Instructions:
Generating Group Progress Reports

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Introduction
The purpose of this document is to provide instruction for generating group progress reports.

User Roles
Users with the ________ roles may generate and print group progress reports.

Generating Group Progress Reports
Group progress reports can be accessed from the left navigation menu.

1. Select the Reports option to expand the menu.

3. Select the rating period and age group for which you would like to run a Group Progress Report (Items with a red asterisk are required.). State and agency are automatically selected. You may also choose to select one or multiple sites and one or multiple classes.

Tip: If you are not seeing all of the classes assigned to you in the drop-down menu, it may be helpful to refresh your browser.

4. Once you have selected the criteria for the report, select Generate Report.
Printing Group Progress Reports

1. Group Progress Reports may be printed from your computer's web browser. To print, select Print.

2. Once you have selected Print, you will receive a popup message stating that in your printer settings you should turn on background images and change layout to landscape for best results.

The printer settings may look slightly different depending on the browser being used. Below is an example from Firefox.

Tip: In your printer settings, also turn on background colors for best results.
Helpful Resources for DRDP Online
To access additional resources and instructions for DRDP Online, visit the [DRDP Online](http://www.desiredresults.us) section of the Desired Results website. You can also register for DRDP Online webinars from the [Training](http://www.desiredresults.us) section of the Desired Results website: [http://www.desiredresults.us](http://www.desiredresults.us)