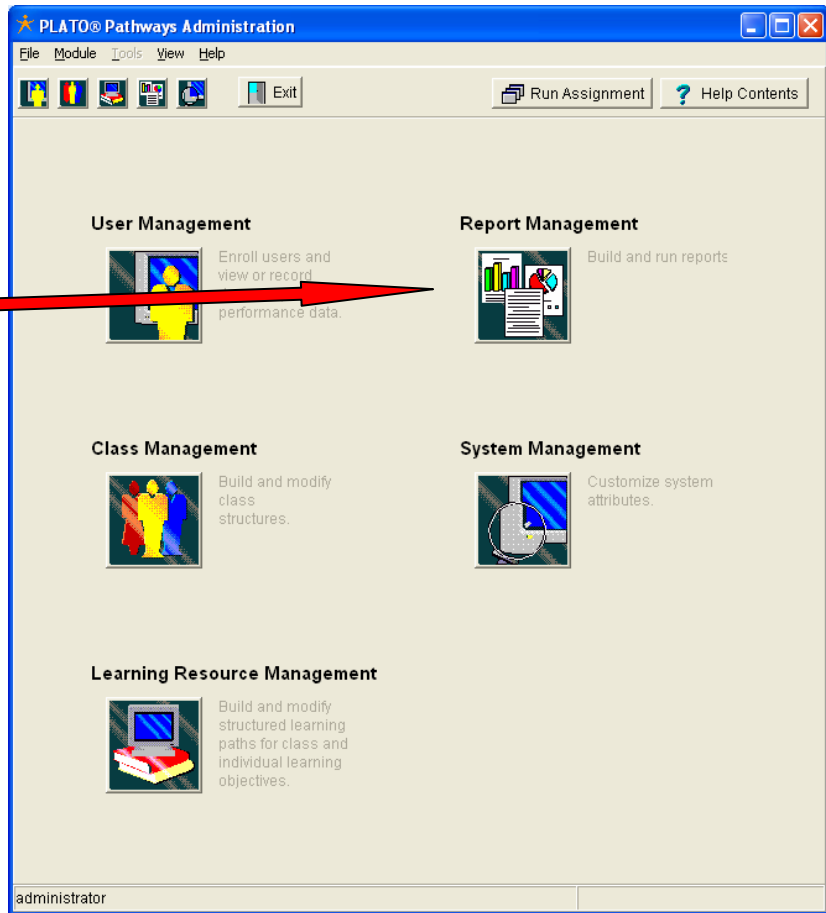


Running a Pathways Graphic Progress Report:

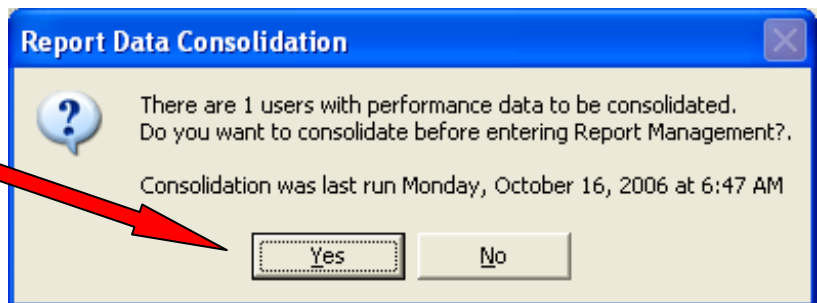
Step #1:

Log into PLATO Pathways and choose Report Management.



Step #2:

