



# Instructions: Generating Group Progress Reports

4/15/2019

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## Introduction

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

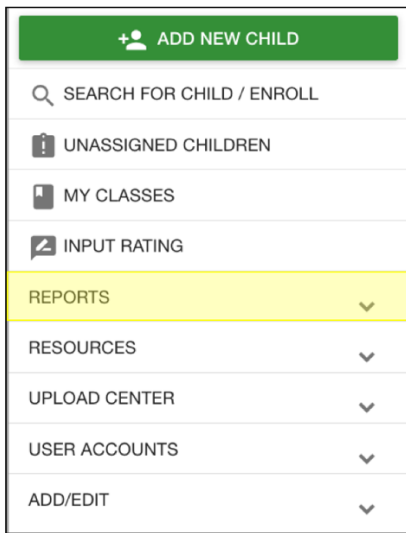
## User Roles

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

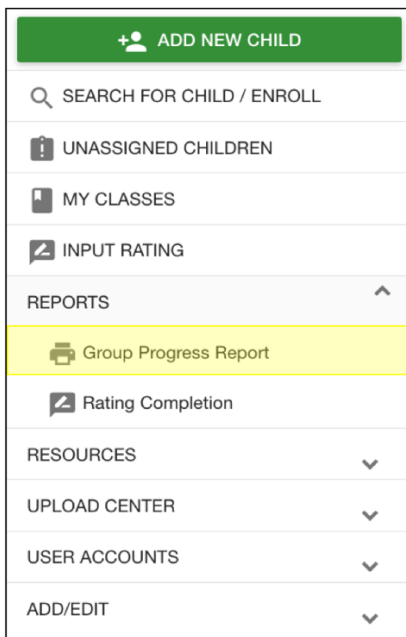
## Generating Group Progress Reports

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

1. Select the Reports option to expand the menu.



2. Select Group Progress Report.



## DRDP ONLINE: GENERATING GROUP PROGRESS REPORTS

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.

**Group Progress Report**

Select Group

State \* California Agency \* WestEd Center for Child and Fam... Rating Period \* Spring 2019 Age Group \* Preschool

Site Default Site Class Classrooms: 1

GENERATE REPORT

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.

drdponline.org/groupprogressr... X +

https://www.drdponline.org/groupprogressreports 67% Search

Most Visited California Preschool... Getting Started WestEd Identity Pro... Zimbra Web Client ... SAGE Journals Basic Search: EBSC... Desired Results for ... CECO log

Desired Results Developmental Profile

Welcome Megan Wilson WestEd Center for Child and Family Stu... Default Site

ADD NEW CHILD

SEARCH FOR CHILD / ENROLL

UNASSIGNED CHILDREN

MY CLASSES

INPUT RATING

REPORTS

RESOURCES

UPLOAD CENTER

USER ACCOUNTS

ADD/EDIT

**Group Progress Report**

Select Group

State \* California Agency \* WestEd Center for Child and Fam... Rating Period \* Select a Rating Period Age Group \* Preschool

Site Selected Sites: 33 Class Select Classrooms Check All Clear All Filter by name

GENERATE REPORT

4. Once you have selected the criteria for the report, select Generate Report.

**Group Progress Report**

Select Group

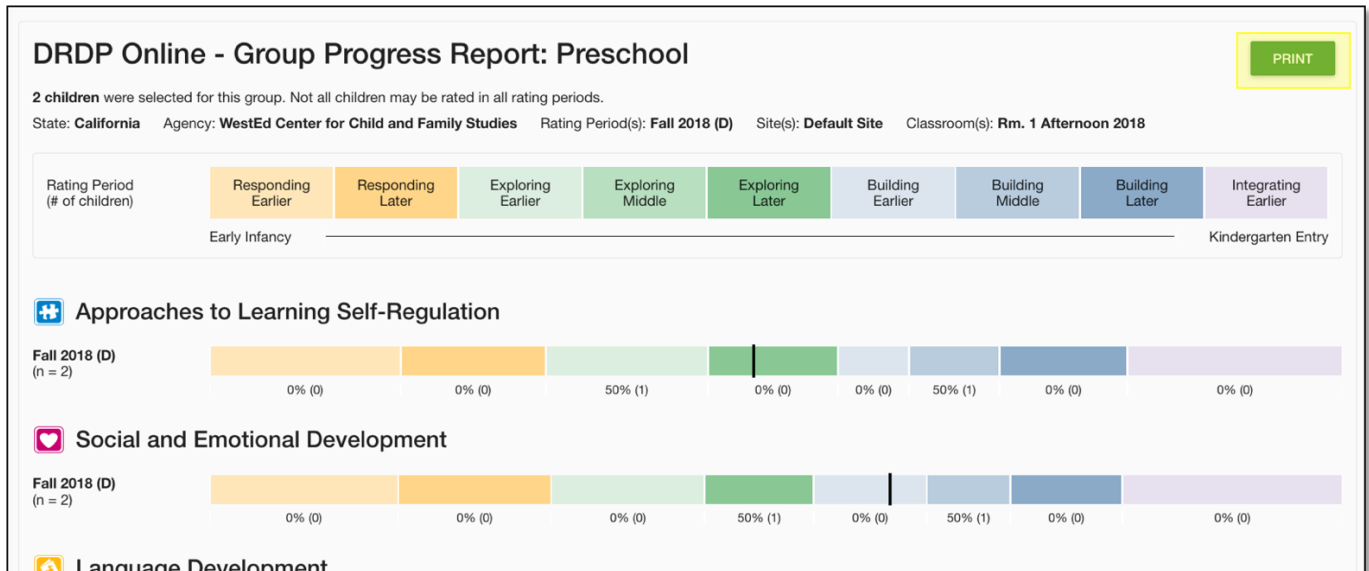
State \* California Agency \* WestEd Center for Child and Fam... Rating Period \* Spring 2019 Age Group \* Preschool

