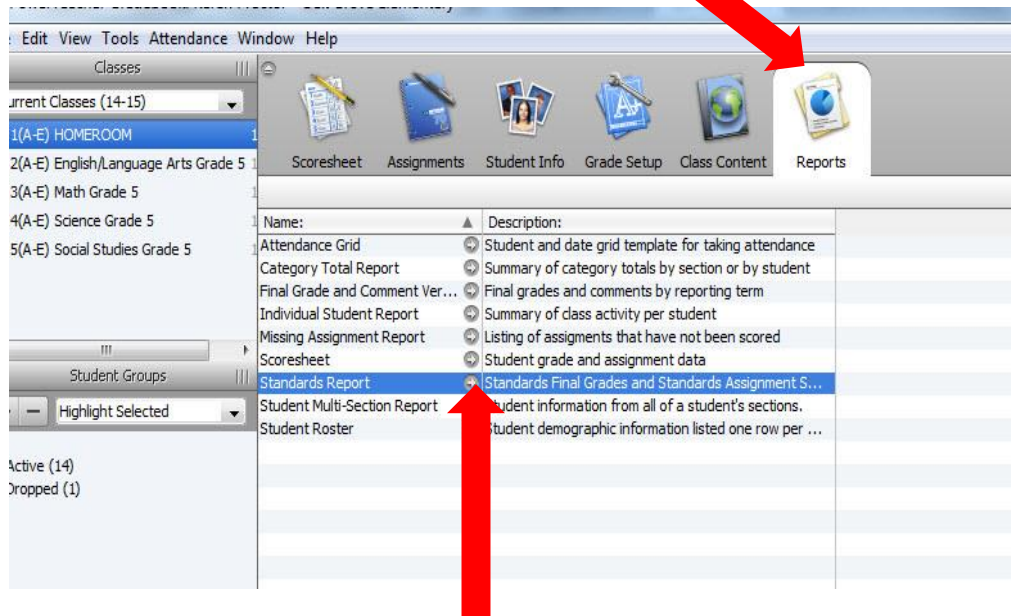


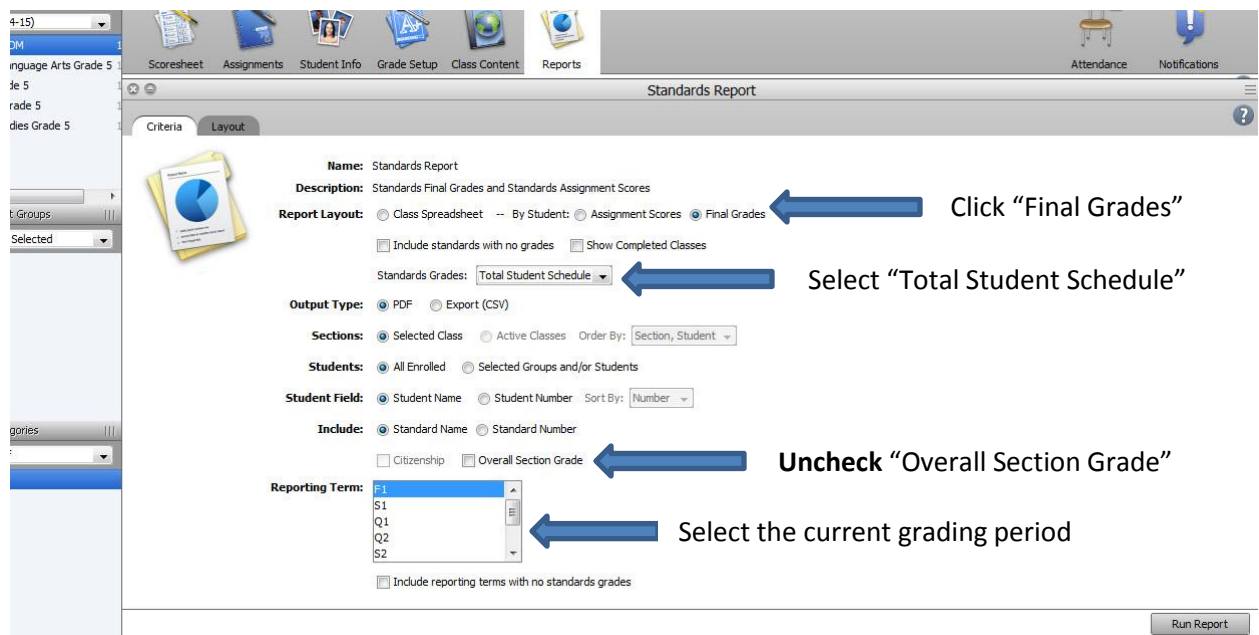
## Directions for WCPSS Elementary Progress Reports

### 1. Click on the “Reports” tab



### 2. Click on “Standards Report”

### 3. Adjust the following settings:



4. Click on "Layout" and adjust the following:

The screenshot shows the 'Layout' configuration window for a Standards Report. The window title is 'Standards Report'. The 'Criteria' tab is selected, and the 'Layout' sub-tab is active. The 'Report Title' is 'Wakefield Elementary School'. The 'Page Breaks' section has 'On Sections' unchecked, 'On Students' checked, and 'On Reporting Terms' checked. The 'Print' section has 'Portrait' selected. The 'Scale' is set to '80%'. The 'Top Note' section has 'include' checked and 'bold' unchecked. The 'Bottom Note' section has 'include' checked and 'bold' unchecked. A text area for the bottom note contains 'Type any school specific info here (website, procedure for conferences, etc.)' and '179 characters left'. The 'Signature Line' section has 'include' checked. A 'Run Report' button is circled in red at the bottom right. Blue arrows point to various fields with text annotations: 'Type in your school name' points to the Report Title; 'Choose "portrait"' points to the Print selection; 'Adjust the scale (optional)' points to the Scale dropdown; 'Click "include"' points to the Top Note include checkbox; 'Type in the Wake County Performance Information' points to the performance descriptors text area; and 'Type in school specific info here' points to the bottom note text area.

5. Run Report

6. Choose "Open Report" for printing OR "Save Report" to a local file.

7. Click "OK"

The screenshot shows a 'Report Complete' dialog box. The title bar says 'Report Complete'. The main text says 'Report: Standards Report is complete'. Below that, it asks 'Report: Standards Report has been generated. Would you like to open the report or save it to a file?'. There are two radio buttons: 'Open Report' (selected) and 'Save Report'. At the bottom right, there are 'OK' and 'Cancel' buttons. The 'OK' button is circled in red.