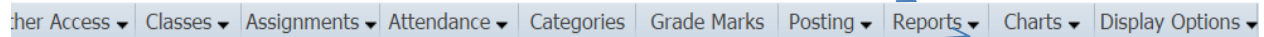


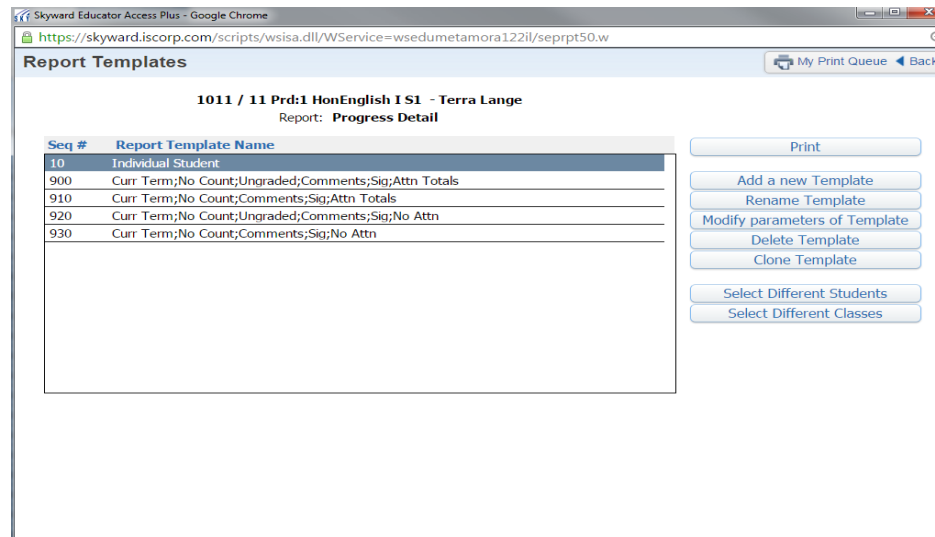
Open up the specific class in your gradebook that contains the student for whom you want to print the progress report for.

Across the menu you will find the display that says Reports



Click on the down arrow

Under **Progress Reports** click on **Progress Detail**. This window appears



This report breaks down your assignments by category, list detailed information about the assignment, tells earned and possible points, grade mark as well as the percent

Make sure **Individual Student** is highlighted. That will print out a very detailed account of the grades in that class. Click on **Select Different Students** and pick and choose which students out of that class you wish printed reports for. If you need additional reports of other students in other classes then open those classes in your grade book and follow the same procedure