Printing Star Reading Reports

Two reports are particularly useful. The first is the a summary of progress of the whole class. To create this report, do the following:

1.   Double click on the **Star Reading - Manage** icon on your desktop.

2.   Click anywhere on the box that appears to get your login box..

3.   Enter your password, which is usually your first name.

4.   Click **OK.**

5.   Click the **Reports** button near the bottom.

6.   Using the **Up and Down Arrows** on your keyboard until you are on **Summary**.

7.   It is generally a good idea to preview the report before printing, so click the **Preview** button in the left column.

8.   Your report will be formatted for printing.

9.   To Print, click the **Print** button at the bottom of the report.

10.   Click **OK** in the print box that will appear.

The second report is useful for parents because it shows what can be done to help strengthen reading skills. To create this report, do the following (Note: If you are logged in already, skip to step 5.If you are in reports, go to step 6):

1.   Double click on the **Star Reading - Manage** icon on your desktop.

2.   Click anywhere on the box that appears to get your login box..

3.   Enter your password, which is usually your first name.

4.   Click **OK.**

5.   Click the **Reports** button near the bottom.

6.   Using the **Up and Down Arrow** on your keyboard until you are on **Diagnostic**.

7.   Because this is a fairly long report, it is generally a good idea to preview the report before printing it, so click the **Preview** button in the left column.

8.   Your report will be formatted for printing.

9.   To Print, click the **Print** button at the bottom of the report.

10.   Click **OK** in the print box that will appear to print the whole test, or select the pages you wish to print, an click **OK**.