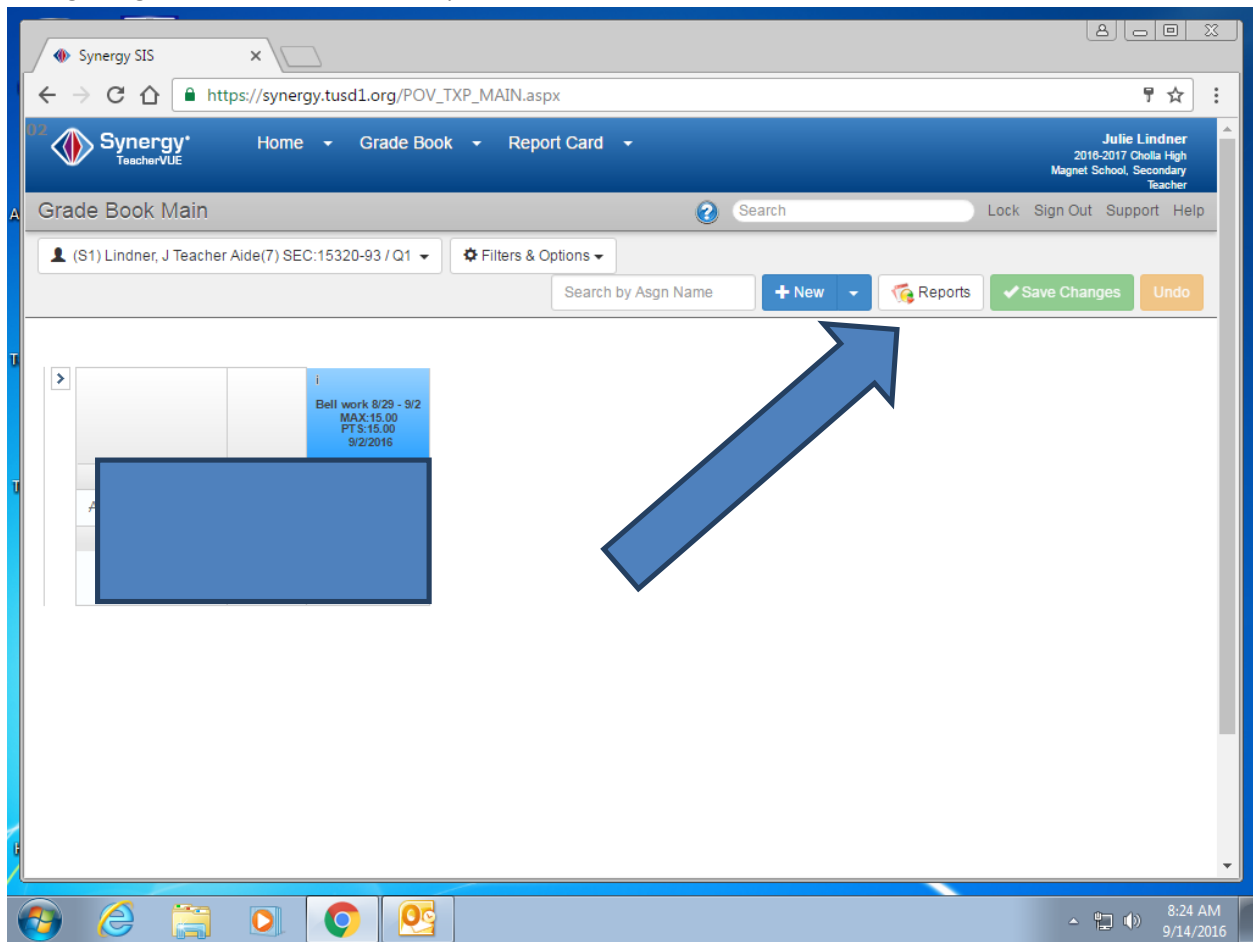
