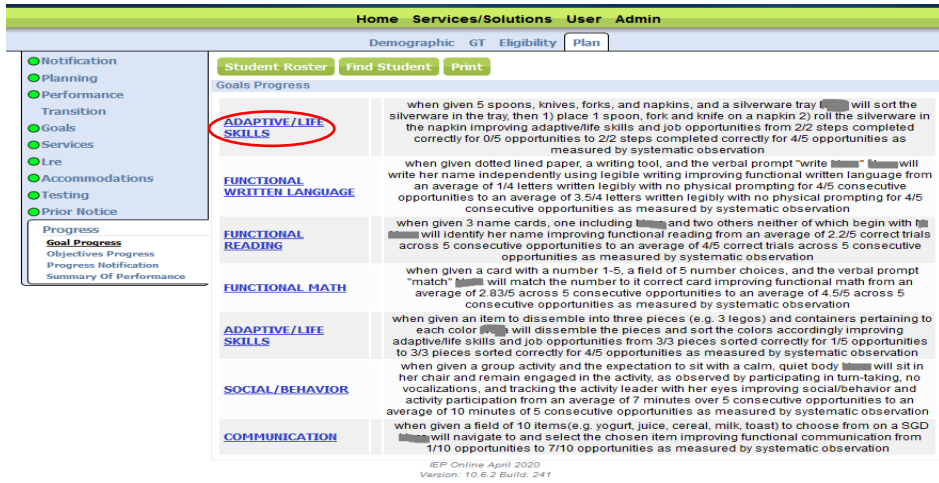


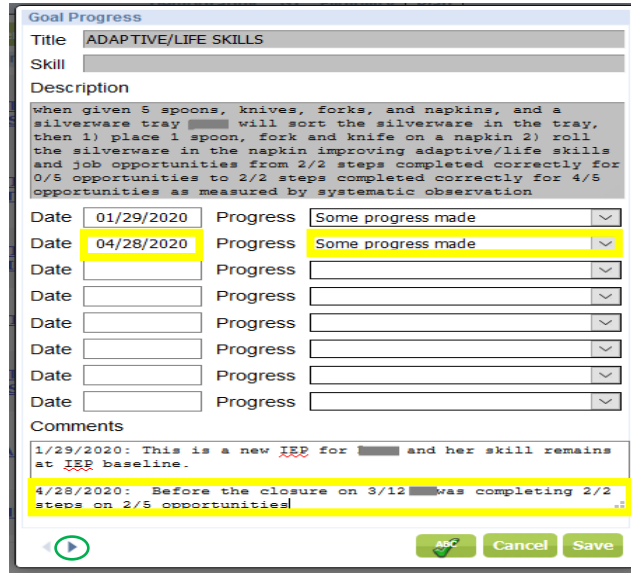
Entering/Printing Progress Reports

Completing the Progress Report:

1. Look up your student on IEPO. In the **PLAN** tab, click on the most recent, locked IEP/review.
2. When you do this, you will automatically be guided to the **GOAL PROGRESS** page



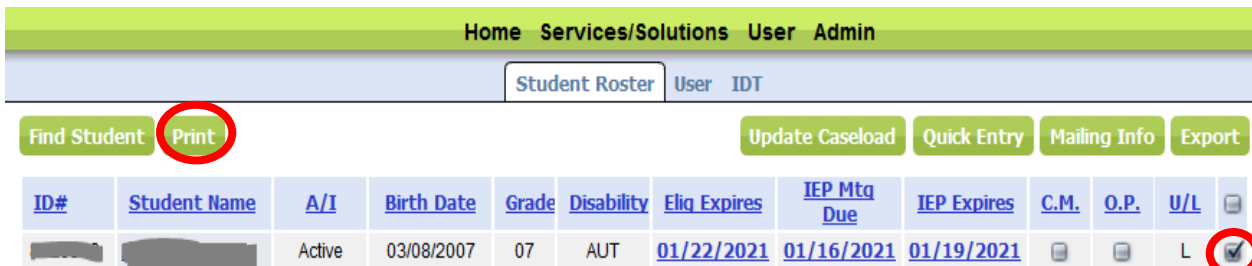
- a. Click on the first goal. This will open a dialogue box. Enter the date, select the progress on the dropdown menu, and then date and enter the data in the comments:



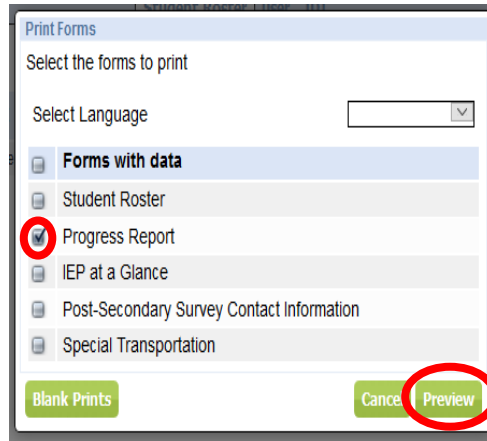
- b. Repeat for each goal.

Printing/Saving Progress Report as a PDF:

1. On the **STUDENT ROSTER** tab, select the far right box and then click **PRINT**



2. Select **PROGRESS REPORT** then **PREVIEW**



3. When the preview is open, select print on your computer. In the dialogue box select **PRINT TO PDF** rather than a printer. It will ask you to save the file – Save as **student name progress report** (e.g. Sue Smith Progress Report)

