TECHNICAL INSTRUCTIONS FOR COMPLETING THE ELECTRONIC PROGRESS REPORT

To use the Progress Report you must have **Adobe Reader 8** or higher.

1. Before you begin entering data, download and save a blank Learner Progress Report to your computer.

2. From your computer file, open the form in Adobe Reader and click 'save as' and give the file a name (e.g., the student's name)

3. After you have filled out all of the fields, click 'save'.

4. Follow steps 2 and 3 for each student file **ensuring that you have given each new file a unique name by clicking 'save as' before starting a new form.** Note: If you forget to click 'save as' and give the file a new name, and instead start typing information for a new student and click 'save,' you will be overwriting your old file. You will lose the information typed for the previous student.

5. If you need to go back and make any changes to a saved file (e.g., Jane Doe's file), click 'save as' and change the file name (e.g., Jane Doe1). If you do not change the file name, you will lose any of the changes you have made.

6. DO NOT fill in the form:
   - In PDF Preview
   - From within your email program

   This will result in a blank form.

7. Programs are responsible for establishing protocols to ensure that the progress report is completed and stored in a secure manner.

Note that the allotted characters for the text box containing *Learner Strengths and Progress* and *Suggestions for Learning* is 1140 in total including spaces (about 200 words). This should be more than sufficient "space" for comments you will be making.