


ACCESSING CAREER READY 101 STUDENT REPORTS

1. Sign in to Career Ready 101 with the staff log-on
2. Click on **“Reports”** located in the blue ribbon area
3. Click on **“Student”** that is in the pop down window
4. Click on **“Progress Reports”**











Be sure to use full names vs. initials, otherwise the account for that student will not appear.

5. In the empty box under “last” type in the full last name of the client and press enter
6. A list of students with the same last name will appear
7. Under “filter” in the right column, click on “” in the row that contains the students name you are selecting

See Illustration below for steps 8-10

8. Click **“All”** in each of the main headings under **“Select your courses”** - check marks should be in all boxes
9. Select dates in the **“Specified date range”** for the full month
10. Click on **“Download Progress Report”** in the **“Choose your options”**

<h3>Select your courses</h3> <p>KeyTrain: All, None, Assigned </p> <p>Career Skills: All, None </p> <p>Introduction to Career Ready 101: All, None </p> <p>Finding Your Career: All, None </p> <p>Personal Skills: All, None </p>	<h3>Specify date range</h3> <p>From: <input type="text" value="09/01/13"/> </p> <p>Leave blank to report from the earliest lesson activity recorded.</p> <p>To: <input type="text" value="09/30/13"/> </p> <p>Leave blank to report up to the current time.</p> <h3>Choose your options</h3> <p>General options:</p> <p><input checked="" type="checkbox"/> Suppress Empty Courses Do not show results for courses that had no activity for the date range.</p> <p>Worksheet options:</p> <p><input checked="" type="checkbox"/> Summary Include an overall summary of the activity for the student for the reporting period.</p> <p><input checked="" type="checkbox"/> Course Activity Include a summary of activity by course.</p> <p><input checked="" type="checkbox"/> Student Activity</p> <p><input type="radio"/> Both self-paced and instructor-led</p> <p><input type="text" value="Download Progress Report"/> </p>
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