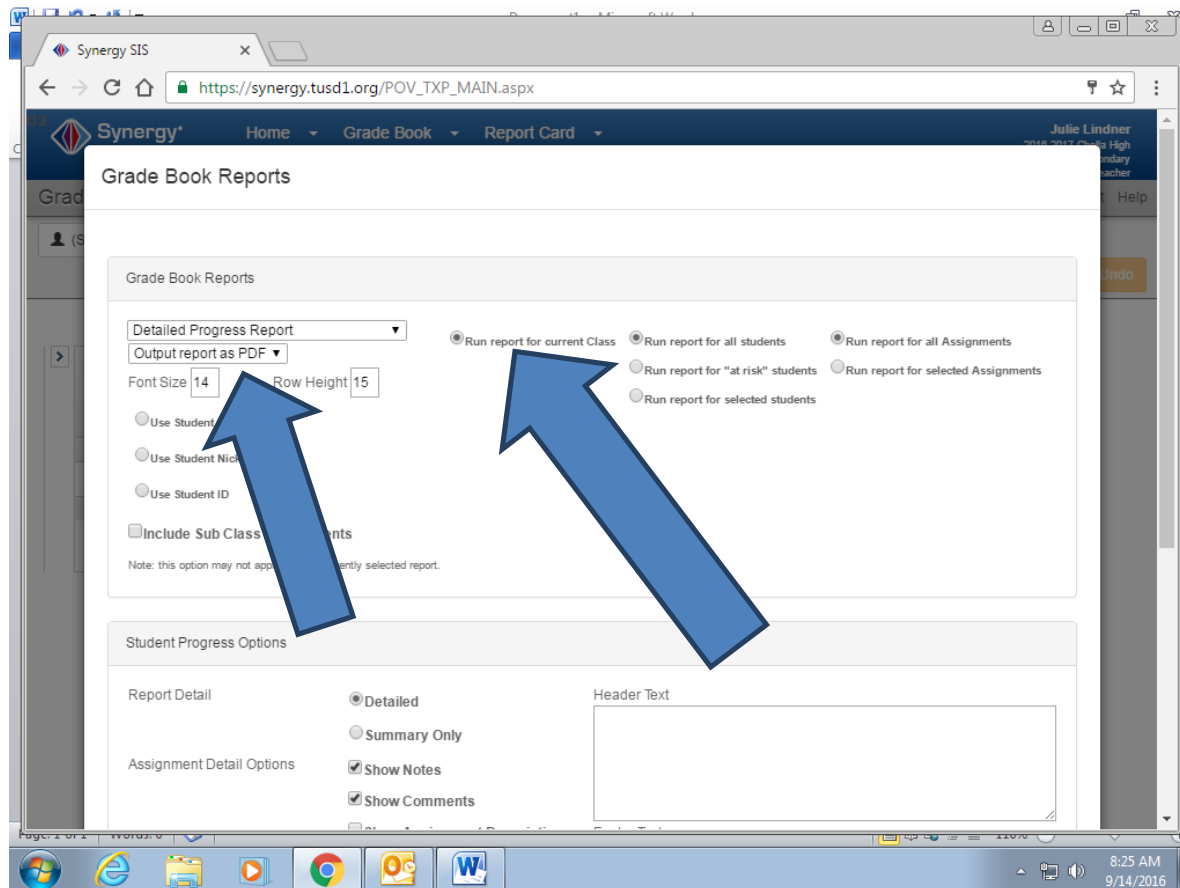


