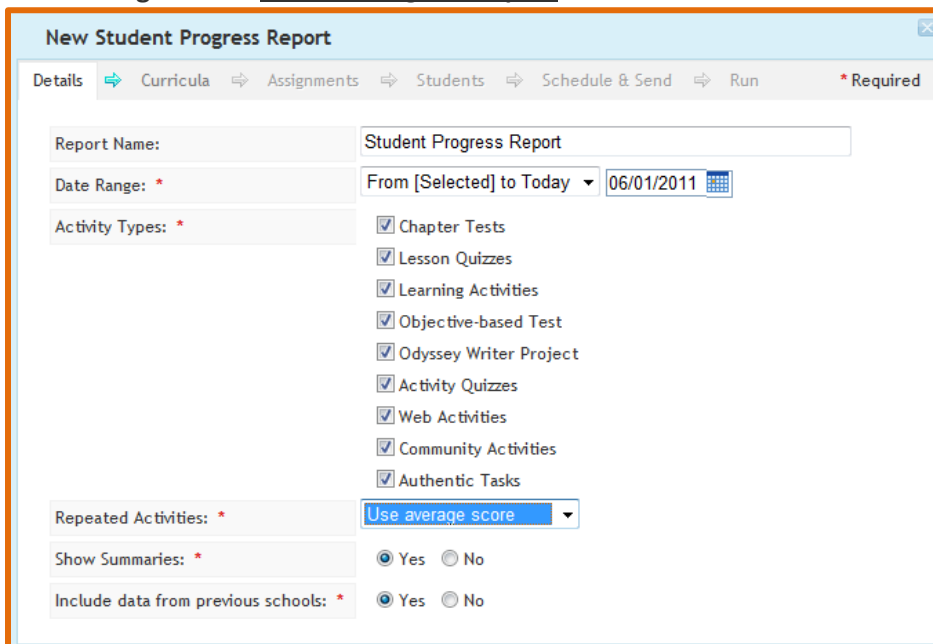# How do I Generate a Student Progress Report?

Reports | In Odyssey Reports: Progress Reports | Student Progress |

1. In the navigation bar, click **Reports.** From the left-hand navigation panel click on **Progress Reports** under the Odyssey Reports options**.**

2. Click **Settings** next to **Student Progress Report**.

3. In the **New Student Progress Report** details window give the report a name and set the Date Range for when the work was completed (defaults to Last Week). Select the Activity Types that you need included in your report. **Repeated Activities** defaults to **Use average score**. What does this mean?
    1. **Use average score** – If the activity repeats, include the average of all the tries in the final average score.
    2. **Use highest score** – If the activity repeats, select the highest score of all the tries and use that in the final average score.
    3. **Drop lowest score** – If the activity repeats, select the lowest score of all the tries and drop it. Use the average of all the remaining tries in the final average score.
    4. **Use most recent score** – Regardless of the number of tries or the actual score %, drop all the other scores and use the last score attained.

4. Click on the **Curricula** tab at the top of the **New Progress Report** window then select the subject and grade level from the lists.

5. Click on the **Assignments** tab at the top of the **New Student Progress Report** window. From here select desired criteria from the Search Options list on left-hand side of screen. Set dates during which the assignment was created, then set the availability and any display limitations. Click Search button.
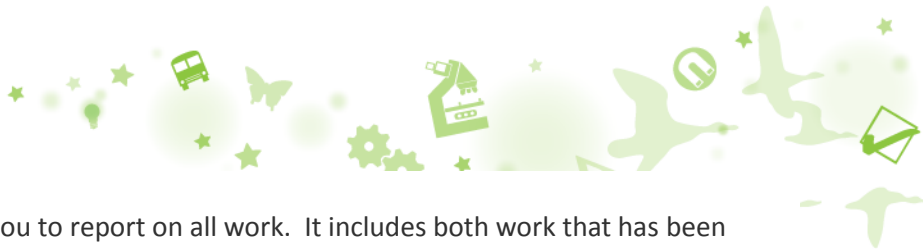
Tip:

- **All Work -**This option allows you to report on all work. It includes both work that has been accessed through explore-mode as well as work that has been assigned.
- If you would like to report on all assignments but exclude work accessed through explore-mode, please choose **All Assignments**.
- If you would like to report on specific assignments, please choose **Select Assignments**.

6. From the search items, click on desired assignments then click **Add Selected Items**.

7. Click on **Students** tab at the top of the **New Student Progress Report** window. Select the criteria from the Options list on the left-hand side of screen. (For example, if you select My Classes you will see a list of classes from which you can select. Once you've made your selections, click **Add Selected Items**)

8. **Note:** You have the option to **Apply Filters**. The list of filters appears on the right-hand side of the screen. Choose any of these to narrow your search or obtain a report for a specific grade/subject/gender/race. *Remember – you will be able to filter for those students that have attributes attached to their student profile only. Remember to click ←**Apply Filters**

9. Lastly, click on the **Schedule & Send** tab. To run the report more than once, or to have it run automatically, the status must be set to On. Choose a start date and the interval at which you want the report to run.

10. The right-hand side of the **New Student Progress Report** window allows you to send notification by entering email addresses. You may also include the type of file (PDF, CSV), file size, and a 500 character personal message that will appear on the email body.

    Note: Before you run the report, if you wish to save your new report settings while not altering original report settings, type in a new report name and then click **Save As.**

11. Once your report is set, click **Run** tab. There are two options for teachers. Run Now –generates the report immediately. Run Offline send the report for viewing in My Reporting Queue under Reports. (Remember, that if you set a schedule to generate your report, it will start and stop in the time frame you indicated.)

    With *online processing*, the HTML report will be displayed in your browser. To view and then print the report in PDF format, click **View as PDF.** To export the data to a CSV file, click **Export as CSV.**
       OR
     With *offline processing*, you will see the following message: **Report has been queued for offline processing.**

12. To display the status of a report processed offline, click **My Reporting Queue** from the left-hand navigation panel. The **My Reporting Queue** window shows whether your report is completed or in progress.

13. To display a completed report, click either **View Online, View as PDF,** or **Export as CSV.**