

# *Step-by-Step* Printing Reports in Easy Grade Pro

There are many different types of reports you can print in Easy Grade Pro, including student progress, attendance, score charts, and assignment summaries. This Step-by-Step Card describes how to print a progress report for a student who is in two classes and a score chart report. If you have created your own gradebook, you can use it to perform these steps. If you have not done this yet, use the Demo Gradebook found in the Easy Gradebook Pro folder.

- 1 Open a gradebook file, such as the Demo Gradebook located in the Easy Gradebook Pro folder.

## **Printing progress reports**

- 1 Click the Print tool on the tool bar.



The Print Reports dialog box appears.

- 2 Type the name of your school.

This name appears in the heading of each report.

- 3 Click the Student tab.

- 4 Select Multi-class Progress, then click Next.

The Multi-class Progress Report Options window opens.

- 5 Click “selected students only” under “Print Reports for students in:”

- 6 Select a student in the adjacent list for whom you would like a progress report generated.

- 7 Select the font and font size in the lower half of the dialog box.

- 8 To preview a copy of the progress report, click the Preview button.

- 9 Click Done when you’re finished.

- 10 Click Print if you are ready to print.

## **Printing score chart reports**

- 1** Click the Print button on the tool bar.
- 2** Click the Chart tab.
- 3** Select Score Chart, then click Next.
- 4** Click “Selected Classes Only:” under “Print Reports for:”
- 5** Scroll and select “Quarter 2: Language Arts” in the top-right of the dialog box; then click Print.
- 6** Quit the Easy Grade Pro application when you’re done.