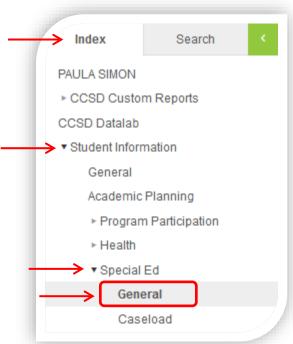




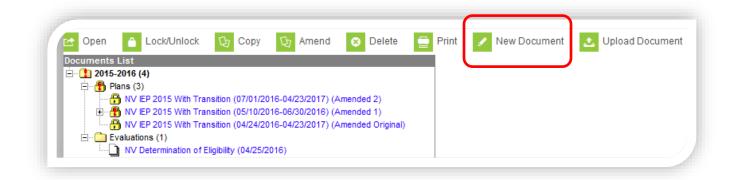
"Every Student, Every Classroom"

CREATING PROGRESS REPORTS IN INFINITE CAMPUS

1. Index > Student Information > Special Ed > General



2. Select the **Documents** Tab. Select **New Document**.



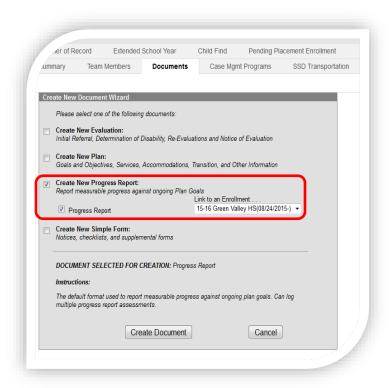
QR Progress Report Date: 161212 Page 1 of 4



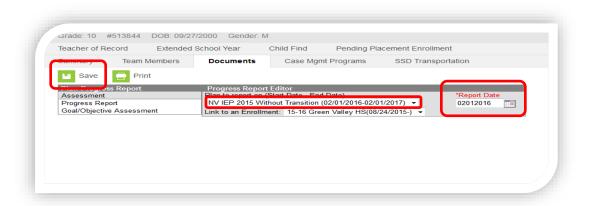


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3. Select Create New Progress Report. Select Progress Report and make sure that you Link to the Correct Enrollment Year. Select Create Document.



4. Enter the **Report Date** and Select **SAVE**. Make sure you select the correct IEP to report progress on.



QR Progress Report Date: 161212 Page 2 of 4



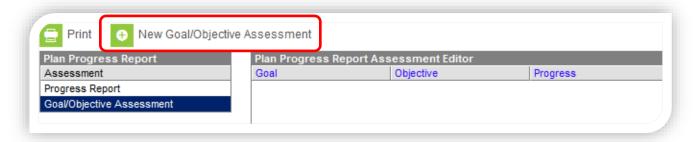


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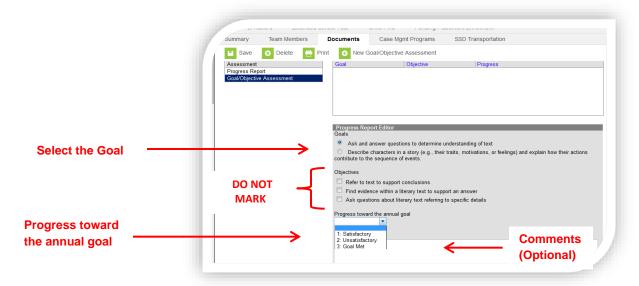
5. Select Goal/Objective Assessment.



6. Select New Goal/Objective Assessment.



7. Select the goal from **Progress Report Editor**. **DO NOT** mark any of the objectives. Choose **Progress toward the annual goal** (drop down). Add Comments (optional). Select **Save**.



**Repeat steps 6 and 7 for the remaining goals.

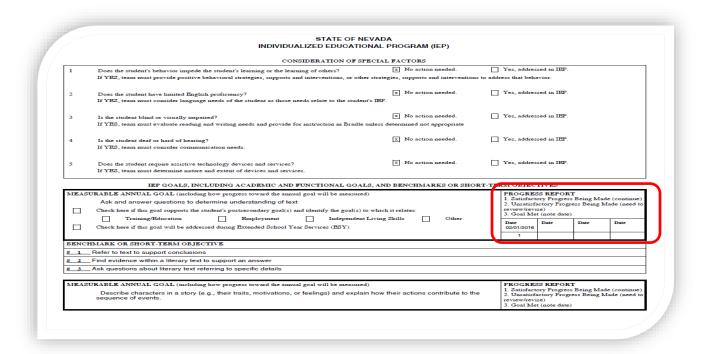
QR Progress Report Date: 161212 Page 3 of 4



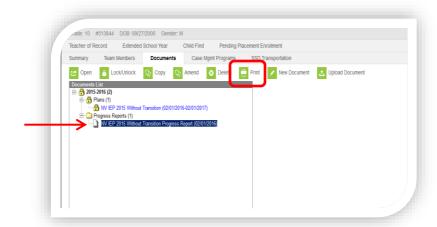


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8. Select the **Documents** Tab. Select the IEP that you reported progress towards the goals. Go to the IEP Goal Page. Information from the Progress Report will be in the progress report section.



9. To print Progress Report, highlight the document and select print.



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