Add Progress Reports for Multiple Students

Progress Reports may be entered for each **Active Intervention**. The Interventions must have the same intervention name, and Progress Report dates must fall within the start and end date of the interventions.

**Step 1:** Select students from **My Students** screen.

**Step 2:** Hover over **Mass Data Entry** tab and select **Progress Report**.
**Step 3:** Enter information:
- Select an Intervention
- Select a Progress Report Name
- Enter Progress Report Date

**Step 4:** Click Add.

**Step 5:** Enter Progress Notes for student.  
Note: Progress Report Name and Progress Report Date may be modified for each student.  
You may also enter:
- Category
- Sub-Category
- Score

**Step 6:** Click Next to move to the next student’s Progress Report. Continue to add progress notes and click Next.

**Step 7:** Review your information.  
**Step 8:** Click Next.

**Step 9:** Click OK to continue.
You will return to your My Students screen.

Step 10: Click Finish.