


## Quick Guide: Entering Progress Marks

Click on Black Button  (finalized IEP) for a student

- Locate the Measurable Annual Goals section and click the edit pencil
- Click Yes, Progress Information Only, when prompted
- Use the drop down menu of goals or click the Next button to advance to the goal desired
- Click the progress mark drop down and make a selection in the appropriate month column
- Click the edit pencil in the comments column to type in comments/data to support the progress mark
- Click the Next button to advance to the next goal
- Click Save. When all progress marks and comments have been entered for the student, proceed to the last step--below

Select your students on the My Students page

- ❖ Click Letters & Reports tab
- ❖ Select Report-Progress Report
- ❖ Click Process
- ❖ Click pdf icon to review and print all pages