

TECHNICAL INSTRUCTIONS FOR COMPLETING THE ELECTRONIC PROGRESS REPORT

To use the Progress Report you should have a recent version of **Adobe Reader**.

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 (not Microsoft Edge etc.) click 'save as' and give the file a name (e.g., the student's name)
3. Please note automatic carriage returns are not possible in the comment box due to the default settings in the template. The allotted characters for the text box containing Learner Strengths and Progress and Suggestions for Learning is approx. 2400 in total including spaces (about 200 plus words). This should be sufficient space for comments.
4. After you have filled out all the fields, click 'save'.
5. Follow steps 2 and 4 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.
6. 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.
7. DO NOT fill in the form:
 - In PDF Preview
 - From within your email or other website. This will result in a blank form
8. Programs are responsible for establishing protocols to ensure that the progress report is completed and stored in a secure manner.