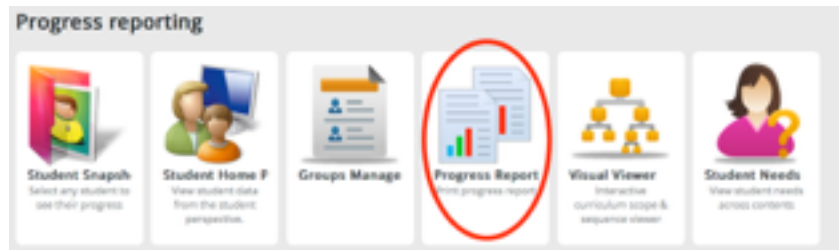


## Printing Progress Reports in Empower

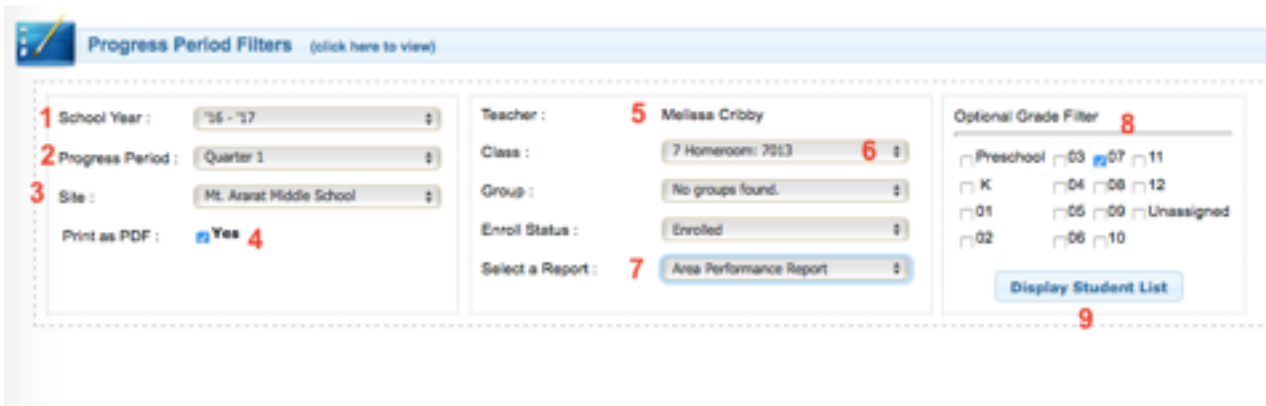
In order to print progress reports or report cards in Empower, we are going to need to go to the menu or the stack of pancakes icon in the upper left hand corner of the screen and click.



You're going to scroll down the screen to where it says 'Progress Reporting'. Find the 'Progress Report' tile and click it, doing so will open the progress report printing tool.

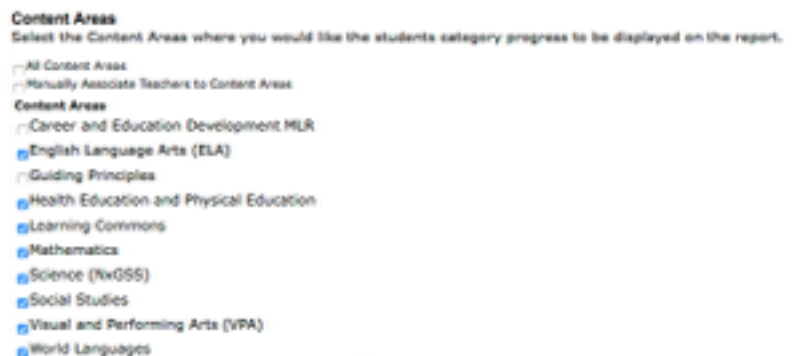


1. Select the current school year.
2. Select the correct Progress Period. (ex: Quarter 2, Third Progress Period)
3. Make sure the correct school site is selected, especially if you work in multiple buildings.
4. Leave the 'Print as PDF' box checked 'Yes'.

