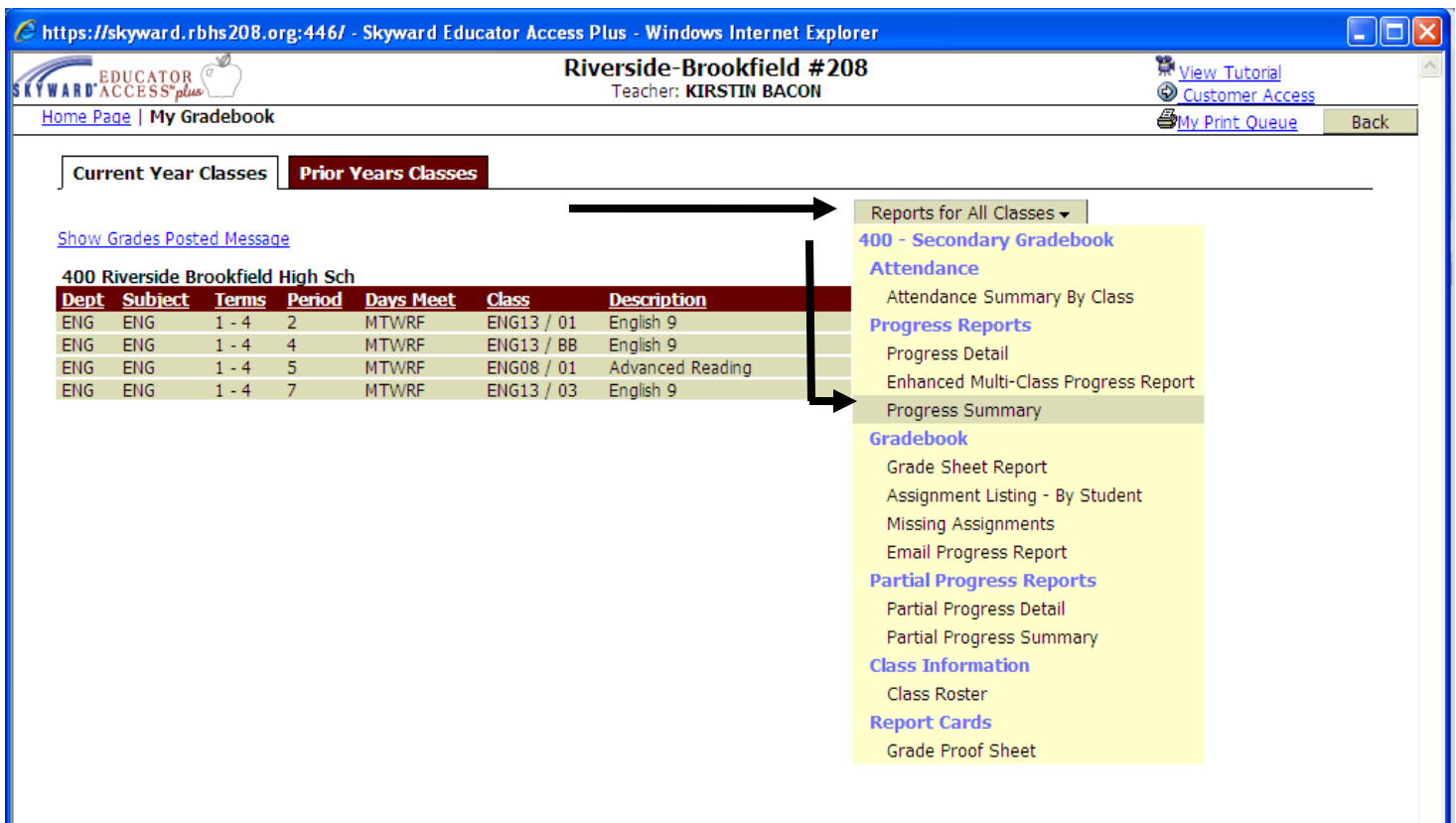


1. Select “My Gradebook”



2. Click on “Reports for All Classes”

3. Select “Progress Summary”

https://skyward.rbhs208.org:446/ - Skyward Educator Access Plus - Windows Internet Explorer

