



## How to Run a Color Coded Report

1. Open up an Internet Browser (Google Chrome, Mozilla Firefox, Microsoft Edge or Safari)
2. Go to the page [www.tapseries.com](http://www.tapseries.com). The page looks as follows.



3. Go to "Administration"
4. Enter your username and password as shown below then click "Submit."

A screenshot of the 'Administration Login' form. The title 'Administration Login' is centered at the top. Below it, a message states: 'All administration accounts will login here. There is no need to select your account type.' The form is divided into two main sections. The left section contains a blue box with the text: 'You need to login to access this area of the site. Usernames and passwords are case sensitive.' Below this, a message says: 'This page is for administration only. To login to your online course, click here.' The right section contains the login fields: 'Username:' with a text input field labeled 'Enter Username', 'Password: (Click the eye to show password)' with a text input field labeled 'Enter Password' and an eye icon, and a checkbox for 'I agree to the Terms of Use'. At the bottom of the right section are two buttons: 'Submit' and 'Forgot Password'.

5. You will see the page as shown below. Click on "School Color Coded Progress Report".



Log Out

Welcome, TAP Series

<a href="#">Add Students</a>
<a href="#">Track Progress</a>
<a href="#">Course Literature</a>
<a href="#">Global Score Report</a>
<a href="#">School Color Coded Progress Report</a>
<a href="#">Business Color Coded Progress Report</a>
<a href="#">Place Orders</a>
<a href="#">Order History</a>
<a href="#">Delete Students</a>
<a href="#">View Custom Content</a>

6. You will be directed to the page below. Various information needs to be entered. Step 7 will show what each of these mean in detail.

## Color Coded Progress Report - School

Specialized for Schools that enroll groups of students at a time. For example, a quarterly class.

**Instructions:** Enter the required information below to receive a weekly color coded progress report via email.

**Minimum date range is one week.** There are 15 lessons in the course. The number of lessons required to be completed each week will be a division of the number of weeks of the selected date range. Example: If the date range set is 4 weeks the number of lessons required to be completed each week would be 4 lessons. Eight weeks would be 2 lessons, and so on.

**TAP Course Start Date:**  
(Date Students will Start Course)

09/01/2016

**TAP Course End Date:**  
(Date Students will End Course)

12/31/2016

What is the minimum score requirement on the practice test? 90 %

Save

View Report

Stop Report

You must save the report first, then click here to view a copy of the report.

This will delete the report and stop the weekly emails.

7. **Red Arrow:** These fields are the start date and end date of the course.  
**Purple Arrow:** This is the score you want to set for the Practice Examination at the end. If the student receives anything less than this then the report will show they are not compliant to your criteria.  
**Black Arrow:** Once the criteria has been set press save report.
8. After entering your criteria and saving your report, you can do one of the following. You can click on "View Report" and it will show you the report based on the criteria you have entered. The second option is to click on "Stop Report", which will delete the report you created.



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- After completing the steps above you will now have completed the steps for creating your report. You will receive an email with a link to this report every Monday for as long as you have students training during the set course range.