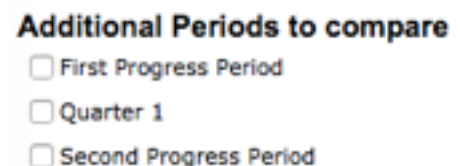


5. Your name should be listed next to Teacher as long as you are logged into Empower in your account.
6. Select the class or section of students that you wish to print reports for.
7. Leave the Enroll Status alone, but the type of Report field should be **Area Performance Report**.
8. Check off the grade level of your students in the Optional Grade Filter area.
9. Finally, click the 'Display Student List' button.

We now will select content areas and other options that will determine the way our reports will appear. You can check off all content areas to have them all displayed in the report, or you can just click on individual content areas that you want included in your progress report.



Check off the previous periods to compare. For example: if it is the end of Quarter 2, compare to Quarter 1.



### Additional Options

- Show Report Instructions
- Print Content Area Comments
- Report Language:
- Show pacing column
- Hide Topic if ALL scores are 'AP'
- Turn on double sided printing
- Show developmental level column
- Show score column

You should select each of the options shown in the image on the left including: Print Content Area Comments, Hide Topic if ALL scores are AP, Show developmental level column, and Show score column.

### Student List

Select the desired students and then click 'Print Report' to run the Progress Report.

You are about to print progress report for progress period "First Semester 2015", which end date is "06/30/2015".

[Print Reports](#)

From: Organa, Leia - 130001756 To: [Check range](#) [Uncheck range](#)

- All Students
- Kyle, Selena - 130009756
- Longbottom, Neville - 130001366
- Snow, Jon
- Clemens, Samuel - 130002548
- Lannister, Tyrion - 130002446
- Organa, Leia - 130001756
- Stacey, Gw
- Gautama, Siddhartha - 130003446

Down in the student list area we can choose to print reports for all students, or we can check individual students to print a report for. Once we have our students selected, We can click the 'Print Reports' a button. We've been wait for the reports to be created, and eventually we will see a tiny here link that we need to click in order to view the reports.

- Include social wall comments
- Black and White printing

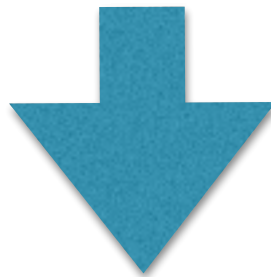
### Student List

File Generation is Done, please download it from [Here](#)



You should then be able to download the reports as a PDF file to your computer, Or open them in Preview and print from there.

View a pdf of a sample report card on the next page. Note: Sample was made in October, 2016, so there are not necessarily many learning goals that had been scored at that time.



## Performance Report

Student Performance Lvl: Level 07

### HL Ararat Middle School

66 Republic Avenue  
Topsham, ME 04086  
(207)729-2950

Joshua Ottow, Principal; Joshua Ottow

### RSU 75

<http://empowerlink75.org>

Reporting End Date: 11/4/2016  
Print Date: 10/25/2016  
Homeroom teacher: Melissa Cribby

