Public Charter
SCHOOL DISTRICT

Creating Supplementary Progress Reports in Universal Enrich

*Remember for each goal - you must have clicked the checkbox to collect progress monitoring. You then must select your probe type.

To create a progress report in Enrich, the first step is to enter progress monitoring data. To do this, follow these steps:

1. On programs page, click “goal progress”
2. You may then click “edit scores”
3. Add date and score
4. Save
5. Repeat steps 3-4 for each goal

You are now ready to create your progress report. Follow these steps:

1. Still on the “goal progress page,” click “edit progress report” at the top of the page
2. Click “create supplementary progress report” at the top of the page
3. Enter the date for the progress report
4. From the drop-down box, choose the descriptor for the level of progress the student has made
5. Add a narrative under the correct date for the first goal
6. Repeat steps 4-5 for each goal
7. Save
8. *Save a PDF of the progress report. Enrich has some glitches where these reports sometimes disappear.

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