

# Instructions for Printing Progress Reports

1. First, verify all of your teachers have posted grades for all periods they are teaching. Click Grade menu and choose "Teacher Completion" under reports. Any teacher not listed has completely posted all grades. Any teacher showing a red X in a period column has not posted grades for that period.
2. Once you have all teachers grades posted you can then print progress reports. In Focus, choose the Grades menu and select Report Cards from the drop-down list.
3. Under Marking Periods, choose:
  - a. "1PGRPT" for 1<sup>st</sup> 9 weeks progress report.
  - b. "2PGRPT" for 2<sup>nd</sup> 9 weeks progress report.
  - c. "3PGRPT" for 3<sup>rd</sup> 9 weeks progress report.
  - d. "4PGRPT" for 4<sup>th</sup> 9 weeks progress report.
4. Choose the option you prefer for sorting report cards, by default it will choose Alphabetically by Student Name
5. Choose the appropriate Letterhead template
6. Click the "Continue..." button
7. Select all students at the bottom of the page by checking the top most box in the header of the student list, or choose individual students from the list to print their progress reports.