

How to Save Progress Reports in LiveGrades:

1. Log onto your LiveGrades Account → Click “Reports”

The screenshot shows the 'Harpers Ferry Middle School – School View' page. The 'Reports' button is highlighted with a yellow box. An arrow points from the instruction 'Click “Reports”' to this button. The page includes sections for School Information, Class Periods, User Types, and Users.

School Information		Class Periods		Start	End
School Name:	Harpers Ferry Middle School	All Schedules			
Email Address:	jspurgas@access.k12.wv.us	HomeRoom		None Given	
Telephone:	(304) 535-6357	Period 1		None Given	
Address:	1710 W. Washington Street	Period 2		None Given	
	Harpers Ferry, WV 25425	Period 3		None Given	
School Code:	402	Period 4		None Given	
District:	Jefferson County	Period 5		None Given	
		Period 6		None Given	
		Period 7		None Given	

2. Click “Progress Report”

The screenshot shows the 'School Reports' menu. The 'Progress Report' option is highlighted with a yellow box. An arrow points from the instruction 'Click “Progress Report”' to this option. The menu lists various reports such as Assignments By Teacher, Attendance Report, Faculty Usage, Finalized Grades, Parent Login Instructions, and Progress Report.

Report Name	Quick Launch PDF
Assignments By Teacher	Quick Launch PDF
Displays a list of teachers and the last assignments they have created.	
Attendance Report	Quick Launch PDF
Displays a list of all students with certain attendance type and a certain date.	
Faculty Usage	Quick Launch PDF
A report of the recent logins for teachers at this school.	
Finalized Grades	Quick Launch PDF
Displays which classes and grading periods have been submitted to WVEIS.	
Parent Login Instructions	Quick Launch PDF
Prints instructions for parents to use to view their student's grades on www.livegrades.com.	
Progress Report	Quick Launch PDF
Creates a report for each student showing their current letter	

3. Choose your Sort Options then click "Create PDF"

Progress Report

General Options

Sort By Period: [dropdown]

Grading Periods: **Nine Weeks Schedule**

1st 9 Weeks

2nd 9 Weeks

Semester 1 Exam

Select All | None

Filter Options

Class Level: [dropdown]

Letter Grades: [text input]

Display Options

Announcement: [text area]

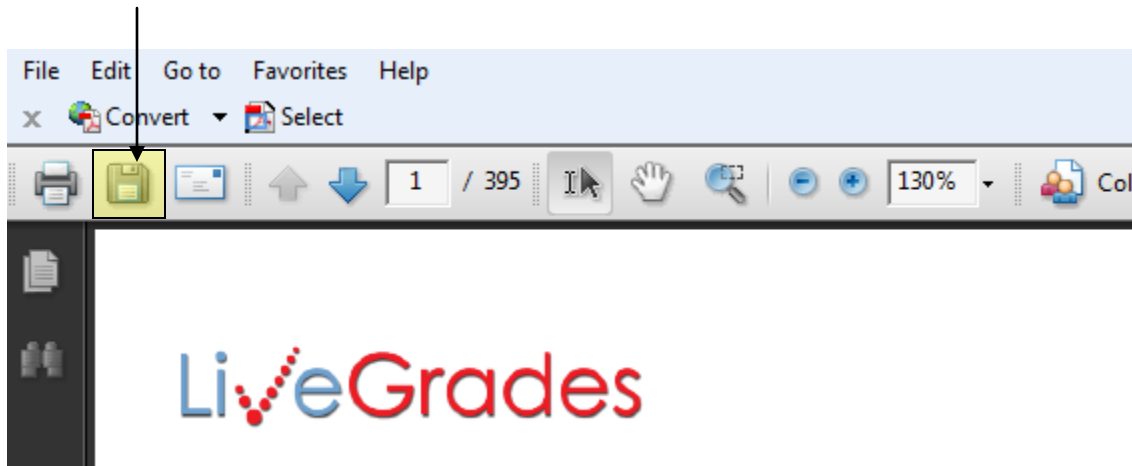
Attendance:

Signature Area:

Current Date:

Create PDF Cancel

4. Your School's Progress Reports will be in one Acrobat File (.pdf) sorted with the options selected. Click the "Save" button.



5. Save document to your computer in a folder of your choice.

