

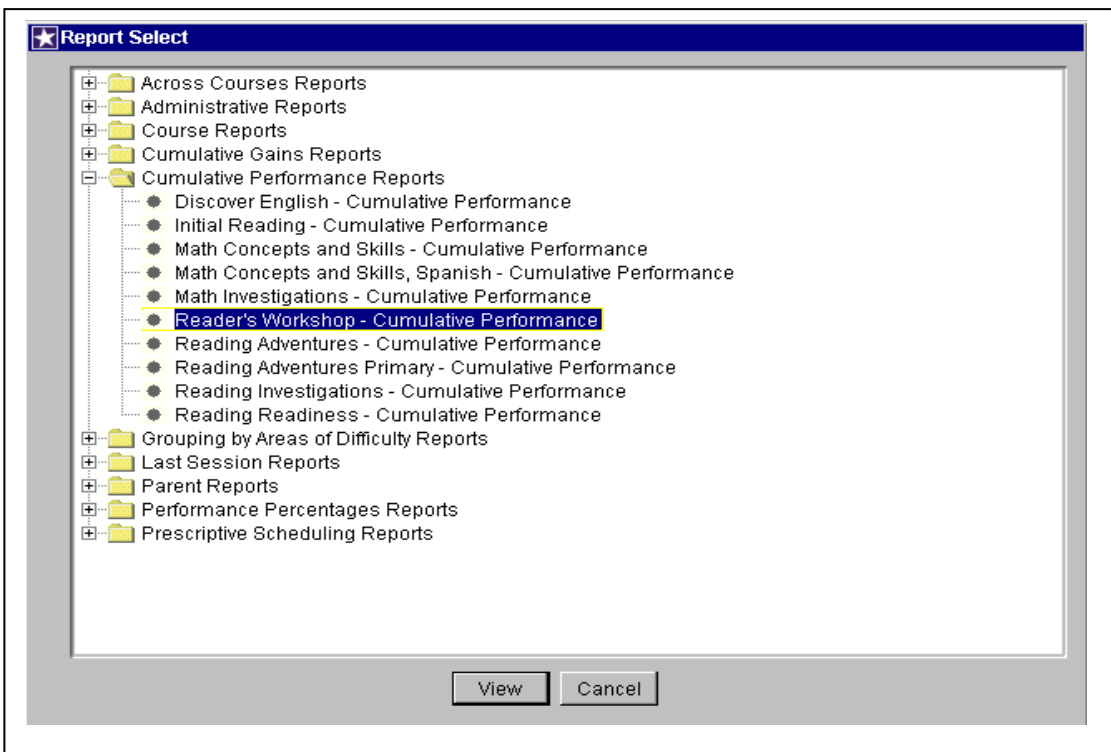
1. Log in to SuccessMaker Enterprise using your Teacher Password.
2. In the classroom, click the laptop computer to view all groups.



3. Highlight the name of the group(s) for which report will be run. (Hold Ctrl to highlight more than one group).
4. Click on the printer.



5. At the Report Select screen, double-click the folder or the plus (+) sign next to the name of the report to be run.
6. Highlight the name of the course.



7. Click View.
8. The Report Options screen now appears.

\* Report options will vary with each report.

9. Choose options or leave at default.
10. Click View.
11. Wait for report to appear. It may take a few moments for the data to process.
12. Click the maximize button to view entire report.

Student Name	Current Course Level	Gain Since IPM	Time Spent Since IPM	Total Time Spent	Total Sessions	E #
<b>4-Alvarez</b>						
<b>Reader's Workshop</b>						
Bester, Charley	3.75	0.93	9:21	9:21	27	
Marshall, Latisha	5.18	1.39	17:17	18:19	53	

13. Click the ► to move to the next page of the report.
14. Click the X to close the report and return to the classroom.