

## Printing a Progress Report in Empower 3.0

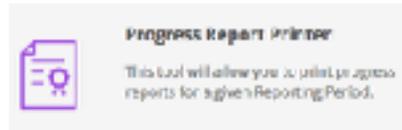
Instruction

Scoring

Reporting

Click on the Reporting tab.  
Select a class/section.

Scroll down to the "Progress Report Printer" section and click on the icon (see image to right.) Don't bother clicking "view tutorial" as it doesn't work.



Your next screen is where you will set up your progress report.

1. Select the current school year.
2. Select the correct Progress Period. For example: **"First 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. Select your name in the "Teacher" field.
6. Select your homeroom or the class you wish to print progress reports for.
7. Leave the Enroll Status alone, but the type of Report field should be **Area Performance Report**.
8. Continue by checking off the grade level in the Optional Grade Filter area.
9. Finally, click the 'Display Student List' button.

A screenshot of the "Progress Report Filters" form. The form is divided into several sections. On the left, there are three main sections: "School Year" (set to 18-19), "Progress Period" (set to Quarter 1), and "Site" (set to Mt. Carmel Middle School). Below these is a "Print as PDF" checkbox checked "Yes". In the middle section, "Teacher" is set to Melissa Conroy, "Class" is 7 Homeroom 2513, "Group" is "No groups found", "Enroll Status" is "Enrolled", and "Select a Report" is "Area Performance Report". On the right, "Optional Grade Filter" is set to 8, and there are checkboxes for grades K through 12, with 8, 9, 10, and 11 checked. A "Display Student List" button is at the bottom right. Red numbers 1 through 9 are overlaid on the form to correspond to the numbered steps in the list above.

### Content Area

Select the Content Areas where you would like:

- All Content Areas
  - Faculty-Assigned Teachers to Content Area
- #### Content Areas
- Career and Education Development: CEA
  - English Language Arts (ELA)
  - Building Principles
  - Health Education and Physical Education
  - Learning Commons
  - Mathematics
  - Science (NGSS)
  - Social Studies
  - Visual and Performing Arts (VPA)
  - World Languages

### Additional Periods to compare

- Quarter 1

### Additional Options

- Show letter comments
- Print Content Area Comments
- Show passing column
- Use Test FALL scores as AP
- Calculate score going
- Show developmental level column
- Show test column

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.

Make sure you check off any other progress periods you want to have displayed under **Additional Periods to Compare**. 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.

Down in the student list area all of the students in that class you checked earlier will be listed. You can click on the names of individual students you wish to print a report out for, or you can click the 'All Students' box to select them all. Once we have our students selected, We can click the 'Print Reports' a button.

### 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 2021", which end date is "20/06/2021".

[Print Reports](#)

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

- All Students
- Kyle, Selena - 130009756
- Longbottom, Neville - 130001366
- Snow, Jon
- Clessens, Samuel - 130002548
- Lannister, Tyrion - 130002445
- Organa, Leia - 130001756
- Stacey, Gw
- Gautama, Siddhartha - 130003888

- Include social wall comments
- Black and White printing

### Student List

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



You will need to wait for the reports to be created, and eventually will see a tiny here link that we need to click in order to view the reports.

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.