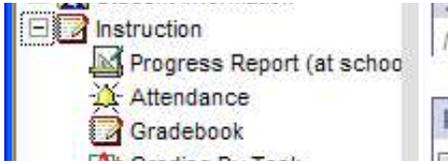


## Lewistown Schools Custom Progress Report

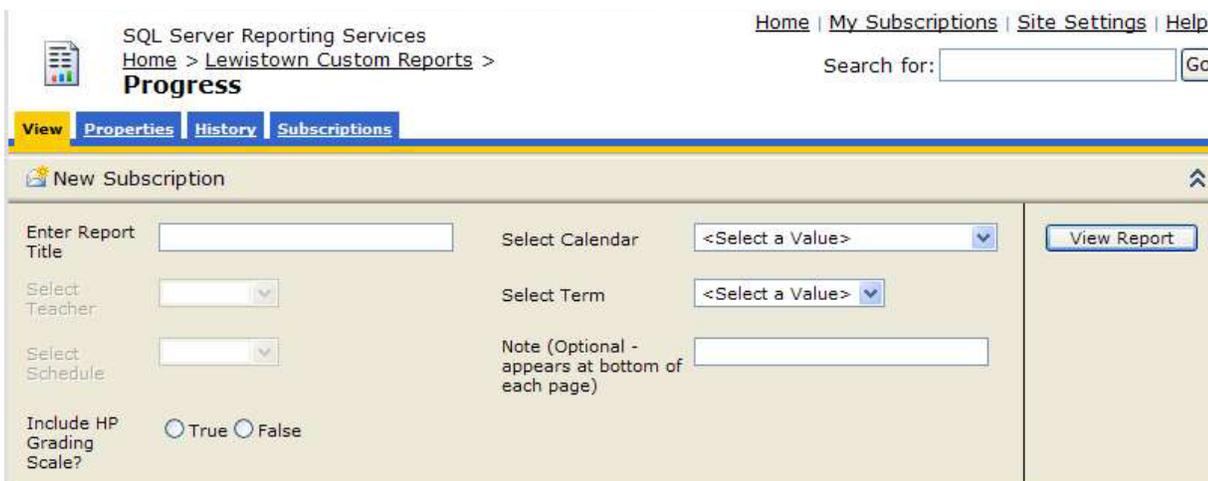
A custom progress report is available to teachers in Infinite Campus under Instruction > Progress Report (at school only).



As the menu item states, the report is only available while you are working within the district. It WILL NOT WORK FROM YOUR HOME COMPUTER

This report is designed to be “teacher – centered.” It will print one report per student, but rather than printing all of the subjects that a student has, like a report card, **it prints only those subjects taught by the selected teacher.** If you want a report that includes all subjects: PE, Music, Library, etc, then this is not the report you want.

When you access the link you are presented with the following report options:

A screenshot of the 'New Subscription' form in Infinite Campus. The page title is 'SQL Server Reporting Services' and the breadcrumb is 'Home > Lewistown Custom Reports > Progress'. There are navigation links for 'Home', 'My Subscriptions', 'Site Settings', and 'Help'. A search bar is present with a 'Go' button. The form has tabs for 'View', 'Properties', 'History', and 'Subscriptions'. The 'View' tab is active. The form fields include: 'Enter Report Title' (text box), 'Select Calendar' (dropdown menu), 'View Report' (button), 'Select Teacher' (dropdown menu), 'Select Term' (dropdown menu), 'Select Schedule' (dropdown menu), 'Note (Optional - appears at bottom of each page)' (text box), and 'Include HP Grading Scale?' (radio buttons for True and False).

To run the report, provide values for all of the fields:

**Enter Report Title:** Add the text that you want for the title of each page. 255 character limit, not limited to the size of the text box that appears. Examples: “Progress Report, Quarter 2”, “4<sup>th</sup> Grade 2<sup>nd</sup> Quarter Midterm Progress, Garfield Elementary School”

**Select Calendar:** Choose your school / school year

**Select Teacher:** only available after you select the calendar

**Select Term:** Choose the quarter you wish to report on

**Select Schedule:** Defaults to “main”, which is the correct choice for all but Kindergarten teachers at HP.

**Note:** Optional field. Will print at the bottom of the report. Examples: “Please call Mrs. Jones at 535-2555 if you have any questions or concerns.”

**Include Grading Scale:** (currently being implemented) – will print the grading scale of your choice within the report.

When you've filled in the values to your liking, press the "View Report Button" to see the report on-screen (names have been removed to protect the innocent):

The screenshot shows a web interface for creating a report. The form includes fields for 'Enter Report Title' (2nd Quarter Midterm Progress Re), 'Select Calendar' (2008-09 HP), 'Select Teacher', 'Select Term' (Q2), 'Select Schedule' (Main), and 'Include HP Grading Scale?' (True). A 'View Report' button is visible. Below the form, the report is displayed with a table of scores for '2nd Grade Core Curriculum'.

Subject / Skill	Current Score
SPELLING	AD
--Spelling Tests	AD
--Dictation/Application	AD
LANGUAGE ARTS	AD

View the report, and decide if you like it. You can always make changes to the title, etc, and click "View Report" again to apply your changes. When you are ready to print, there are two options:

This screenshot shows the same report interface as above, but with the 'Export' button clicked, opening a dropdown menu. The menu options include 'Acrobat (PDF) file', 'Select a format', 'XML file with report data', 'CSV (comma delimited)', 'TIFF file', 'Acrobat (PDF) file', 'Web archive', and 'Excel'. The 'Print' icon is also circled in the interface.

Click in the Print Icon, just above the report, will require you to install a print utility, the very first time, then will allow you to choose the printer you want to send to. In limited testing we have seen that the reports don't always print exactly how they appear on the screen.

When you choose "Adobe (PDF) file" then click "Export" you can see exactly what will be on paper before actually sending it to the printer.