

eSped

How to Print Batch Progress Reports

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. Select student by clicking “**Add to Print**” on left side of name. Can click on 20 students at a time to “Batch Print”
12. As you click on “Add to Print” the student(s) name(s) appear in the top right box under “Student(s)”
13. Highlight in the Report box “**IEP Progress Objectives**”
14. Click on “**Create Reports**”
15. Window appears with “Create IEP Progress Report for Objectives for the following student(s)?” with the names of the student(s) 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. Highlight “**View Prepared Reports**”
20. Click on “View” to see reports
21. Click printer icon to print reports
22. Close window. Close “Prepared Reports List” window.
23. Click on next group of students to “Batch Print”