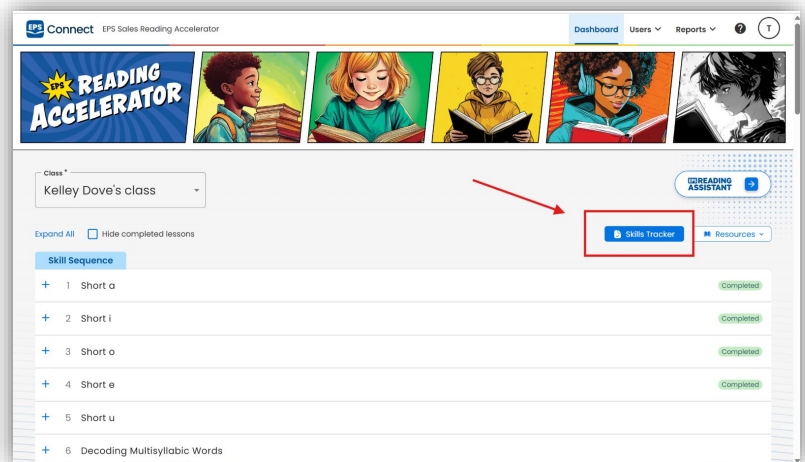


# Capturing Student Skills Tracker Observations from Reading Accelerator

We recommend educators use the “Skills Tracker” in EPS Connect to track your student observations. At times you may want to capture a record of those observations for student data folders, conferences, or data meetings. Please follow the instructions below to either print or save a PDF version of your individual student skills tracker reports.

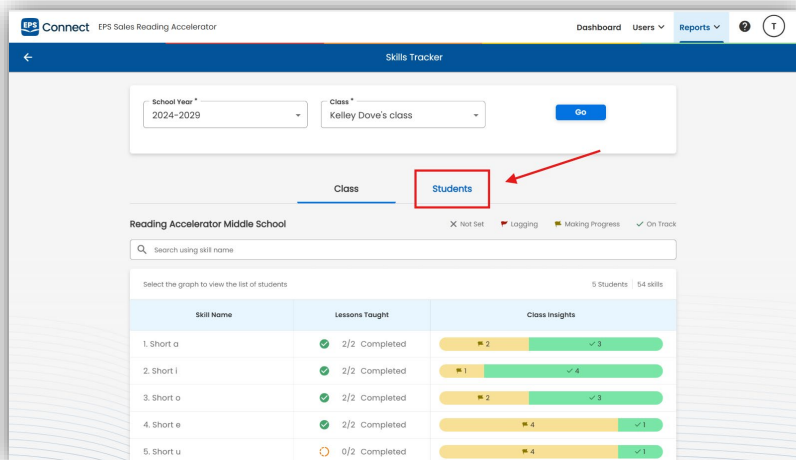
## Step 1

From your Reading Accelerator dashboard on EPS Connect, click on the “Skills Tracker” button.



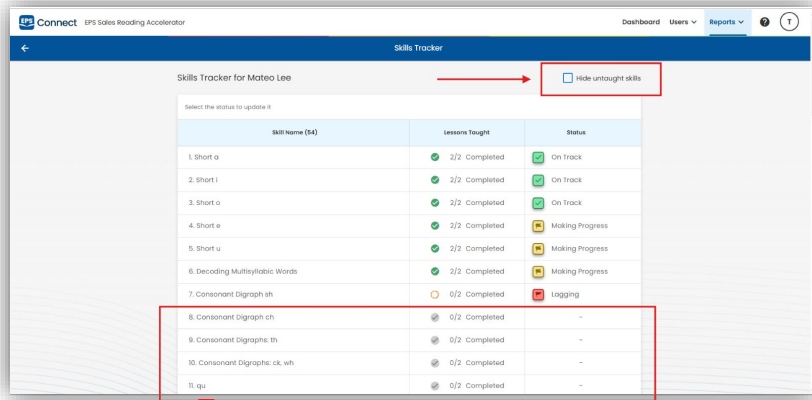
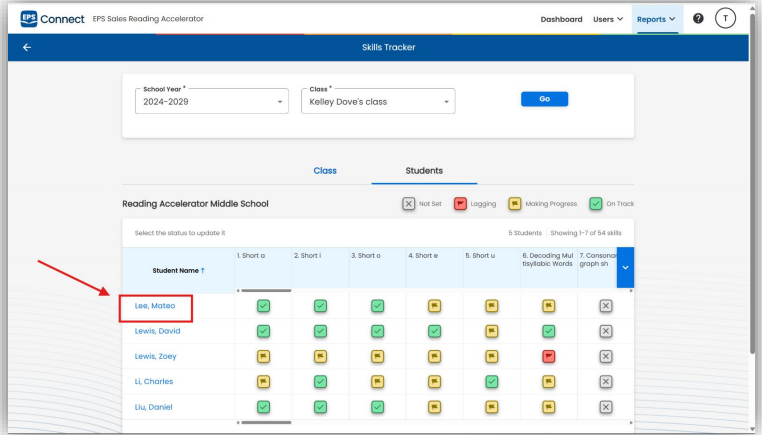
## Step 2

When you open the skills tracker page, it will default to the entire class. To view the individual students, click on the “Students” tab.



