

PROGRESS REPORT

Generating a Student Progress Report: (There are several options for generating reports.)

1. Select **Reports** on **Navigation Bar**
2. On left under Odyssey Reports select **Progress Reports**
3. You will see the Default Templates listed in the center pane **OR**
 - 3a. Create a **New Report** by clicking on the **New Report** option from the data grid menu
4. To use the Default Student Progress Report Template click the **Settings** option on the right of the selected report
5. Within the reports options selector window, select the options needed for each tab: **(Depending on the report type, there will be similar tabs and criteria to select.)**
 - a. **Details**
 - b. **Curricula**
 - c. **Assignments** (Tip: Select the assignment(s) and CLICK on **+Add Selected Items.**)
 - d. **Students** (Tip: Select My Classes and select an entire class or more than one class or My Students and select the student(s) and CLICK on **+Add Selected Items.**)
 - e. **Schedule & Send**

You may save this as your own **Template** → **Click Save As (Type in a template name.)** (Your report templates will save in the My Templates areas where appropriate. Example: A Progress Reports Template will save in **All My Reports** as well as **My Progress Reports** under the Reports Option.)

7. Click **Run**. The two options are: Run Now or Run Offline (Report will be added to Reporting Queue)

8. ***To Schedule reports enter report settings: Follow steps 1-6. In the Schedule and Run Tab - Select the ON option for Status and enter the required Start and Stop dates.**

9. Select the number of times you want the report to run during the time frame schedule

Note: The User's email address with default as checked for **notifications**.

10. Enter additional email addresses separated by a comma for those to receive this notification and/or the report.
11. Include whether you want the actual report files emailed to those addresses and select a format of PDF or CSV.
File Size suggestion: Check on email size availability of recipients and set accordingly.
12. Enter a **message** for recipients.
13. **Save Template** – Saves these options in your templates folder.
14. If you want to generate a report immediately select Run, if not close out the box.

The screenshot shows a configuration window titled "Student Progress Report 09-14-2011" with tabs for Details, Curricula, Assignments, Students, Schedule & Send, and Run. The "Schedule & Send" tab is active, showing a status of "On" and a notification: "Schedule & Send status is On. Recipients (if any) will receive emailed reports." The "Status" is set to "On". The "Start" date is 09/15/2011 and the "Stop" date is 12/01/2011. The "Run report" frequency is set to "Every week". Under the "On" section, "Thursday" is selected. The "Send To" field contains "anyone@anywhere.com" and "any@anywhere.com;every@anywhere.com". The "Attach" section has "PDF file" and "CSV file" checked. The "File size" is set to "Do not attach file if > 10 Mb". The "Message" field contains "Hello, Attached is your requested report." At the bottom, there is a notification "The new report template is saved." and buttons for "Cancel", "Save As", and "Save".