

QUICK TIP:

PRINTING MULTIPLE PARTICIPANT REPORTS

Access the Print Multiple Reports Feature

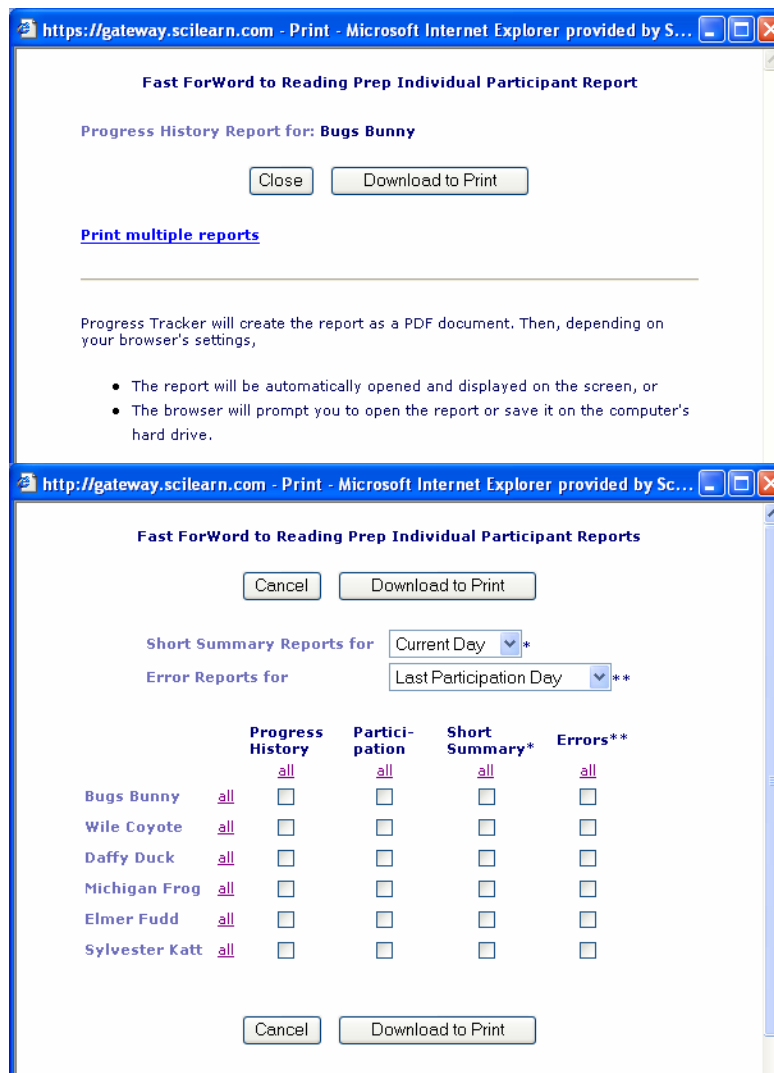
To access the Print Multiple Reports feature in Progress Tracker:

1. Login to Progress Tracker.
2. Click Participant List for your ORG.
3. Select the Date Range and Participant Group to print.
4. Click the Fast ForWord product for an individual student.
5. Click Print and a pop-up window will appear.

Printing Multiple Reports

To select the reports:

1. Click the Print multiple reports link.
2. The Group of Participants working on the selected product will appear.
3. At the Short Summary Reports for drop-down, select the time period.
4. At the Error Reports for drop-down, select the time period.
5. For each participant, check the box for the reports to print.
6. You may click All for any participant or any report and the check boxes will fill in automatically in that row or column.
7. Click Download to Print to view your selected reports. You will be able to print or save them.



Contact Instructional Support for Assistance

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