Site Default Site Class Classrooms: 1

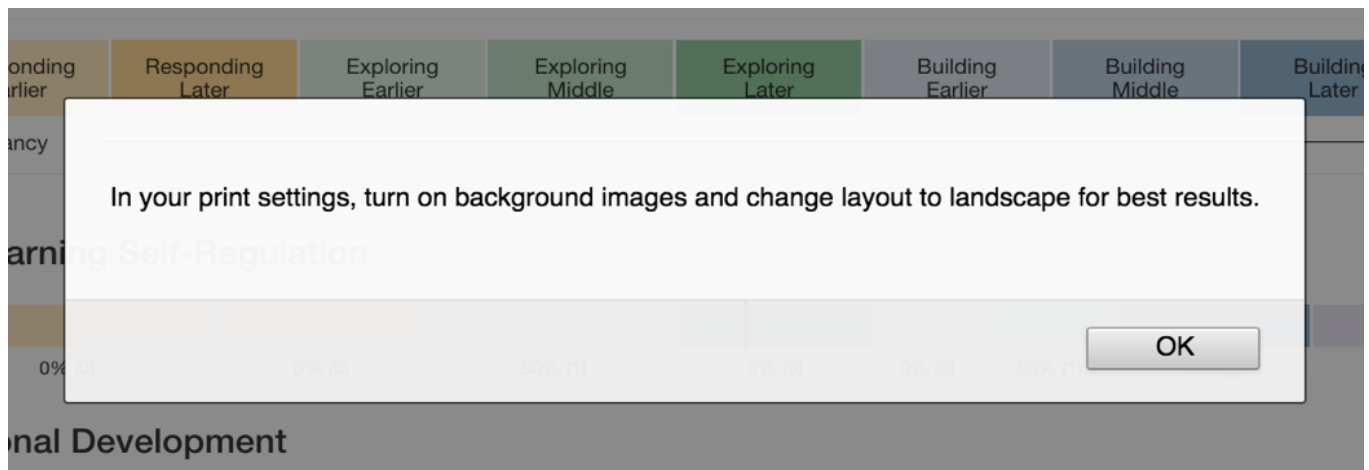
GENERATE REPORT

## 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.

## DRDP ONLINE: GENERATING GROUP PROGRESS REPORTS

Print

Printer: HP OfficeJet Pro 8720

Presets: Default Settings

Copies: 1  Two-Sided

Pages:  All  
 From: 1 to: 1

Paper Size: US Letter 8.50 by 11.00 inches

Orientation:  Portrait  Landscape  Scale: 100%

Firefox

Options:  Print Selection Only  
 Ignore Scaling and Shrink To Fit Page Width

Appearance:  Print Background Colors  
 Print Background Images

Frames:  As Laid Out on the Screen  
 The Selected Frame  
 Each Frame on Separate Pages

Page Headers: Title --blank-- URL  
Left Center Right

Page Footers: Page # of # --blank-- Date/Time

? PDF Hide Details Cancel Print

### Helpful Resources for DRDP Online

To access additional resources and instructions for DRDP Online, visit the [DRDP Online](#) section of the Desired Results website. You can also register for DRDP Online webinars from the [Training](#) section of the Desired Results website: <http://www.desiredresults.us>