


## Downloading a progress check from Go4schools

1. Click on **Reports** in the menu on the left of the screen.



2. Click on the progress check that you want to download (if you want to download multiple reports, you will have to do this one at a time).
3. Underneath the student name and report title / above the report attendance, click on [view report as PDF](#)
4. Once you have opened the pdf, you will be able to right click on it and select *Save As*.

If in Google Chrome, you also have the option to click on the download icon in the top right of the window - .