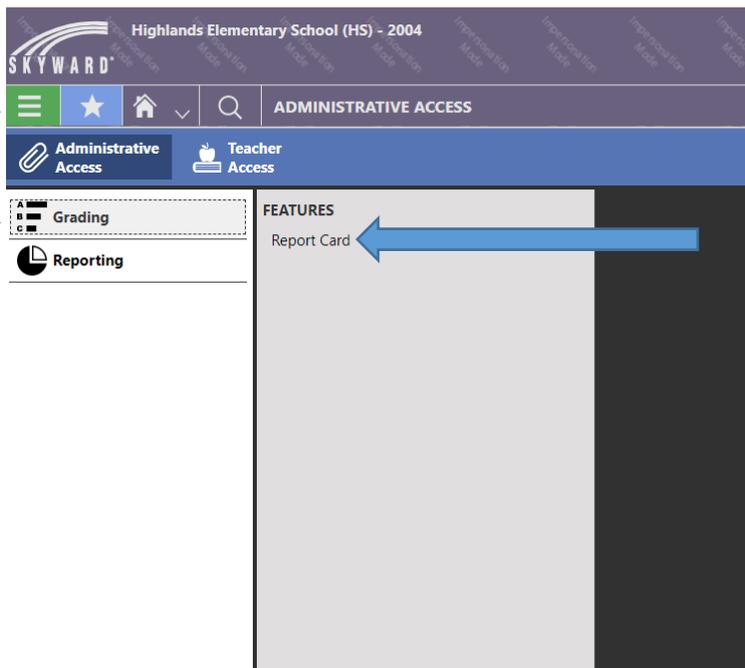




### Teacher Access - How To Print Progress Reports

1. Log into Skyward and click on the menu icon.  You will see two tabs 'Administrative Access' and 'Teacher Access. Administrative Access will allow you to print the progress report on the 'Grading' – Report Card under Features. Teacher Access allows teachers to enter attendance and grades.



2. Once 'Report Card' is selected under Grading module. You will enter the following prompts as shown below.
  - a. Grade Report Template – select 'Progress Report 1 (Teachers) from drop down list for the current term (i.e. Progress Report 1 (Teachers) )
  - b. Grade Display – select 'Grade Mark and Percent' from drop down list
  - c. Percent Decimal Places – select '0' from drop down list.
  - d. Post to Family/Student Access Portfolio – **leave this unchecked until you have reviewed Progress Reports and ready to post to family and student access.**
  - e. Run for Date – enter the date progress reports will be distributed. (i.e. 09/28/2023 Thursday)

- f. Only Include Active Student Sections on the Run for Date – check the box for active students to appear and no dropped students.
- g. Student Selection Type – choose ‘Range of Students’ from selector to run for students in your class. If you choose ‘Individual Students’, you will need to hand pick your students.
- h. Include Only Active Students in the Entity – check the box for only active students in your school.
- i. Attendance Terms – Keep the default list. Do not make any changes.
- j. Print comments – Select Specified Date Range and choose the Progress Report term dates (Example PR1 08/23/2023 – 09/28/2023). You will change the dates based off the term.
- k. Scroll up to the top and click ‘Run Report.’ The progress reports will run and return as a pdf document.
- l. Footer Message – Type ‘Please sign and return.’ In the footer message.

**Post to Family and Student Access**

When you have finished reviewing Progress Reports, please go back to step 1 and follow step 2 instructions and check box to ‘Post to Family and Student Access’. This will allow the progress report for the student to appear in Family/Student Access electronically. **DO NOT CHECK BOX TO POST TO FAMILY AND STUDENT ACCESS UNTIL YOU HAVE REVIEWED PROGRESS REPORTS.**

Run Report  Cancel

Entity  
1002 - Prairie-Hills Jr. High S...

School Year  
2023-2024

### REPORT DETAILS

\*Grade Report Template Progress Report 1 (Teachers)

Grade Display Grade Mark and Percent

Percent Decimal Places 0

Post to Family/Student Access Portfolio

Run for Date 09/28/2023 Thursday

Only Include Active Student Sections on the Run for Date

Student Selection Type  Range of Students  
 Individual Students

Only Include Active Students in the Entity

+ Student Filters

+ Advanced Filter — Student

\*Attendance Terms  1  2  3  4   Clear

Print Comments for  Most Recently Completed Grading Period  
 Specified Date Range

Start Date 08/23/2023 Wednesday

End Date 09/28/2023 Thursday

Footer Message Please sign and return|

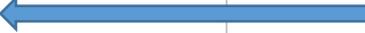
## Run Report Card

Enter Report Details

 Run Report  Cancel

Entity: 2011 - Prairie-Hills STEAM Ac...  
School Year: 2022-2023

### REPORT DETAILS

\*Grade Report Template: Progress Report 3 (Teachers) 

Grade Display: Grade Mark and Percent 

Percent Decimal Places: 0

Post to Family/Student Access Portfolio

Run for Date: 02/17/2023 Friday 

Only Include Active Student Sections on the Run for Date  

Student Selection Type:  Range of Students   
 Individual Students

Include Only Active Students in the Entity  

+ Student Filters

+ Advanced Filter — Student

\*Attendance Terms:  1  2  3  4

Print Comments for:  Most Recently Completed Grading Period  
 Specified Date Range

Start Date: 01/23/2023 Monday  

End Date: 02/17/2023 Friday  