# Prepping Proper Progress Reports

**Step 1:** Go into online IEP and bring up the most recent Finalized IEP/Amendment, which ever is at the top, which you are preparing progress on.

**Step 2:** Click on the plus sign (+) to the left of the Mastery/Progress to open the menu of goal areas.

**Step 3:** Click on the content area you will report progress. The list of the student's goals within that content area should appear.

**Step 4:** For each goal, click "Evaluate." You will see a large area to describe progress. Best practice is to report progress in relation to the goal's criteria. For example–if the goal's criteria is at 80% accuracy, then you should report progress in a percentage. You will need to select a Mastery Code (regression, recoupment, maintained). Next, select the Progress Code (N/A, Insufficient Progress Towards Annual Goal, Progress Sufficient to Achieve Annual Goal, and Achieves or Exceeds Goal). Please note that if the student has achieved or exceeded an IEP goal, an IEP must be reconvened to revisit goals. Finally, enter the date you are reporting progress and your name. Click "Save Evaluation." Repeat this step for each goal/service you service the student for.

**Step 5:** Once all data is entered, click on "Progress Report" under Mastery/Progress. A message from the web page will appear asking if you need to create a new progress report. Click **"ok."**

**Step 6:** The IEP archive will appear on your screen. To print the progress report, highlight the password, right click, and click copy. Click within the download section in the Mastery/Progress Report section. Paste the password once the Adobe prompt appears. The progress report should magically appear once you press okay.

**Step 7:** Print each student's progress report. Determine how you will send them home to parents (via mail, with student, etc.) and decide how you will maintain documentation that you sent them.