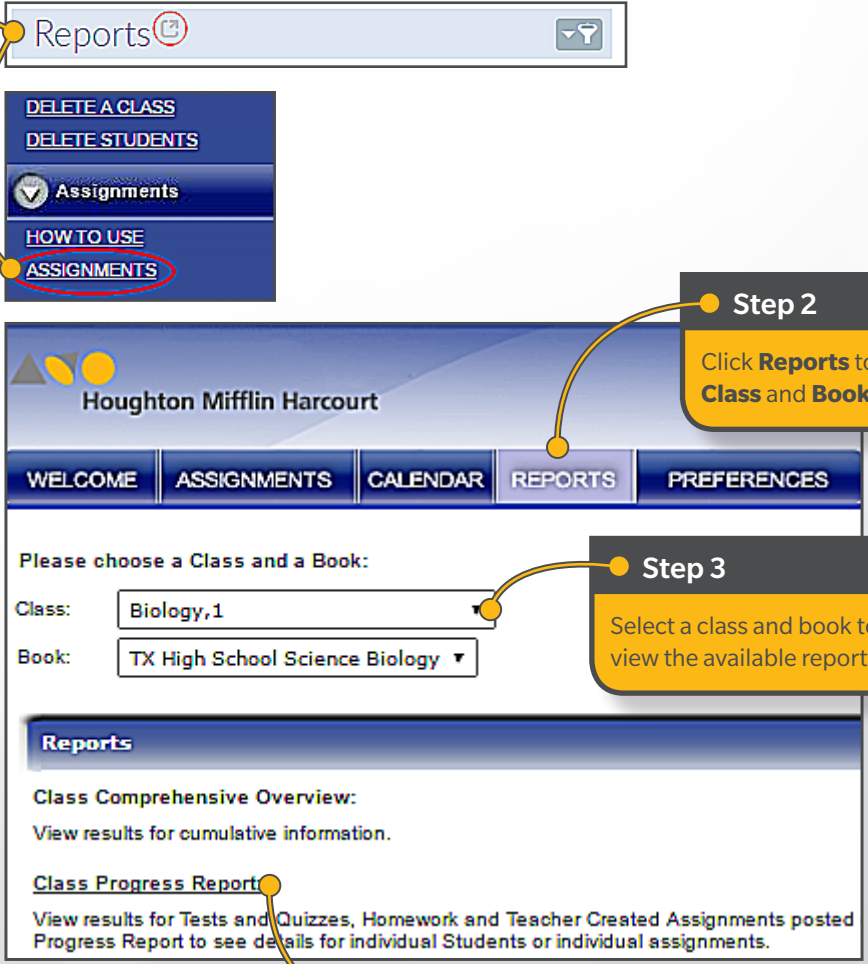


## Select Class Progress Report



**Step 1**

Click the arrow by **Reports** on the Dashboard or click **Assignments** in the **Learning Management Center**.

**Step 2**

Click **Reports** to view the **Class** and **Book** fields.

**Step 3**

Select a class and book to view the available reports.

**Step 4**

Click **Class Progress Report** to open the **Class Progress Report** page.

The screenshot shows the Houghton Mifflin Harcourt interface. At the top, there is a navigation bar with 'WELCOME', 'ASSIGNMENTS', 'CALENDAR', 'REPORTS', and 'PREFERENCES'. Below this, a section titled 'Please choose a Class and a Book:' contains two dropdown menus. The 'Class' dropdown is set to 'Biology,1' and the 'Book' dropdown is set to 'TX High School Science Biology'. Below these fields, there is a 'Reports' section with two options: 'Class Comprehensive Overview' and 'Class Progress Report'. The 'Class Progress Report' option is highlighted with a red circle and a line pointing to Step 4. A sidebar on the left contains links for 'DELETE A CLASS', 'DELETE STUDENTS', 'Assignments', 'HOW TO USE', and 'ASSIGNMENTS' (which is circled in red and pointed to by Step 1).

## Submit Class Progress Report



The screenshot shows the 'Create a Student Progress Report (Teacher)' interface. The top navigation bar includes 'WELCOME', 'ASSIGNMENTS', 'CALENDAR', 'REPORTS', and 'PREFERENCES'. The 'REPORTS' tab is selected, and the breadcrumb trail shows 'Report Type: Class Progress Report > Biology'. The main form contains the following elements:

- Due Date Range:** A dropdown menu currently set to 'All Dates'.
- Category:** A dropdown menu currently set to 'All'.
- Include Intervention Assignments:** A checkbox that is currently unchecked.
- Individual Assignments:** A section with two radio buttons: 'All Assignments in date range' (which is selected) and 'Specify Assignments'.
- See Assignments:** A link that appears only when 'Specify Assignments' is selected.
- Submit:** A blue button at the bottom of the form.

Four numbered steps are overlaid on the interface:

- Step 5:** Select all or custom dates from the **Due Date Range** drop-down list.
- Step 6:**
  - Select a **Category**.
  - Check **Include Intervention Assignments** to include intervention assignments.
- Step 7:**
  - To view all assignments in the selected date range, click **All Assignments in date range**.
  - To view specific assignments, click **Specify Assignments** and then select from the assignments that appear under **See Assignments**.
- Step 8:** Click **Submit** to view the Class Progress Report.

## Run Student Progress Report

Click on an assignment name for more information

**Class Progress Report**  
 Report Date: 10/17/2016 02:28 PM  
 Class: Biology  
 Due Date Range: All Dates  
 Assignments: Biology Section 1.1 Quiz - Due 09/28/2016 10:00 AM, Biology Section 1.1 Quiz - Due 09/28/2016 03:00 PM

**Select a Student**  
 Click a student to view his or her Student Progress Report.

**Change Student/Assignments**  
 Select a different student or assignment to view that information on the report.

	Average	Biology Section 1.1 Quiz	Biology Section 1.1 Quiz
Class	80%	80%	
Boyle, Larry	80%	4/5 = 80%	9/28/2016
Goodman, Kevin	-	9/28/2016	9/28/2016
McClendon, Travis	-	9/28/2016	9/28/2016
Slaughter, Mike	-	9/28/2016	9/28/2016
Turley, Calvin	-	9/28/2016	9/28/2016
Turner, Carl	-	9/28/2016	9/28/2016
Wozniak, Alice	-	9/28/2016	9/28/2016

**Print, Save, or Export**  
 Print, save as PDF, or export the report into Excel as a CSV file.

Report Type: **Class Progress Report** > Biology >  
 Student: Boyle, Larry  
 Individual Assignments: ☒ All Assignments in date range  
☐ Specify Assignments  
 ▶ See Assignments

[Print](#) | [Save as PDF](#) | [Export \(CSV\)](#)

**Student Progress Report**  
 Report Date: 10/17/2016 02:34 PM  
 Class: Biology  
 Due Date Range: All Dates  
 Assignments: Biology Section 1.1 Quiz - Due 09/28/2016 10:00 AM, Biology Section 1.1 Quiz - Due 09/28/2016 03:00 PM  
 Student: Boyle, Larry

Click on an assignment name for more information

Assignment	Score	Student Start Date	Time on Test	Begin Date	Due Date	Times Submitted
Average	80%					
Biology Section 1.1 Quiz			:	9/26/2016	9/28/2016	0
Biology Section 1.1 Quiz	4/5 = 80%	9/26/2016	01:24	9/26/2016	9/28/2016	1

**View Test Report**  
 Click an assignment to see the Student Test Report for that assignment.