1. Go to **12.7.19** (Print Learner Progress Reports).



2. Select Year, Grade, Class, Cycle and click on the Go button.

rint Progress Reports (12.	(.19)	100	
Select Options			Email Mode T Max View
Grade/Class History	Year: 2019 + Grade: Grade 06 + Class: 6A	+ Cycle:	Term 4 Interned Ate = GO

3. Select the **Progress Report Format** of no. 07.

Select Filter Options Whole Class C Selected Learner	er/s
Select Progress Report Format	
Progress Report: 07. GET Format with Av	erages (Report Split) - All Terms -Landscar 💌
Include Learner Photo	
LetterHead	
C Use Printed LetterHead	Page Header Height (mm): 27
Use System LetterHead	Page Footer Height (mm): 9
🔽 Physical Addr. 🔽 Postal Addr.	Page Margin Left (mm): 4
🔽 Tel 🔽 Fax 🔽 Email	Page Margin Right (mm): 4

4. Click on the **Print Progress Report** button.

Blank Report Lov Phase:	Intermediate	•		
Cover Language:	C Afrikaans	English	Print Blank Report Cover	
		Print Progree	ss Report Done	

5. Change the Paper size to A4.

	Desc.	_	Chick address	
Size:	144	-	A	Portrait
Source:	Auto Select	•		· Landscape
	1			

6. Click the **OK** button.