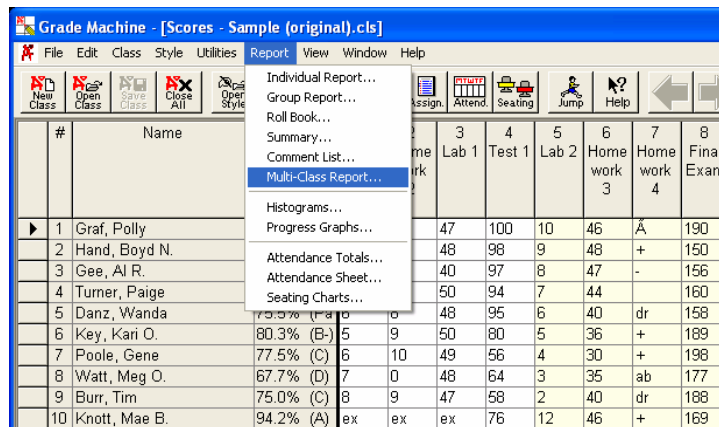
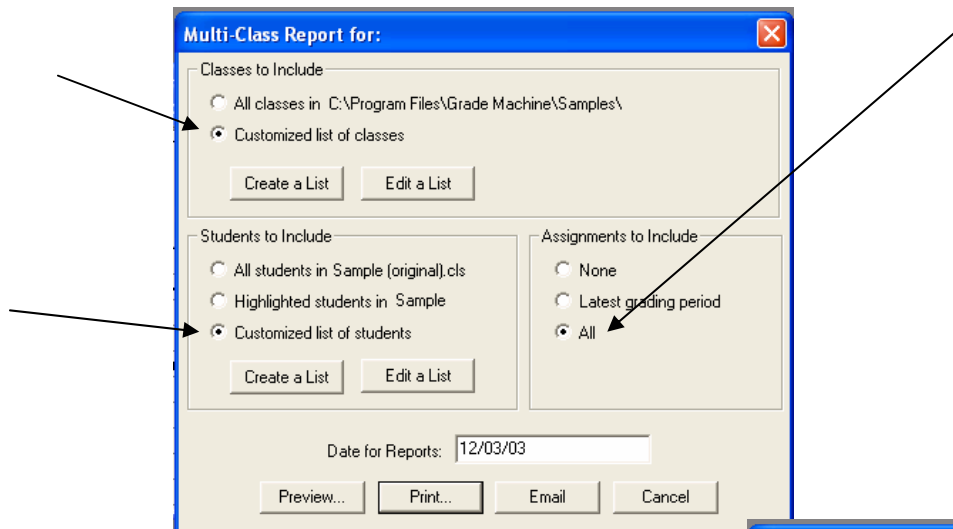


# Printing Alphabetized Progress Reports for All Your Students

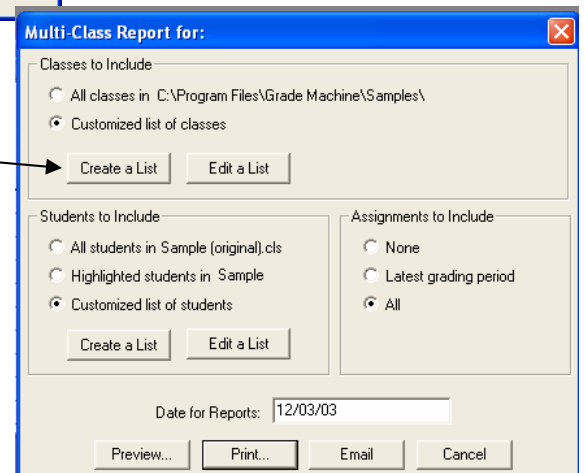
1. Make sure your grades are up-to-date and ready to print, because this will take a lot of paper!
2. Select **Report**
3. Select **Multi-Class Report**



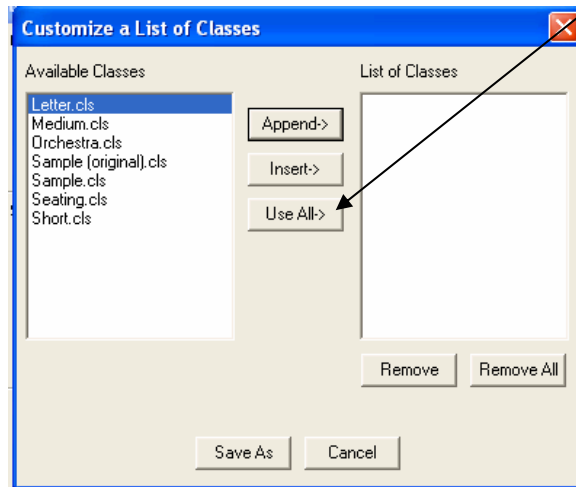
4. Put check marks in the following locations (Customized list of classes, Customized list of students, All)