EDUCATOR ACCESS^{plus}

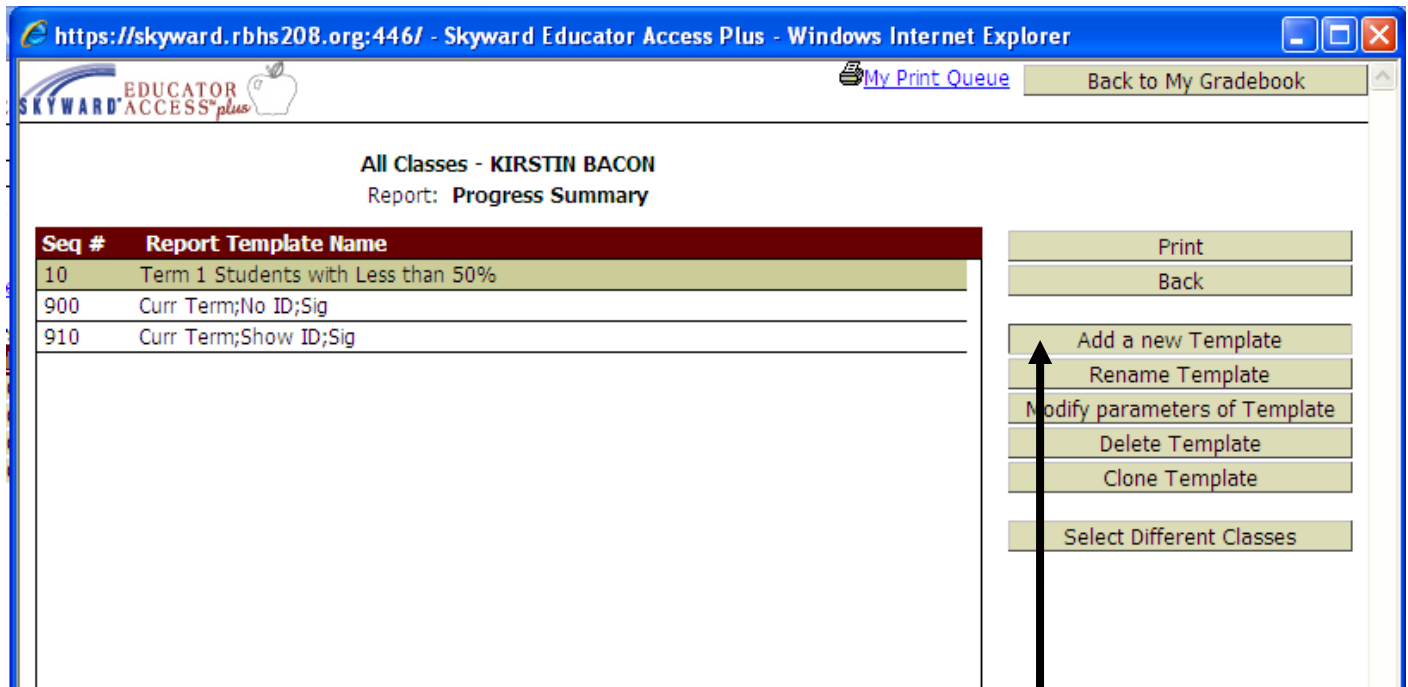
My Print Queue Back to My Gradebook

All Classes - KIRSTIN BACON
Report: Progress Summary

Seq #	Report Template Name
10	Term 1 Students with Less than 50%
900	Curr Term;No ID;Sig
910	Curr Term;Show ID;Sig

Print
Back

Add a new Template
Rename Template
Modify parameters of Template
Delete Template
Clone Template
Select Different Classes



4. Click on “Add a new Template”

https://skyward.rbhs208.org:446/ - Skyward Educator Access Plus - Windows Internet Explorer

