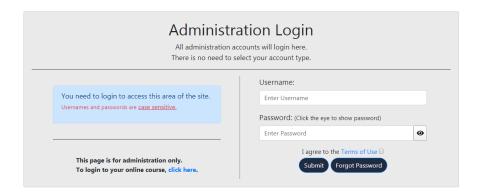


## **How to Run a Color Coded Report**

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



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

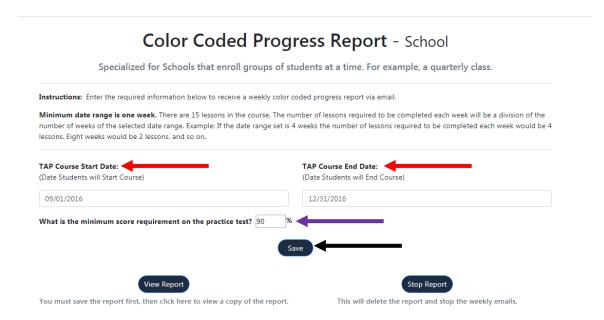


5. You will see the page as shown below. Click on "School Color Coded Progress Report".

## Administration Main Menu - Please select from options below.



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.



- 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.

## Color Coded Progress Report - School

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

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 lessons. Eight weeks would be 2 lessons, and so on.	
TAP Course Start Date: (Date Students will Start Course)	TAP Course End Date: (Date Students will End Course)
09/01/2016	12/31/2016
What is the minimum score requirement on the practic	ce 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.

9. 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.