09/14/2010 Tue	8:50 AM	Enhanced Multi-Class Progress Report	3Rdg/03 3rd Rdg	N		Completed 00:00:05

14. Click **Display Report** when it appears. A PDF document will appear. Sometimes you may have to open Adobe Reader first to see it. Then, print report.

Report Finished Processing

The report Enhanced Multi-Class Progress Report has finished processing.

**This report prints all classes for one student.**

**JL Everhart Magnet Academy**

**Multi-Class Progress Report for MP1 (08/23/10 - 10/01/10)**

Student: JLE Student Date: 09/14/10  
 Class: 3rd WHbt / 03 Period: 1 Teacher: JLE Teacher

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Class: 3rd Atn/Conduct / 03 Period: 2 Teacher: JLE Teacher

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Class: 3rd Rdg / 03 Period: 3 Teacher: JLE Teacher

Current Class Grade: 96.00% / 96