

## SUBMITTING A PROGRESS REPORT

Log into our attendance program (TRS)

<https://trs.emuhsd.org/>

Click at the bottom of the screen on the left side  
“Progress Report”



At the top of the screen you can select the students that you view in the program:



- A. All students enrolled in your class
- B. Only those students with a C,D, and F
- C. Shows all progress reports submitted
- D. Show students in alpha order
- E. Show students by period you have them in your class

Click on the paper and pencil to the right under “Create” to begin a progress report

Grade	Per	Subject	SL Grade	Zeros	Assignments	Create
12	01	LIBRARY SCIENCE 1				
12	01	LIBRARY SCIENCE 1	A	1	40	
12	01	LIBRARY SCIENCE 1	B-	2	40	
12	02	LIBRARY SCIENCE 1	A-	1	41	
09	02	LIBRARY SCIENCE 1	A	1	41	

Complete **ALL** areas of the progress report. If you don't complete them it won't allow you to continue.

Click “Save Progress Report”

Once you have created the progress report you will see a “(1)” next to it to show it has been completed.



1	14	
2	14	 (1)

Once the report has been printed you will see a time stamp appear next to the students' name.



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