



Printing Progress Reports

Skyward

Printing Progress Reports

1. Login to your skyward account.
2. In EA+, select My Gradebook.
3. Click on the dropdown called Reports and click on Enhanced Multi-Class Progress Report (under

Grade	Report Name	Score	Percentage
11-12	Attendance		
	Detail Report		
	Summary Report by Class		
	Gradebook		
	Grade Sheet Report	10	100
	Assignment Listing - By Student	9	100
	Assignment Master Report	*	90
	Missing Assignments	8	81
	Email Progress Report	*	97
	View Emailed Reports	*	100
	Category Summary Report	8	100
	Online Assignment Analysis Report	*	95
	Progress Reports	*	90
	Progress Detail	*	74
	Enhanced Multi-Class Progress Report	*	96
	Progress Summary	10	100
	Multi-Class Progress Report	*	100
	Partial Progress Reports	*	91
	Partial Progress Detail	*	86
	Partial Progress Summary	*	100
	Partial Multi-Class Progress Report	*	100
	Class Information		
	Class Roster		
	Student Information		
	Custom Forms Report		

4. A window called Report Templates will appear. I've created several templates including the following:
 - **800- Progress Report – Current Class – All Students** – prints all students for your current class
 - **801 – Progress Report – Current Class – D+ or Lower** – prints students with a grade of lower than 69.5 for current class
 - **802 – Progress Report – All Classes – All Students – Current Teacher** – prints all classes with all students for you at once
 - **803 – Progress Report – All Classes – D+ or Lower – Current Teacher** – prints all classes with students with a grade lower than 69.5.
5. Highlight the desired template and click Print.
6. My Print Queue will appear. After the report completes, Click on Display Report.
7. It will open the report where you can then print it.