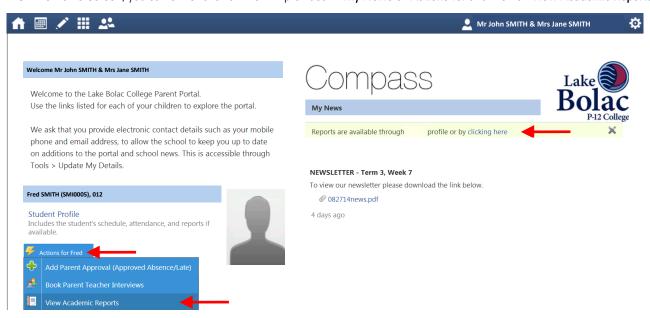# Progress Reports Guide

1. On the Home Screen, you can either click on the link provided in **My News** or **Actions for** and then on **View Academic Reports**.

2. The Reports page will open and display the Term 3 Progress Report. To print, click on **Export to PDF** and press **Print.**