# samegoal

Progress Reports

Workflow Highlight: Progress Reports
March 28, 2025

Most plan documents have an associated progress report. Progress reports are a very powerful tool to help track a student's progress toward their goals/objectives as stated in their plan. Progress can be tracked narratively, through observation and comments, or with a progress monitoring chart if there are student scores to report.

Progress reports will automatically populate with goals/objectives (as well as plan dates) from the most recent, completed, plan document. When you create a progress report, if the goals/objectives do not populate automatically, or if they are from a past plan document, you can complete the current plan document, then click **Update Goals/Objectives** in the progress report document to re-pull the information.

Progress Monitoring Charts

Within most progress reports, you can create progress monitoring charts. These charts provide a great visual representation of a student's actual progression as compared to their target progression throughout the year, which can be especially helpful when discussing a student's progress with parents. In addition to tracking whether or not a goal has been met, you are able to tell if a student is on track to meet their goal by the end of the year or the reporting period.
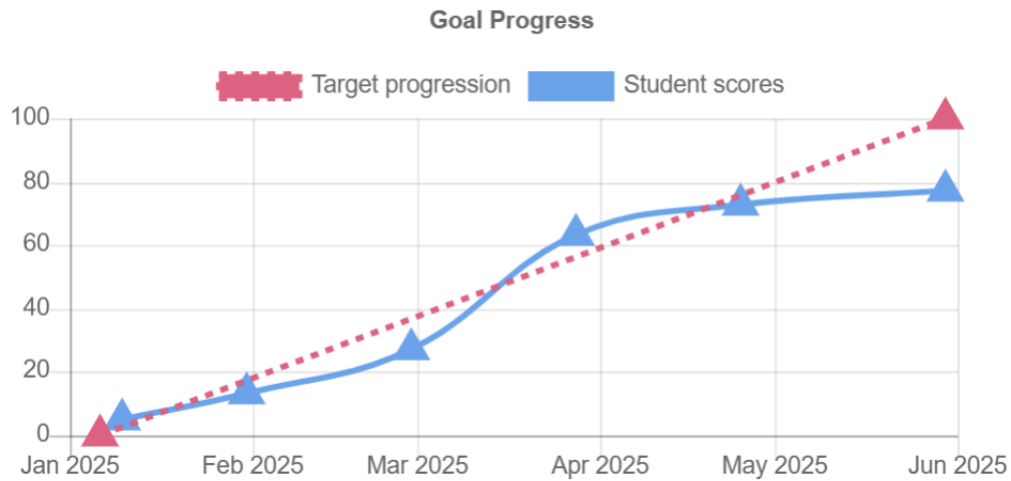
Goal Progress

Steps *To chart student progress:*

1. Under the goal or objective, click on the **add Chart** button. A chart will appear with a legend for **Target progression** and **Student scores**.

2. Enter the baseline information for **Date** and **Score**.

3. Enter the target information for **Date** and **Score**. The chart will automatically update and display the appropriate scale and timeline.

4. Throughout the year, when there is a new score to report, click **add Score** or **add Data** and provide relevant information. Once the score and date has been entered, the data point will be plotted on the chart and a trendline will be drawn between each data point.