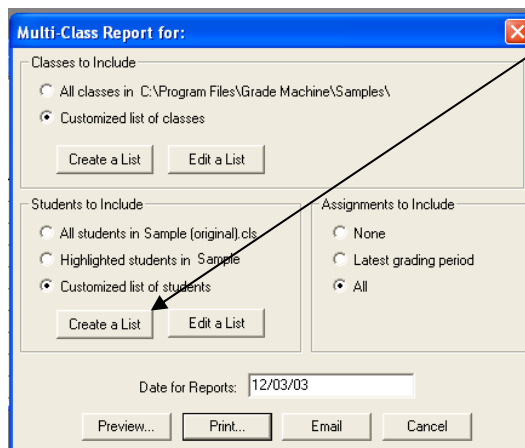
5. Click on **Create A List** under **Classes to Include**



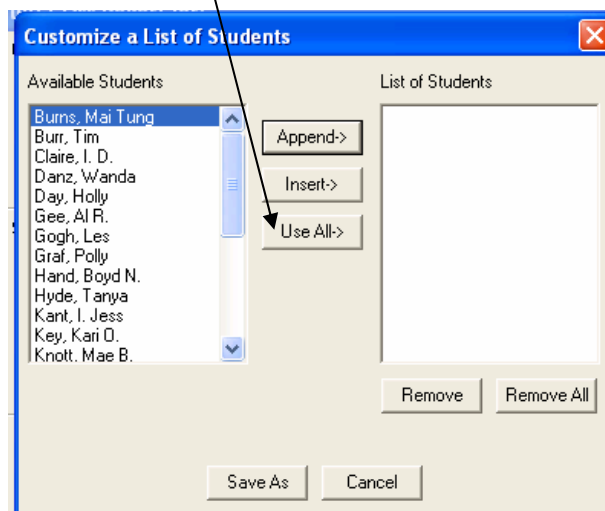
6. Select **Use All>**



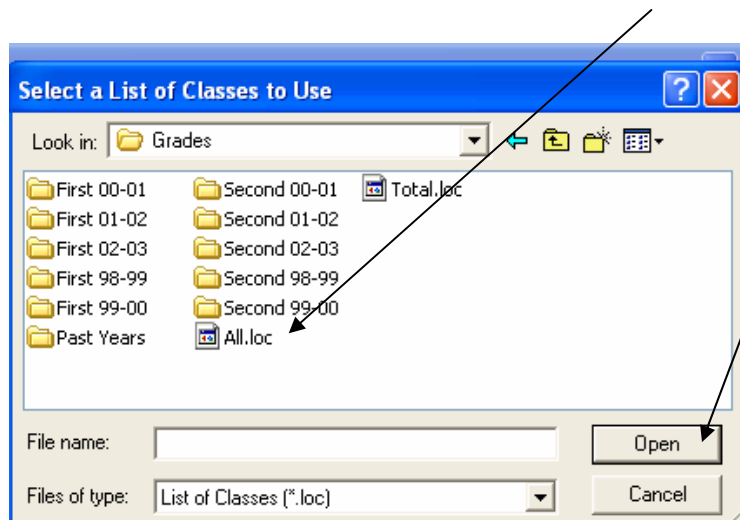
7. Select **Save As**, and name it “All”  
8. Click **Save**  
9. Click on **Create A List** under **Students to Include**



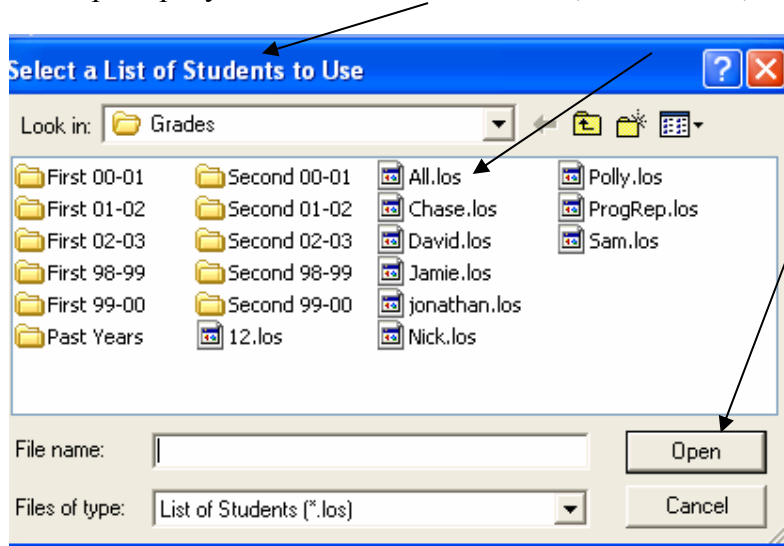
10. Select **Use All>**



11. Select **Save As**, and name it “**All**”
12. Click **Save**
13. Click on **Print** (If you want to preview the list first, click **Preview**)
14. When it prompts you for list of classes to use, select “**All**”, then **Open**



15. When it prompts you for list of students to use, select “**All**”, then **Open**



16. Then choose **OK**.
17. Collect your copies from the printer when done, and make a photocopy of them all for the office. If you chose the **Preview** option, then look over your progress reports. If they look correct, select **Print**. If not, then close and try again.
18. Hint: You can go through the process and select certain classes, rather than all. You can also select certain students or certain groups of students. Just call the list you make something different.

