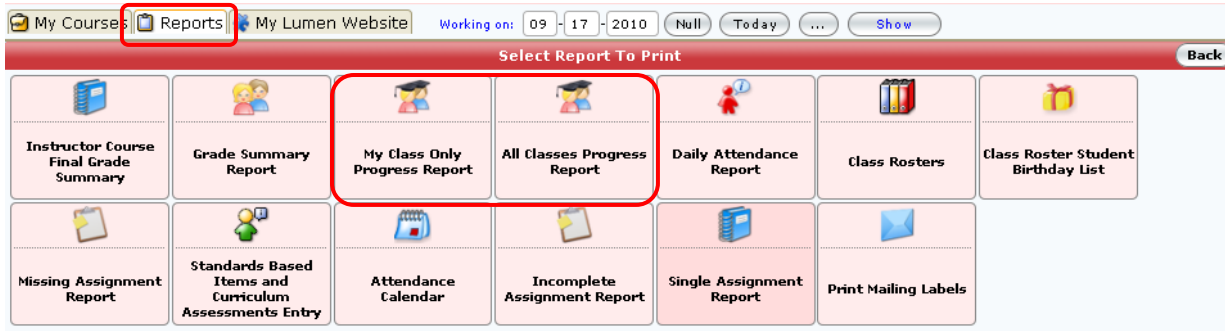


# PRINT STUDENT PROGRESS REPORTS

In the Lumen Instructor Suite, you can print Progress Reports for your students to include only your own class grades or all class grades. Follow these steps:

- To print Progress Reports for all students in one class or multiple classes:
  - In the Instructor Suite, click the **Reports** tab at the top of the screen
  - There are two types of Progress Reports – My Class Only *or* All Classes



Building: Homedale High School  
Student: [redacted]  
Course: Economics (100.41), Q1  
Instructor: [redacted]

WebSite Instructor Suite  
Course Progress Report  
September 17, 2010

The **My Class Only** report shows detailed progress in a single class. It can be printed with or without assignment grades.

Date	Assignment	Category	Points	Possible
Aug 20	Participation	Participation	10	10
Aug 23	3 keys	Classwork	10	10
Aug 25		Classwork	10	10
Aug 27	Participation	Participation	10	10
Sep 03	Ch 2 quiz	Quiz	33	39
Sep 10	Guest Speaker	Participation	15	15
Sep 16	Ch 3 Test	Test		41

Classroom Assignment Types	Points	Possible	Percent
Classwork	20	20	100%
Participation	35	35	100%
Quiz	33	39	85%
Q1	88	135	65% D

Tardies: 3  
Total Equivalent Days Absent: 1.4

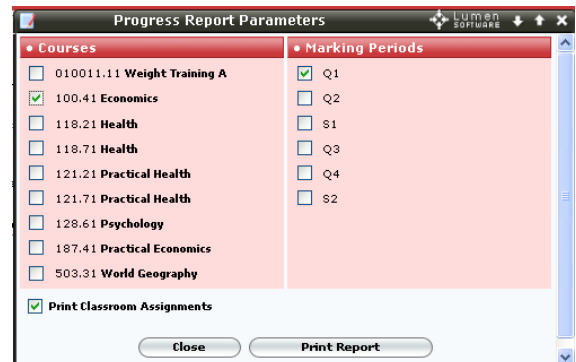
Student: [redacted] Grade: 12

CP	Course	Instructor	Q1	A	T
1	Government	Miller, Harley	D	3	2
2	BI 223 Zoology	Anthony, Nancy	D	1	0
3	Algebra 2	Olsen, Ken	F	1	1
4	Economics	Thomas, Thomas	D	1	0
5	English 12	Ford, Amber	F	1	0
6	Co-Ed PE A	Hart, David	A-	1	0
7	Pottery Sculpt.	Belanger, Katy	A	2	0

Current GPA: [redacted] Q1: 1.571

The **All Classes** report shows progress grades in all of a student's classes.

- Click the button for the desired type of Progress Report
- In the dialog box, select the **Course(s)** on the left to include in the report
- Check the **Marking Period(s)** on the right to include in the report
- If printing *My Class Only* report, check or uncheck **Print Classroom Assignments** as desired
- Click **Print Report**; all student reports are created, one student to a page. The All Classes report opens in a new window; the My Classes Only report is sent to the Lumenation Job Queue.



*continued on next page*

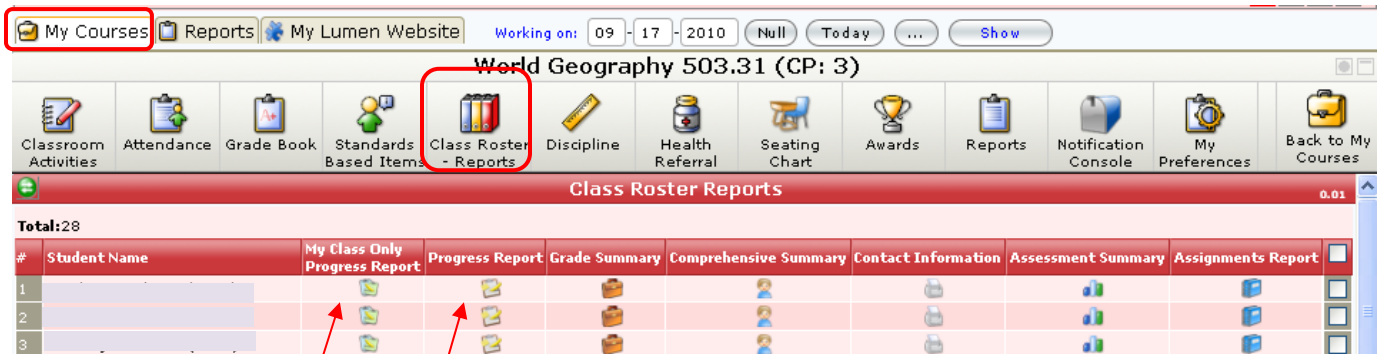
The **Lumination Job Queue** is used to help manage requests that might bog down the server. The My Classes Only report can be quite large so it is sent to the server to be run as the server has time. Typically, it will be completed in a few minutes.

- To view and print the My Classes Only report, click the Lumination Job Queue button in the system tray at the bottom right corner of the Lumen desktop.
- In the few minutes it takes for the report to be created, the Lumination Job Queue shows that it is *Waiting...*
- Once completed, click the **Open file** button in the right column to open and print the reports.



**To print Progress Reports for an individual student (or parent):**

- In the Instructor Suite, open the Course in which the student is enrolled
- Click the **Class Roster – Reports** button
- A student list with multiple columns of icons displays



- Click an icon next to the student's name in the appropriate column for the desired report:
  - The first column - **My Class Only Progress Report** – shows detailed progress for that student in only the current single class (see example on previous page)
  - The second column – **Progress Report** – shows overall progress grades in all classes in which a student is enrolled.

- In the dialog box, the current course is checked on the left side, other courses are not available for selection.
- Select the desired **Marking Period(s)** on the right to include in the report
- Click **Print Report**
- Only the single student's report will be created for printing

