Printing a Progress Report in Empower 3.0

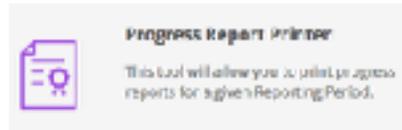Click on the Reporting tab.
Select a class/section.

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 it 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.

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 classl 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 ████", which end date is "██/██/████".
Print Reports

From: Organa, Leia - 130001756 To: Check range   Uncheck range

☐ All Students   ☐ Kyle, Selana - 130009756   ☐ Longbottom, Neville - 130001366 ☐ Snow, Jon
☐ Clemens, Samuel - 130002548   ☐ Lannister, Tyrion - 130002446   ☑ Organa, Leia - 130001756   ☐ Stacey, Gw
☐ Gautama, Siddhartha - 130003445

☐ 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.