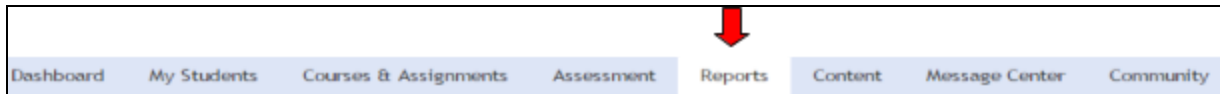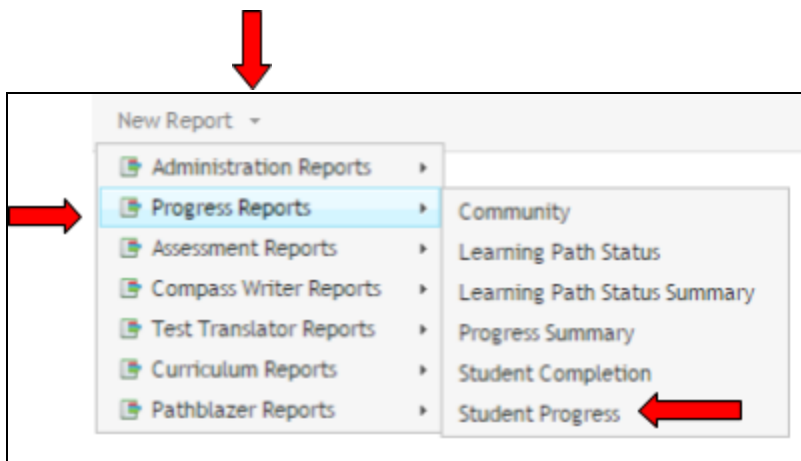# Running Progress Reports in Compass Learning

1. When you log-in you will be on your teacher dashboard.

2. Click on Reports on the top menu bar

3. Click on **New Report** beneath the Report toolbar and select **Progress Reports** then slide to the right and select **Student Progress.**
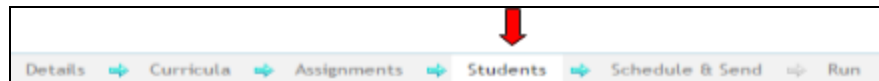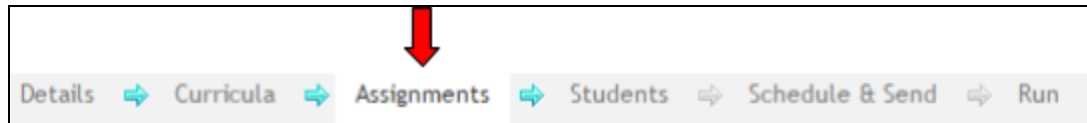

4. Select your date range from the pull-down menu and select which activity types you want to see. If you want all of them just click **Save** at the bottom**.**
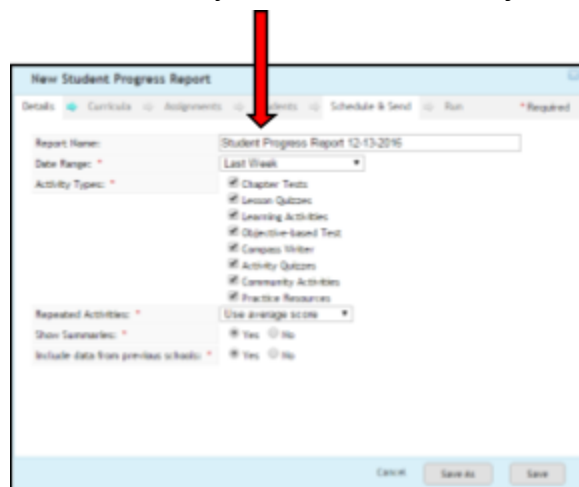
5. Click on **Curricula** in the same window and select which subjects and grade levels you want. If you leave everything checked it will give you a report on everything the students have completed.
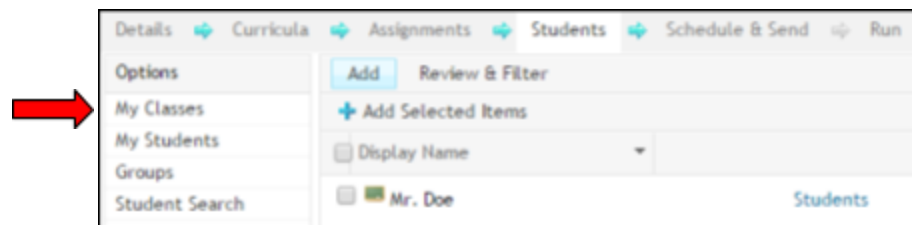
6. Click on **Assignments** in the same window**.** If you want to select all work just continue and **Save** at the bottom. If you want to select certain dates or assignments click on the appropriate buttons.

Details ➡ Curricula ➡ Assignments ➡ Students ➡ Schedule & Send ➡ Run

Details ➡ Curricula ➡ Assignments ➡ Students ➡ Schedule & Send ➡ Run

7. Click on **Students** in the same window**.**

8. Click on **My Classes** if you want to run reports on your whole class. Click on **My Students** if you want to run reports on individual students.

Details ➡ Curricula ➡ Assignments ➡ Students ➡ Schedule & Send ➡ Run

Options	Add Review & Filter
My Classes	➕ Add Selected Items
My Students	
Groups	☐ Display Name ▾
Student Search	☐ 🖥 Mr. Doe Students

9. Click in the box next to your class or student(s) name and click **Add Selected Items.** Click **Save** at the bottom.

➕ Add Selected Items
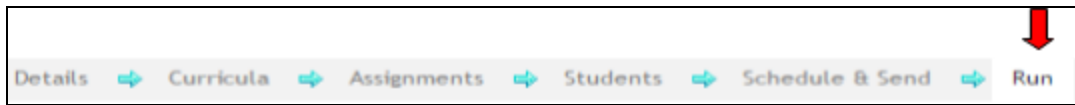
☑ 🖥 Mr. Doe   Students
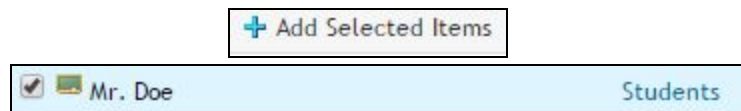
9. Click on **Schedule and Send** in the same window**.** Set your start date and click **Save.**

Details ➡ Curricula ➡ Assignments ➡ Students ➡ Schedule & Send ➡ Run

10. If you do not want this to be a reoccuring report leave everything alone and click **SAVE.** If you want this report to run on a regular basis turn the Status to **on** and select the start date and decide how frequently it will run.

Status: *	◉ On ◯ Off
Start: *	12/16/2016 🗓 ⓘ
Run report: *	Once ▾

11. Click on **Run** in the same window**.**

Details ⇨ Curricula ⇨ Assignments ⇨ Students ⇨ Schedule & Send ⇨ Run

12. Click on **Run Now** if you have time for the report to generate. The report will appear on your screen. Wait time will depend on the size of the report and your signal strength.

13. If you do not have time to wait click on **Run Offline**.

Run Now

May take several minutes as report processing time varies based on size and connection speed.

Run Offline

☑ Send me notification when complete

Report will be added to your Reporting Queue. Large reports may take up to 24 hours.

14. If you select **Run Offline** you will find your reports by selecting **Reports** from the dashboard menu and then selecting the blue link that says, "**My Reporting Queue."** Click **view online** or **view as a PDF** at the far right side of the screen.If the notification box is checked it will send you an email when your reports are ready.