English Language Arts (ELA) Chuhra Daniel, Singleton Rebecca		Q1	
<b>ELA 1 READING COMPREHENSION</b>			
	Lvl	Prg	
CC.7.ELA.1.01.01: Can analyze how literary elements such as setting and character contribute to the theme, or themes, in literature (RI.8.2)			4.0
<b>WORK HABITS</b>			
	Lvl	Prg	
CC.7.WH.1.1: Focus			4.0
CC.7.WH.2.1: Respectful			4.0
CC.7.WH.3.1: Responsible			4.0
Health Education and Physical Education Roux William		Q1	
<b>PE3 PERSONAL AND SOCIAL SKILLS AND KNOWLEDGE</b>			
	Lvl	Prg	
HE.07.PE3.01.01: Demonstrate the following cooperative and inclusive skills while participating in physical activities, teamwork, appropriate response to peer pressure, managing conflict, respectful engagement of peers in activities.			4.0
HE.07.PE3.03.01: Demonstrate responsible personal behaviors while participating in physical activities.			3.0
<b>WH PE WORK HABITS PHYSICAL EDUCATION</b>			
	Lvl	Prg	
HE.07.WHPE.1.1: Focus			4.0
HE.07.WHPE.2.1: Respectful			4.0
HE.07.WHPE.4.1: Responsible			4.0
Learning Commons Silverman Karen		Q1	
<b>WH WORK HABITS</b>			
	Lvl	Prg	
LC.07.WH.01.01: Focus			3.0
LC.07.WH.02.01: Respectful			3.0
LC.K.WH.1.01: Responsible			3.0
Mathematics Cribby Melissa		Q1	
<b>WH WORK HABITS</b>			
	Lvl	Prg	
CC.M.7.WH.1.1: Focus			4.0
CC.M.7.WH.2.1: Respectful			4.0
CC.M.7.WH.4.1: Responsible			4.0
Science (MeGSS) Bickford Sandra, Karsd Nicole		Q1	
<b>WH ST STEM WORK HABITS</b>			
	Lvl	Prg	
NG.07.WHST.01.01: Focus			4.0
NG.07.WHST.02.01: Respectful			4.0
NG.07.WHST.03.01: Responsible			4.0
<b>WH WORK HABITS</b>			
	Lvl	Prg	
NG.07.WH.1.1: Focus			4.0
NG.07.WH.2.1: Respectful			4.0
NG.07.WH.4.1: Responsible			4.0
Social Studies Beede Jonathan		Q1	
<b>WH WORK HABITS</b>			
	Lvl	Prg	
SO.07.WH.1.1: Focus			4.0
SO.07.WH.2.1: Respectful			4.0
SO.07.WH.4.1: Responsible			3.0
Visual and Performing Arts (VPA) Lahde Margary		Q1	
<b>WH BD WORK HABITS BAND</b>			
	Lvl	Prg	
VP.07.WHBD.02.01: Respectful			4.0
VP.07.WHBD.03.01: Responsible			2.5
<b>WH WORK HABITS</b>			
	Lvl	Prg	
VP.10.WH.01.01: Prepares for Class			4.0
VP.10.WH.02.01: Engages in Class			4.0
VP.10.WH.03.01: Demonstrates Effort and Perseverance			4.0
VP.10.WH.04.01: Conducts Self Respectfully			4.0
VP.11.WH.01.01: Prepares for Class			4.0
VP.11.WH.02.01: Engages in Class			4.0
VP.11.WH.03.01: Demonstrates Effort and Perseverance			4.0
VP.11.WH.04.01: Conducts Self Respectfully			4.0
VP.12.WH.01.01: Prepares for Class			4.0
VP.12.WH.02.01: Engages in Class			4.0
VP.12.WH.03.01: Demonstrates Effort and Perseverance			4.0
VP.12.WH.04.01: Conducts Self Respectfully			4.0
VP.VP.WH.01.01: Prepares for Class			4.0
VP.VP.WH.02.01: Engages in Class			4.0
VP.VP.WH.03.01: Demonstrates Effort and Perseverance			4.0
VP.VP.WH.04.01: Conducts Self Respectfully			4.0

Visual and Performing Arts (VPA) Lahde Margary		Q1	
<b>WH BD WORK HABITS BAND</b>			
	Lvl	Prg	
VP.07.WHBD.02.01: Respectful			4.0
VP.07.WHBD.03.01: Responsible			2.5
<b>WH WORK HABITS</b>			
	Lvl	Prg	
VP.10.WH.01.01: Prepares for Class			4.0
VP.10.WH.02.01: Engages in Class			4.0
VP.10.WH.03.01: Demonstrates Effort and Perseverance			4.0
VP.10.WH.04.01: Conducts Self Respectfully			4.0
VP.11.WH.01.01: Prepares for Class			4.0
VP.11.WH.02.01: Engages in Class			4.0
VP.11.WH.03.01: Demonstrates Effort and Perseverance			4.0
VP.11.WH.04.01: Conducts Self Respectfully			4.0
VP.12.WH.01.01: Prepares for Class			4.0
VP.12.WH.02.01: Engages in Class			4.0
VP.12.WH.03.01: Demonstrates Effort and Perseverance			4.0
VP.12.WH.04.01: Conducts Self Respectfully			4.0
VP.VP.WH.01.01: Prepares for Class			4.0
VP.VP.WH.02.01: Engages in Class			4.0
VP.VP.WH.03.01: Demonstrates Effort and Perseverance			4.0
VP.VP.WH.04.01: Conducts Self Respectfully			4.0