To Run individual reports for Parent Teacher conferences:

First go to grade book and click on reports.



Second you can select print for all classes here by turning off run report for current class or you can do it one class at a time, and make sure it says detailed progress report and change the font size to 14.



At the bottom of that same screen is where you can turn off notes, parent signatures, or turn addition things on. When finished with those selections, click run report

Note: this option may not apply to your currently selected report.

Student Progress Options

Report Detail

- ☒ Detailed
- ☐ Summary Only

Assignment Detail Options

- ☒ Show Notes
- ☒ Show Comments
- ☐ Show Assignment Description
- ☐ Show Due Date

Include Not For Grading Assignments

- ☐ Include Not For Grading

Class Average Chart

- ☐ Show Chart

Show Score Type Options

- ☒ Show Mark
- ☒ Show Points
- ☒ Show Percentage

Page Orientation

- ☐ Landscape

Request Parent Signature

- ☒ Show Signature Box

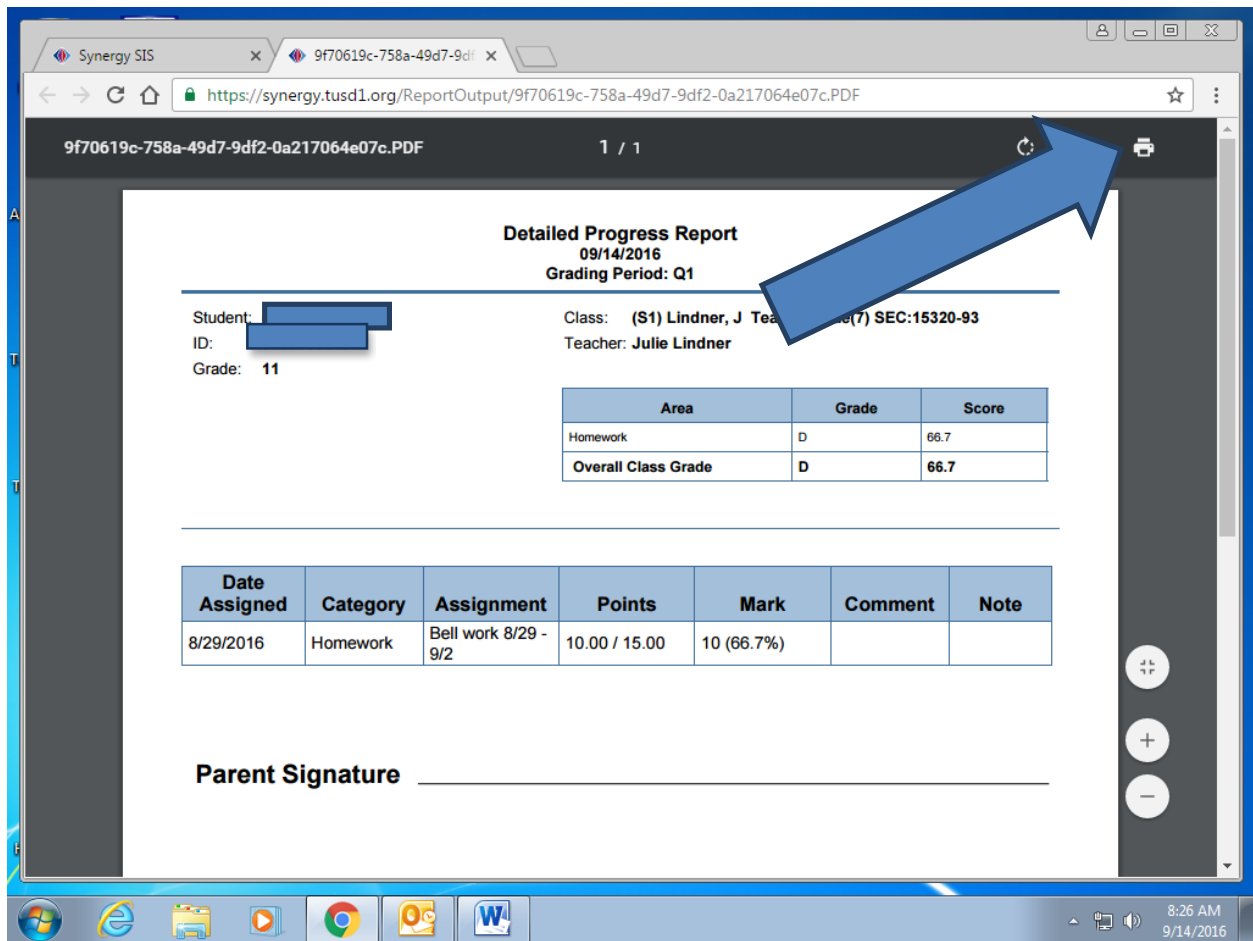
Header Text

Footer Text

Cancel

Run Report

Find the printer button and click



The screenshot shows a web browser window with the URL <https://synergy.tusd1.org/ReportOutput/9f70619c-758a-49d7-9df2-0a217064e07c.PDF>. The report is titled "Detailed Progress Report" and is dated 09/14/2016, for the grading period Q1. The student's name is redacted, but their ID and grade (11) are visible. The class is (S1) Lindner, J Teacher (7) SEC:15320-93, and the teacher is Julie Lindner. A table shows the student's performance in Homework and Overall Class Grade, both with a grade of D and a score of 66.7. Another table lists assignments, including "Bell work 8/29 - 9/2" with a score of 10 out of 15.00, resulting in a mark of 10 (66.7%). The report also includes a section for the Parent Signature. A blue arrow points to the printer icon in the top right corner of the report area.