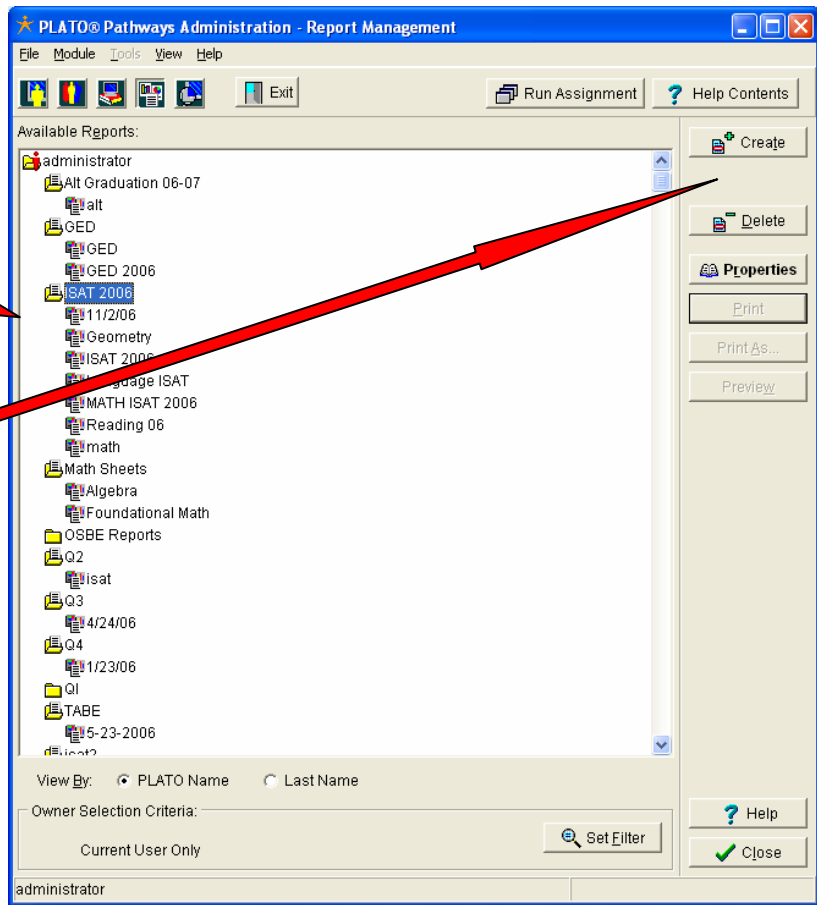
Click "Yes" when it asks you to Consolidate Data.



Step #3:

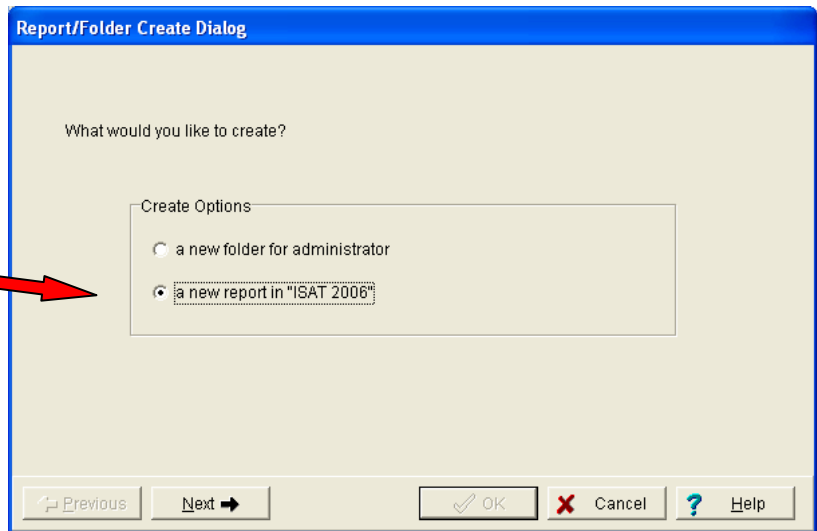
Choose the folder you want the report to go in.

Click Create.



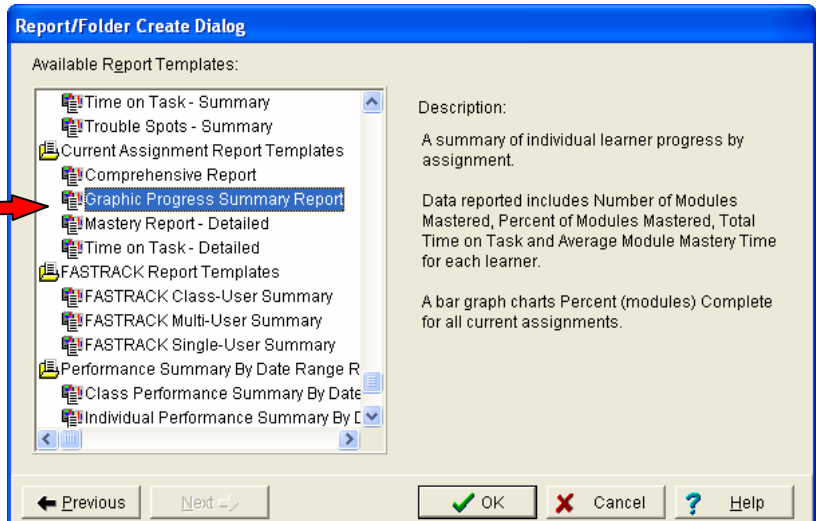
Step #4:

Choose a new report.



