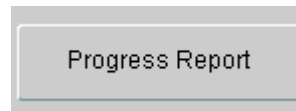
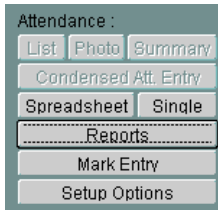


Interim Reports / Progress Reports

- From the Start Screen in the Teacher Assistant click on the Reports button.



- From the Reports screen choose:
- Setting up your report criteria should look like the example below:

Academic Progress Report (TA)

School: Golden Secondary

Report Title: Academic Progress Report (TA)

Select Classes: S1 T0 D0 P1 CHEM 11S(MCH--11S - 01) Multiple...

Report Cycle: First Report Card ?

Category: All

Assignment Type: All

Select Student: Multiple...

Assignment From Date: + To Date: +

Group by Category Include Summary by Assignment Type? Include weight?

Group by Assignment Include Class Average? Include signature?

Order by Due Date: Ascending Include Assign date and Due date? Print Alpha Cumm?

Include Absences from this Class?

Absences From Date: 04-SEP-2007 + To Date: 16-OCT-2007 +

Message to Parent: If you want to add a comment place it here.

Include Version Number of the Report

Landscape Portrait

Print in background? No

Callouts:

- First insert your class or classes.
- Specify your reporting period.
- Leave blank to include all students.
- Your comment will be applied to all of the reports.
- Be sure to select Portrait

- If you want to specify classes or students, click the Multiple option, highlight your selections on the left and Add to the right column. Click Okay when done.