Detailed Progress Report
09/14/2016
Grading Period: Q1

Student: [Redacted]
ID: [Redacted]
Grade: 11

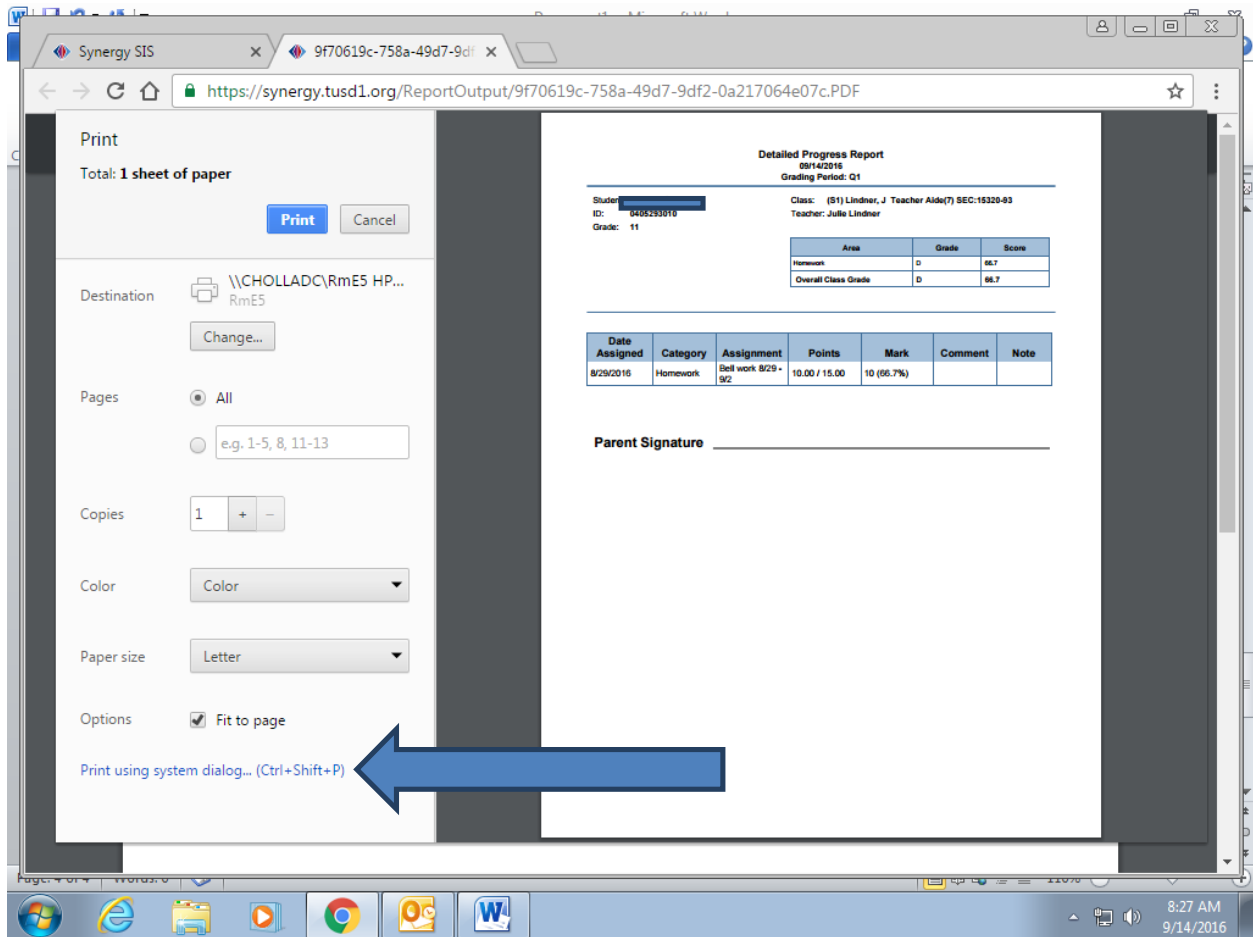
Class: (S1) Lindner, J Teacher (7) SEC:15320-93
Teacher: Julie Lindner