EDUCATOR ACCESS^{plus}

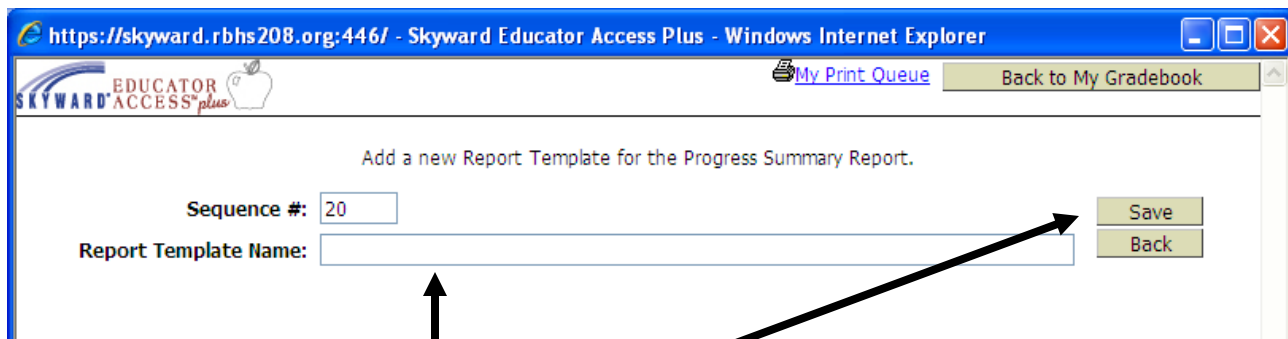
My Print Queue Back to My Gradebook

Add a new Report Template for the Progress Summary Report.

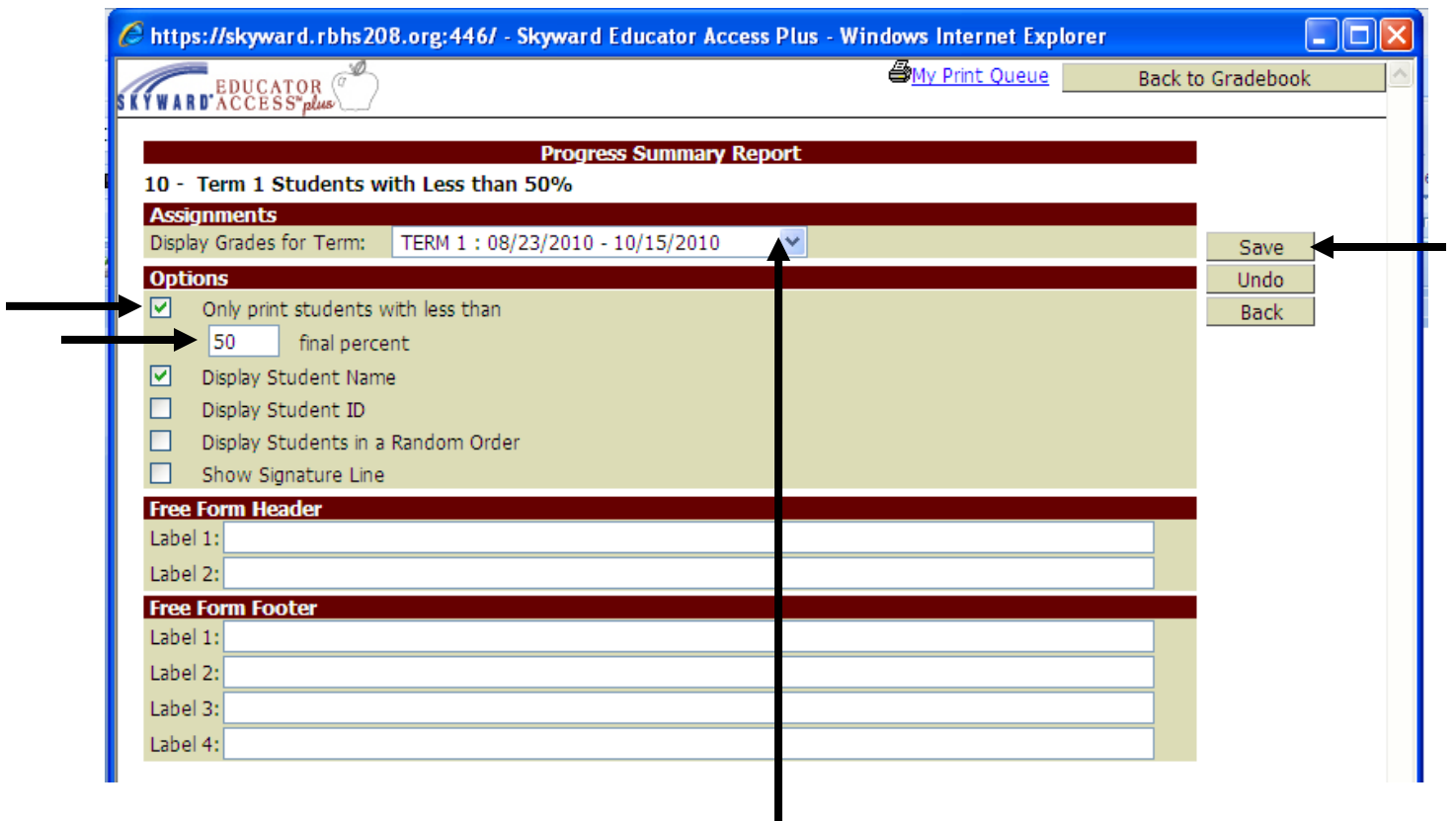
Sequence #:

Report Template Name:

Save
Back



5. Name the Template and save

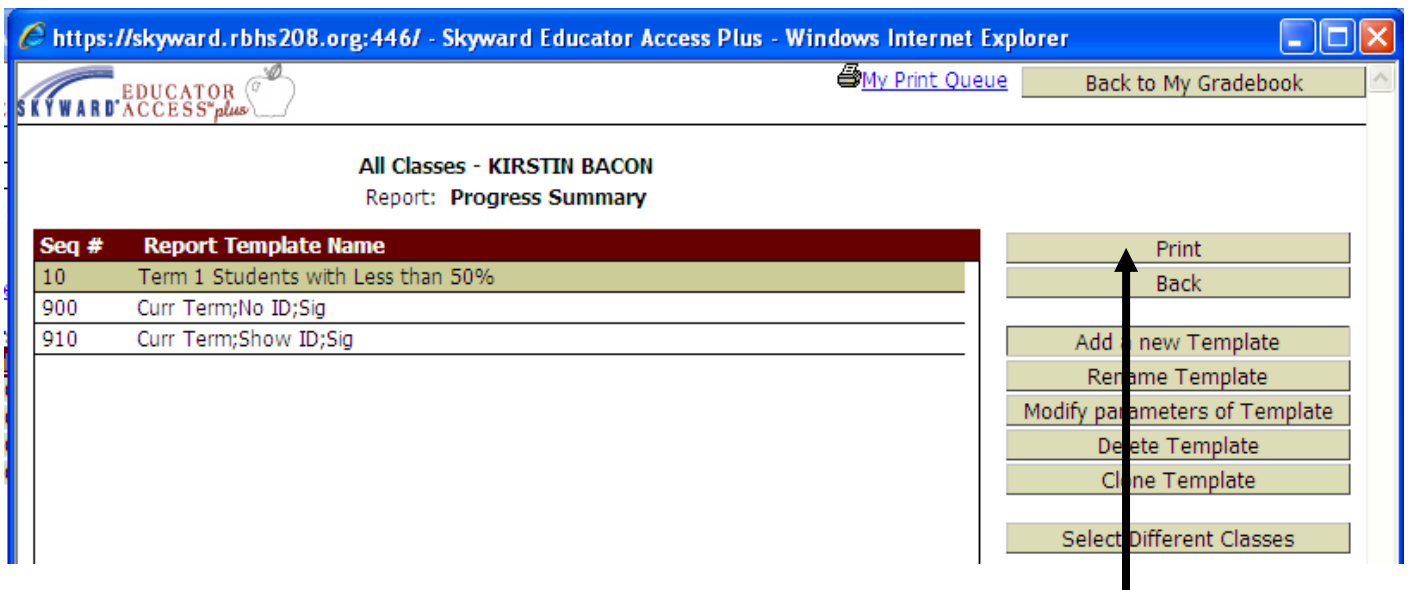


6. Select Term 1

7. Check the box "Only print students with less than __ final percent"

8. Type "50" in the final percent box

9. Save



10. Print