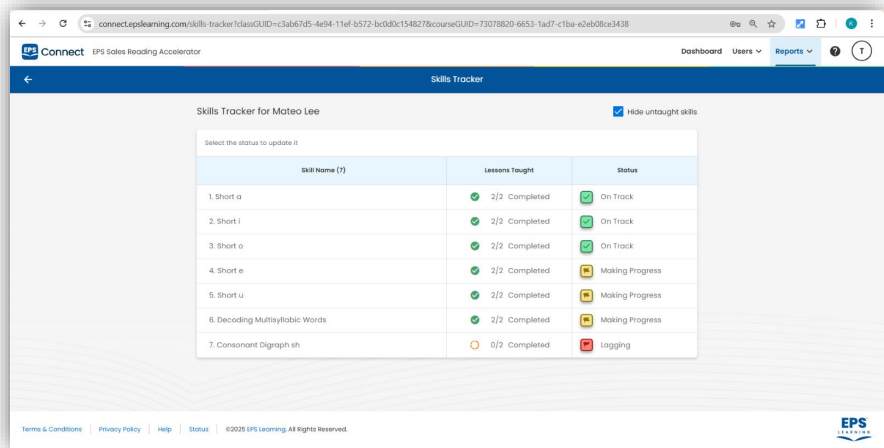
### Step 3

Once you have opened the student page of the skills tracker, you can select any student name to open the report for that student,



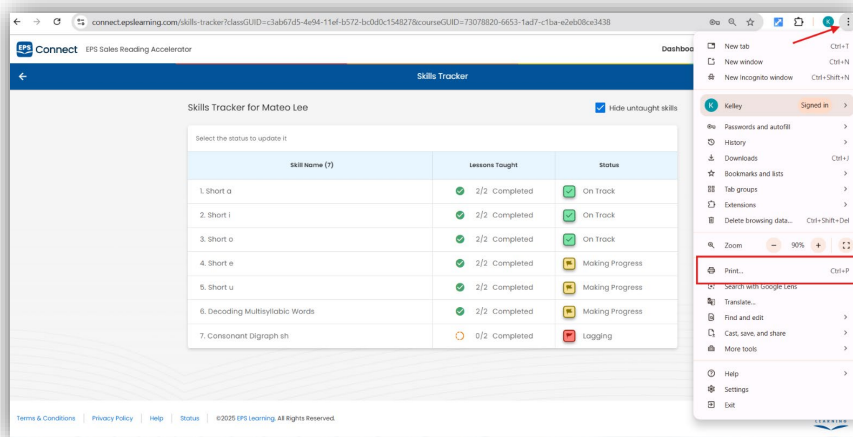
### Step 4

Once the individual student report opens, you can select the "Hide untaught skills" box and any empty skills will be removed.

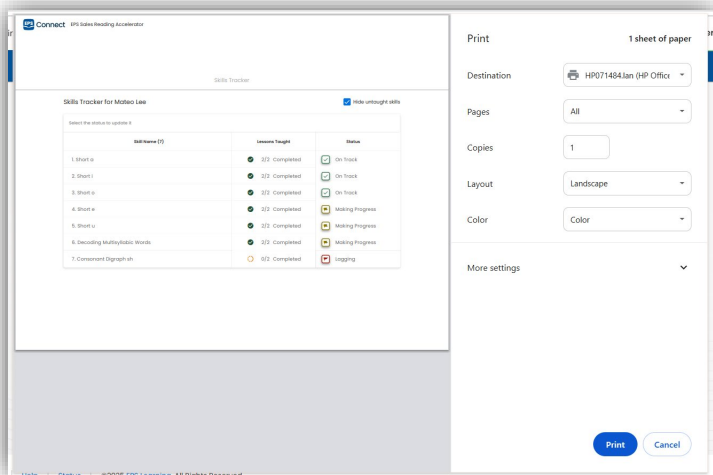


## Step 5

To **print or save** the student skills report, click on the 3 vertical dots in top right corner of the Chrome address bar and open the menu of options and select "Print."



If you would like to **print** the student skills report, continue to **Step 6**. If you would like to **save** the student skills report as a pdf, skip to **Step 7**.