Area	Grade	Score
Homework	D	66.7
Overall Class Grade	D	66.7

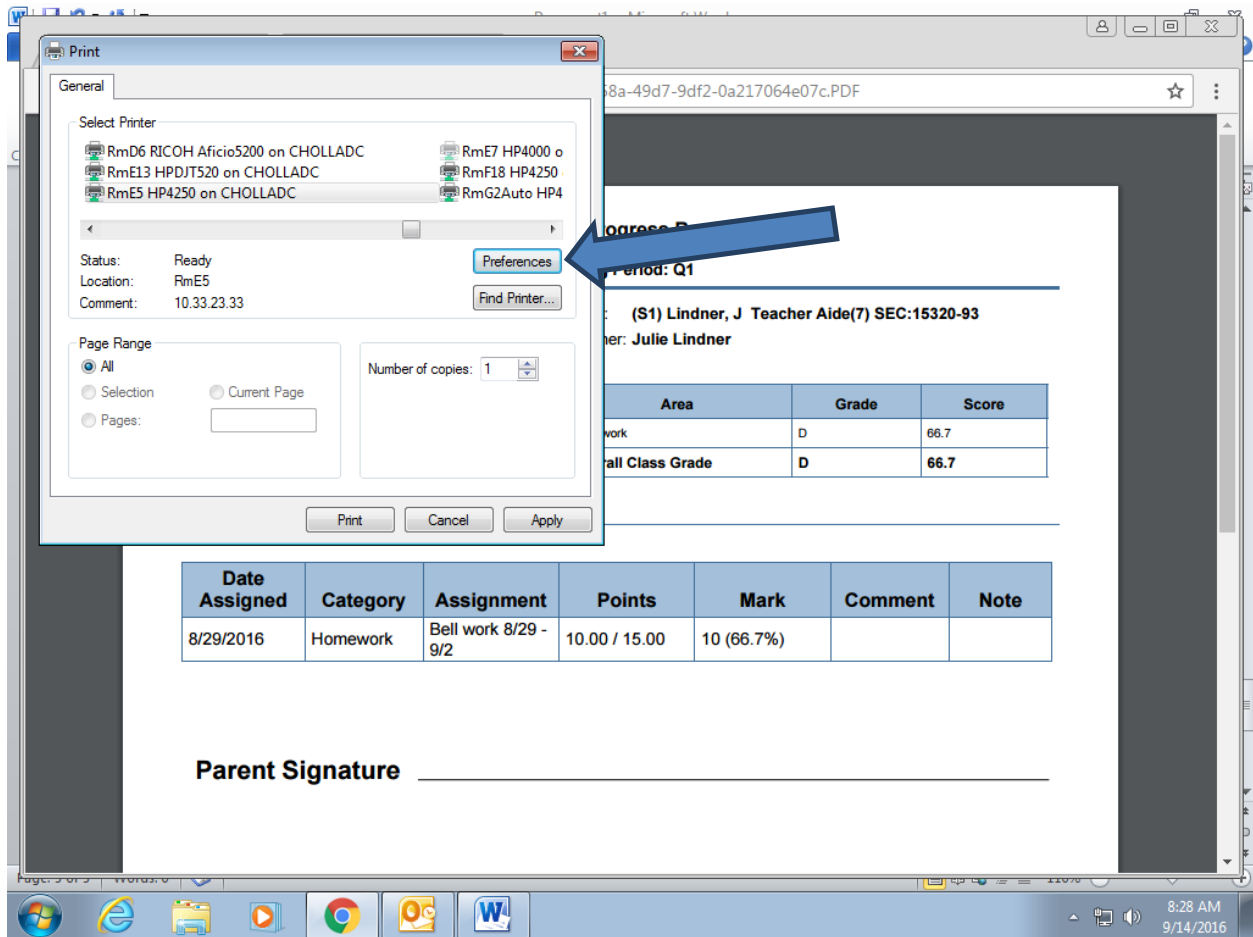
Date Assigned	Category	Assignment	Points	Mark	Comment	Note
8/29/2016	Homework	Bell work 8/29 - 9/2	10.00 / 15.00	10 (66.7%)		

Parent Signature _____

Click on Print using system dialog to be able to get to printing multiple pages on one sheet



Click on preferences



Click on finishing and then adjust the number of pages per sheet that you would like. You can use either 2 or 4. 4 does get kind of small. Then click ok and print.

