

How to Define and Print a One-time Bundle in User-specified Order (i.e. English and Spanish)

1. Enter eSped website: www.esped.com
2. Click “Member Login”
3. Type in “Username”
4. Type in “Password”
5. Click on “log in” or press “enter key”
6. On Applications Screen click on “Progress Reports”
7. Click on selected student
8. Click on FERPA reason: “I am updating the progress this student has made.”
9. Click on Select Screen arrow for drop menu
10. Highlight “**Print Progress Reports**”
11. Highlight “**IEP Progress Objectives**”
12. Click on “**Add to Print**” to the left of the student’s name.
13. As you click on “Add to Print” the student’s name appear in the top right hand box under “Student(s)”.
14. Click on “**Create Reports**”
15. Window appears with “Create IEP Objectives for the following student(s)?” with the name of the student selected.
16. Click “OK”. The names of students selected disappear from the box.
17. Click “Reports” button on the top tool bar
18. Create Reports window appears. Click on Select Screen arrow for drop menu
19. Click on “**Print Multiple Reports**”
20. Highlight “**IEP Progress for Objectives**”
21. Click the “**Add**” button at the bottom. Report moves to the box on the right side
22. Highlight “**Spanish Progress Report for Objectives**”
23. click the “**Add**” button at the bottom. Report moves to the box on the right side
24. If an error is made, highlight the report and click the “Remove” button
25. Click on “Create Report” above the right hand box
26. Prepared Reports List window appears with “New” or “Working” in red.
27. Click on “Refresh”
28. Click on “View” to the left of the students name to view reports
29. Click on the printer icon to print the reports. Close window.
30. Close “Prepared Reports List”
31. “**Print Multiple Reports**” can be used for any bundle.