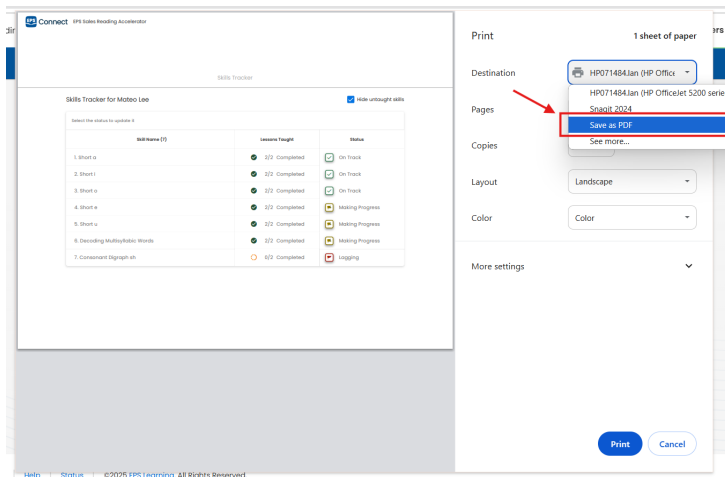


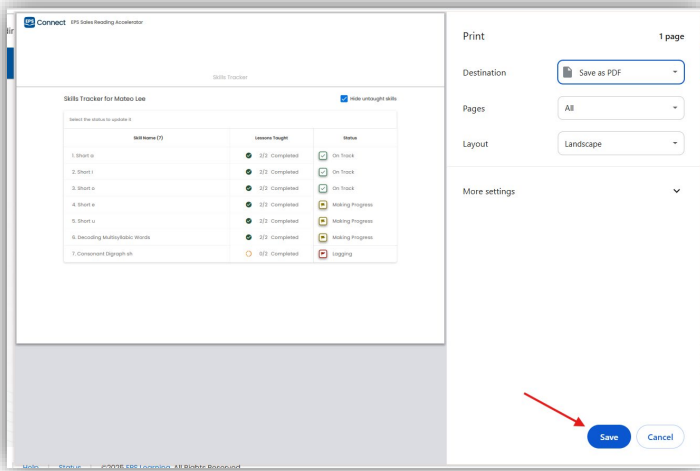
## Step 6 Printing Report

Once the print screen opens, you can select your specific print preferences and then click "Print."

## Step 7 Saving Report

To save the student skills report, you will click the drop-down arrow for the "Destination" field in the print screen and select "Save as PDF."

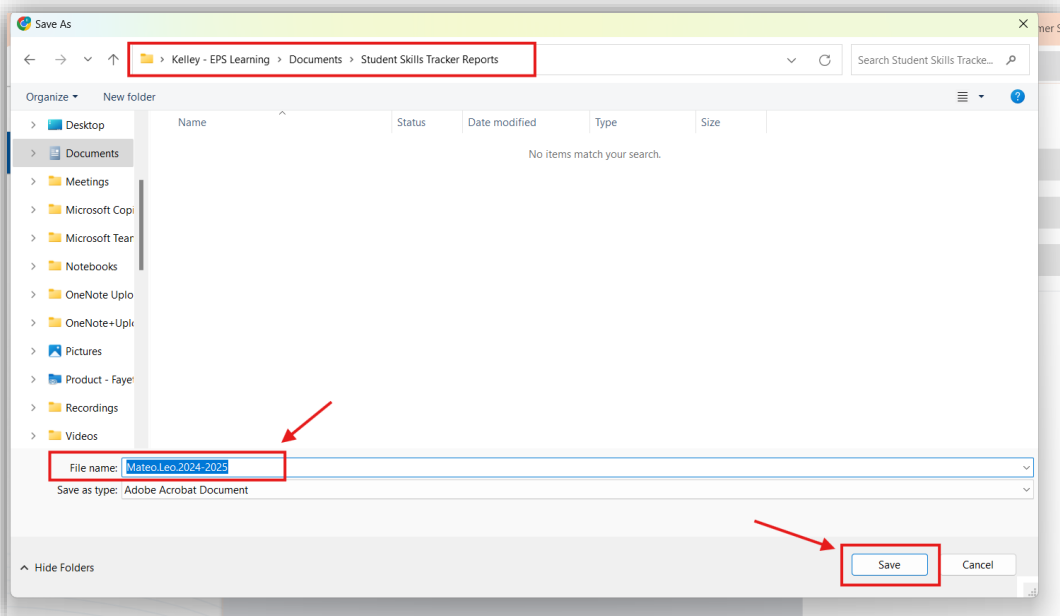




**Step 8**  
**Saving Report**  
Once you have changed the "destination" field to "Save as PDF", you will click "Save."

## Step 9 Saving Report

The file save box will then open for you to select where the PDF file will be saved. Navigate the files using the left column until the chosen file path and folder are shown in the top bar. Then you need to enter the desired file name in the next box, then select "save." The PDF file will be saved in the location you indicated. Always remember to follow your district's protocols and policies for the proper location to save and store data containing student information.



**Note:** In addition to printing and saving the report as a PDF, you can also take a snippet or screenshot of the report and add it to any existing student files.

**Please reach out to your designated Customer Success Specialist or our team at [CustomerSuccess@epslearning.com](mailto:CustomerSuccess@epslearning.com) if you have any further questions!**