

# Waterford Reports

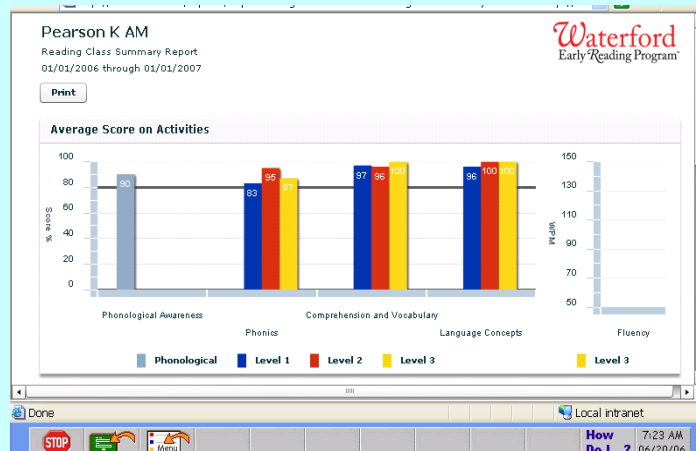
Printing reports is an essential part of implementing Waterford effectively. Printing reports on a regular basis will allow you to capture student data, check usage, recognize and address issues earlier, and connect the classroom to the computer.



## Viewing and Printing a Class Summary Report

Both Waterford Early Reading Program and Waterford Early Math and Science have a Class Summary Report. For more information about reports, see the Overview guide.

1. Click the **Manage Curriculum** drawer.
2. Click a course in the **Curriculum Tree** and then select a class.
3. Click the **Reports** tab.
4. Click **Class Summary Report** in the reports window.
5. Choose a time period.  
Note: If you click Custom, you must specify the dates for the report.
6. Click **Print or View**.  
Tip: While viewing the report, you can also print from the browser window.



## Viewing and Printing an Individual Student Report

Follow the same instructions as above with the exception of choosing **Individual Student Report** for step number 4.

Tip: While viewing the report, you can also print from the browser window.