



Bulk Printing Progress Reports

1. Click on the Reporting tab at the top of your TIENET Homepage.
2. Select Standard Reports
3. Select >Students 'bucket' and in the list of reports select ' JCISD Bulk Print Sections Caseload'
4. You will see a list of all students on your caseload.
5. Inside the report, click the "More" menu.
6. Select "Bulk Print SELECTED Documents"
 - a. Select the student(s) you would like to print progress reports for OR to select all students in the list, click the top box in the header row.

Draft/Review IEPs (Caseload)							
<input type="checkbox"/>	UIC	Last Name	First Name	Status	Purpose	IEP Date	Case Manager

- b. Click the green button "Bulk Print Student Documents Checked Below..."

Draft/Review IEPs (Caseload)							
<input type="checkbox"/>	UIC	Last Name	First Name	Status	Purpose	IEP Date	Case Manager

7. This will redirect you to the Bulk Print Set-Up screen:

- a. Check the 'Progress Report' box under 'Sections to Print'.
 - b. At Print Method, select the top option to number pages per student. Select the other option if page numbering will not matter.

Bulk-Print Setup: Individualized Education Program (4 document(s) selected)

Sections to Print

Participants and Profile
 Goals and Objectives
 Transition Considerations
 Programs and Services
 PLAAPP
 Notice Regarding Provision of Special Education
 Special Factors/Supplementary Aids/Assessments

Other Sections:

Progress Report

Retired Sections:

Medicaid Parent Notification and Consent

Sort Formula Note: A name sort is automatically added. It is not necessary to specify a name sort.

Sort Formula:

Descending Sort

Print Method

Print documents one at a time (if you want page numbers to start at #1 for each document)
 Print documents in one or more batches sized for your browser (if page numbers are of no concern)

8. When you are ready to generate your reports, click OK.
9. You will be shown a Print Preview of your progress reports. Please note, that progress reports will print with page breaks even though the breaks are not obvious in the preview.