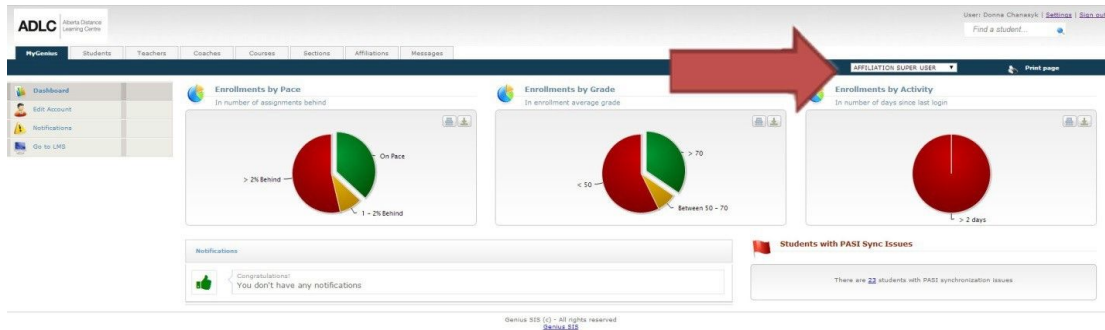


*This document is intended to assist Teachers and Affiliation Super Users in printing Progress Reports for more than one student at a time in ADLC's Student Information System (SIS).*

1. When you are logged into the SIS, make sure your **Affiliation Super User** role is selected before you begin. This can be found in the drop-down menu on the dark blue bar that runs along the screen.



2. Click on the **Students** tab.
3. From the menu on the left-hand side, click **Bulk Progress Report**.



4. In the **Search Criteria** area, you may filter by:
  - **Affiliation**
  - **Status** (i.e. Active, Withdrawn without Funding, Withdrawn with Funding, Completed, Blocked, Future, Transferred, or Deleted)
  - **Grade Level** (i.e. ECS - Grade 12)
  - **Course**
5. Once you have set your search criteria, click **Get Data**.

- To select your desired list of students, you may check the box for the respective student under the **Select** column, or you may choose to use **Select All** from the checkbox at the top to select all the displayed students.

There are 204 enrollments matching your criteria:

**Select All**

Select	EnrollmentIndex	Student	Section ID	Course	Section	Teacher	Start	End	Exit	Status	Marker
<input type="checkbox"/>	717641		115815	Mathematics 10C	Mathematics 10C (2013-)	Hanneman, Kurt	01/23/2013	01/31/2014	07/16/2013	COMPLETED	
<input type="checkbox"/>	717642		115804	Science 10	Science 10 (2012-) - Electronic Lessons	Weimer, Dale	08/22/2012	08/31/2013	03/06/2013	COMPLETED	
<input type="checkbox"/>	717643		115650	Career And Life Management	Career and Life Management (2013-) - Electronic Lessons	Borle, Christie	08/22/2012	08/31/2013	12/18/2012	COMPLETED	
<input type="checkbox"/>	733961		115650	Career And Life Management	Career and Life Management (2013-) - Electronic Lessons	Borle, Christie	09/10/2012	09/30/2013	11/16/2012	WITHDRAWN_WITHOUT_FUNDING	
<input type="checkbox"/>	733960		115933	MATHEMATICS 10-3 MAT1793	Mathematics 10-3 (2013-)	Crawford, Alanna	09/10/2012	09/30/2013	11/16/2012	WITHDRAWN_WITHOUT_FUNDING	
<input type="checkbox"/>	666928		115861	Mathematics 20-2	Mathematics 20-2 (2013-)	Arcilia, Phoebe	08/22/2012	08/31/2013	06/13/2013	COMPLETED	

- Once you have selected the appropriate students, click the **Print Progress Report** button. This will create one PDF document which will contain Progress Reports for each of the selected students.

## Questions?

Give us a call at 1-866-774-5333 or email [info@adlc.ca](mailto:info@adlc.ca)