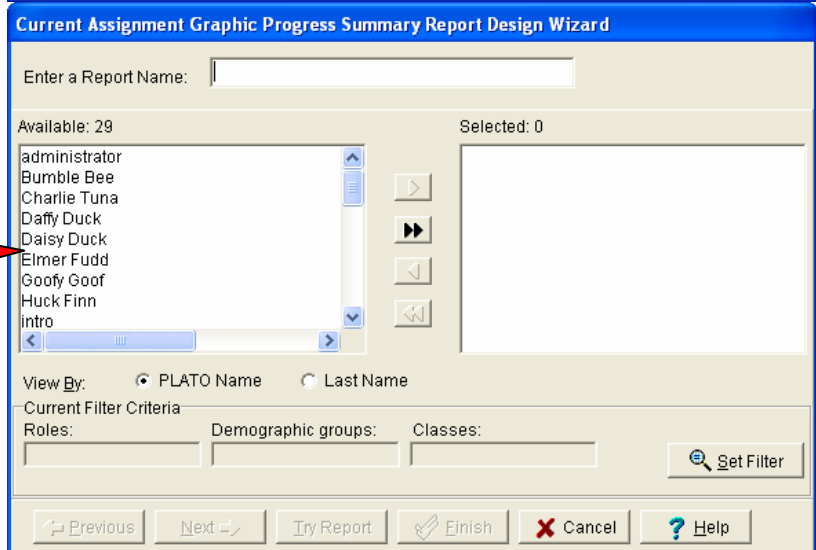
Step #5:

Choose Current Assignment Graphic Progress Summary Report.

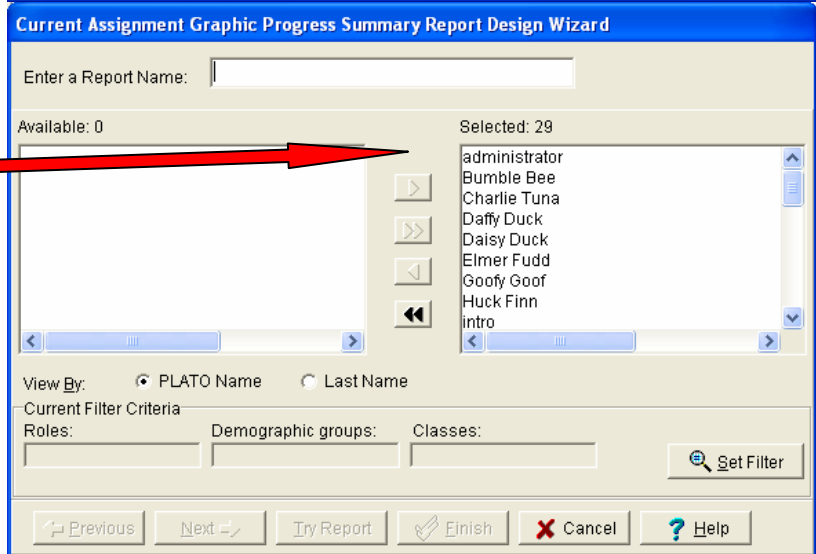


Step #6:

Choose your student or students.



Move student or students over to the selected side.



Step #7:

Enter a Report name.

Current Assignment Graphic Progress Summary Report Design Wizard

Enter a Report Name: 11/02/06 Graphic

Available: 0

Selected: 29

administrator
Bumble Bee
Charlie Tuna
Daffy Duck
Daisy Duck
Elmer Fudd
Goofy Goof
Huck Finn
intro

View By: PLATO Name Last Name

Current Filter Criteria

Roles: Demographic groups: Classes:

Set Filter

Previous Next Try Report Finish Cancel Help

Click Next.

Step #8:

Choose the information you want on your report.

Current Assignment Graphic Progress Summary Report Design Wizard

Enter the text you would like to appear on the report title line:

Set the option(s) below:

Start new page for each student
 Show summary data

Select student name presentation:

Print PLATO Name
 Print Last Name, First Name
 Print Both

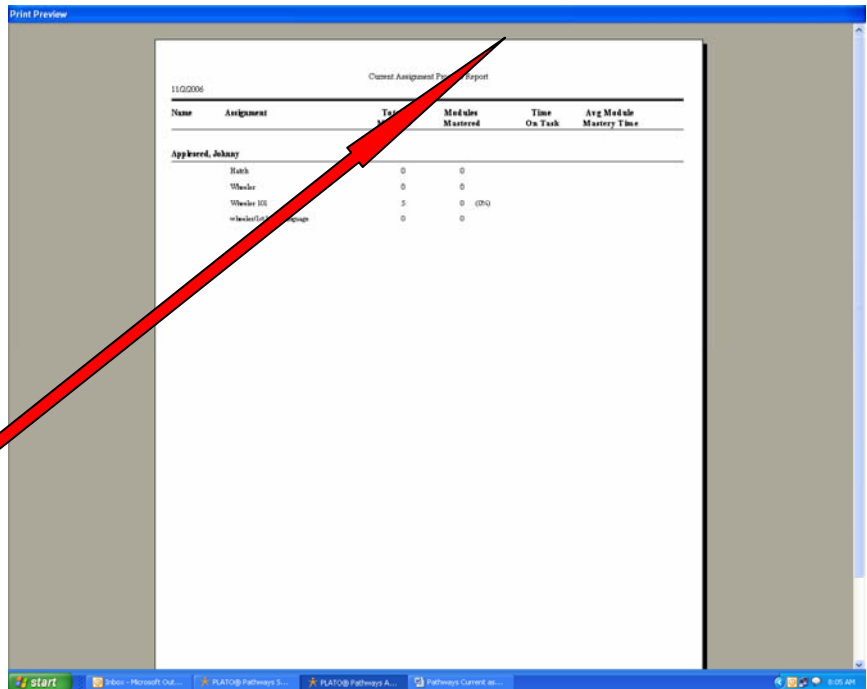
Previous Try Report Finish Cancel Help

Click Try Report.

Step #9:

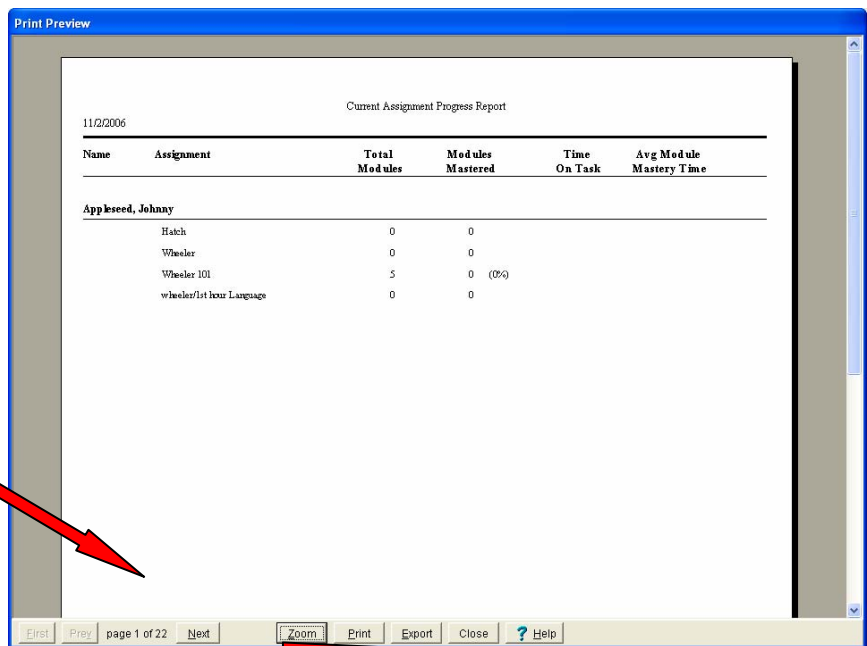
Your report will look like this.

To see more options – double click the blue bar at the top.



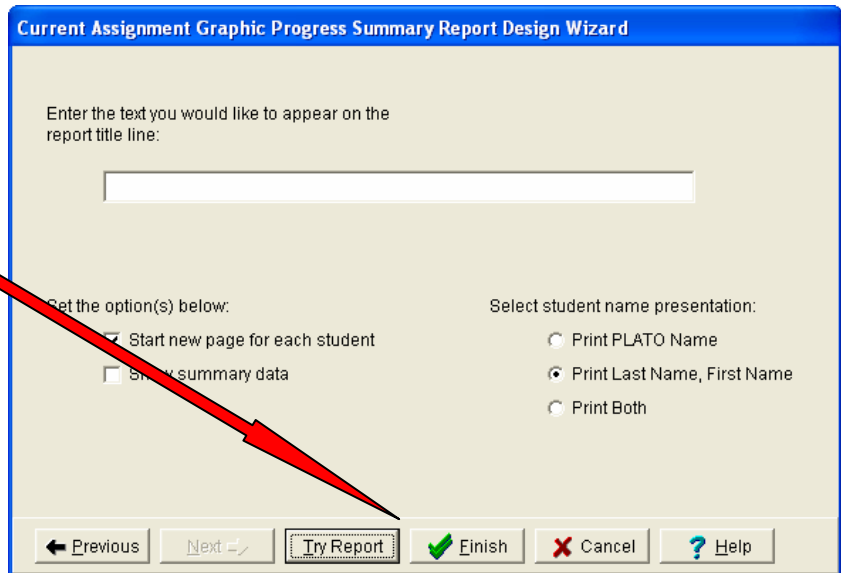
The options will appear at the bottom.

Click close to return to report options.



Step #10:

If you are finished with your report – click finish.



Step #11:

Your report will show up here.

To edit or make changes to your report – click properties.

Click preview to see your report.

Click close to exit report options.

