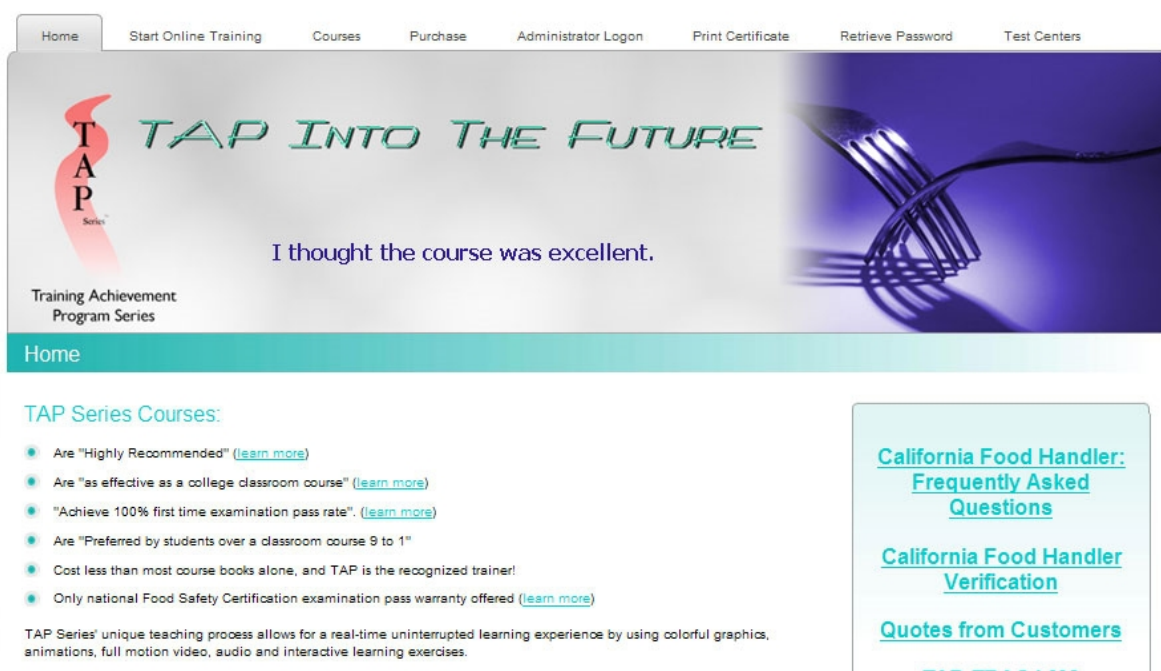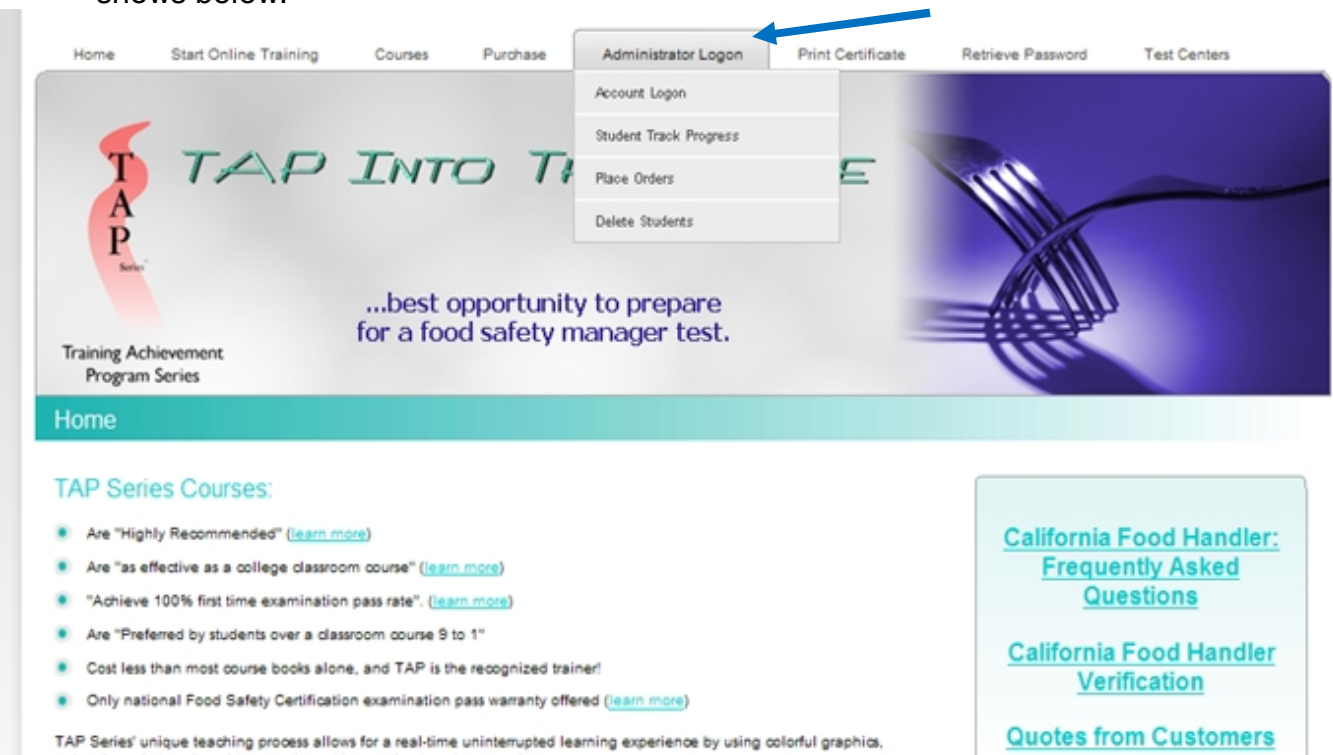# Professors/Administrators School Color Coded Progress Report
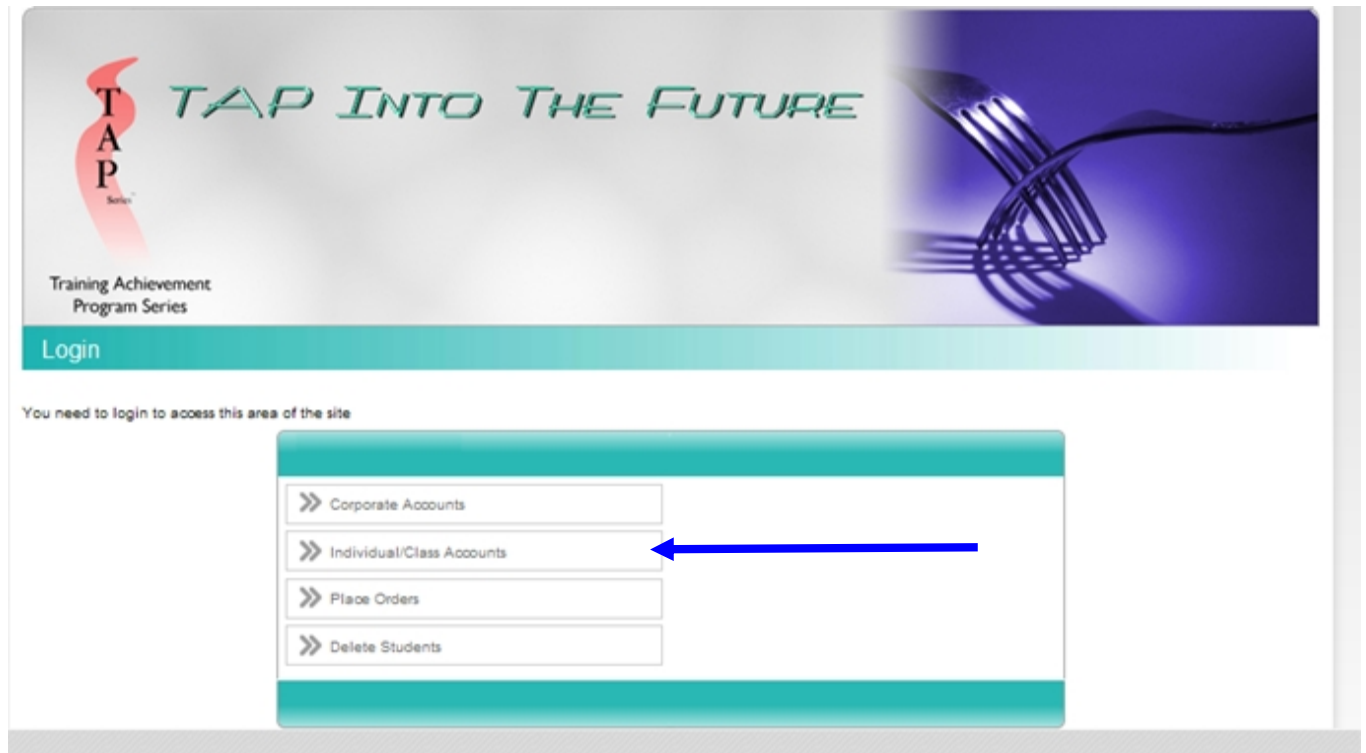
1. Open up an internet browser.
2. Go to the page www.tapseries.com. The page looks as follows:
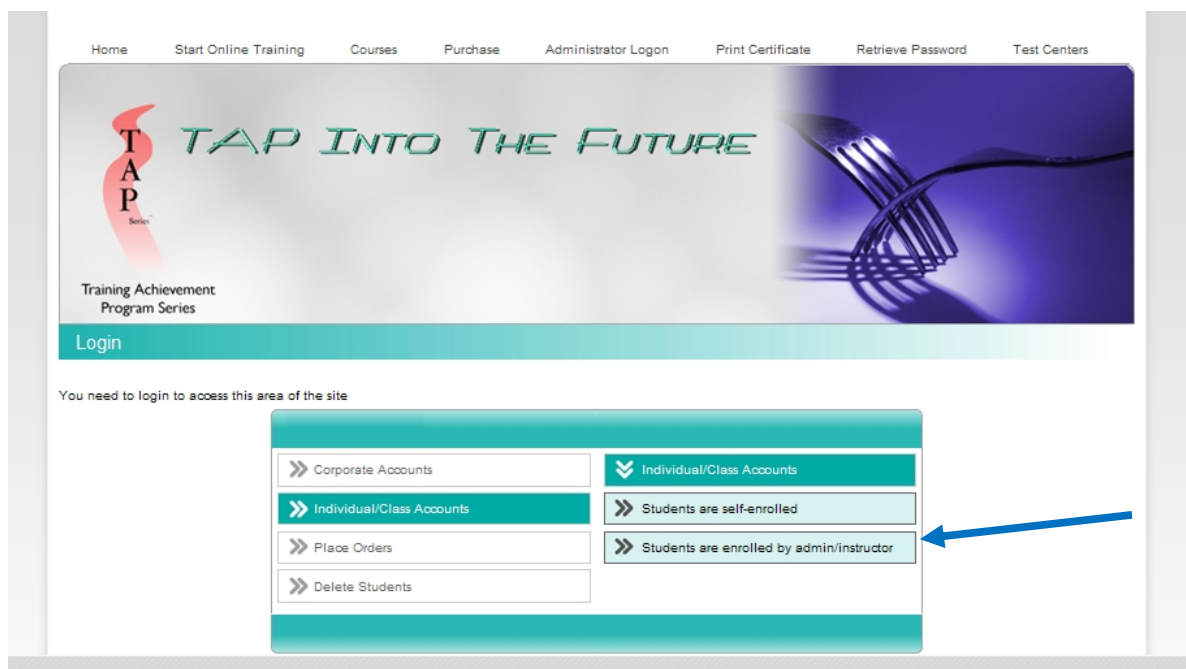

3. Click where it says "Administrator Logon" on the top center of the page as it shows below.

4. After clicking on "Administrator Logon", click "Individual/Class Accounts" or "Corporate Accounts" depending on the account you have. If you are tracking one class group you will be under the "Individual/Class Accounts" if you are tracking multiple accounts and/or locations you will be under the "Corporate Accounts".as shown below.

5. After clicking on "Individual/Class Accounts", click "Students are enrolled by admin/instructor"

5655 Lindero Canyon Road, Suite 501, Westlake Village, CA 91362
Ph: 888-826-5222 – Fx: 818-889-8798

6. Enter you username and password as shown below. Then click "login".

7. After clicking on "Login" you will see the page as shown below.

TAP INTO YOUR FUTURE

Training Achievement
Program Series

Administrator Menu

Please select from the following options:

Add New Student

Track Progress

Course Literature

Strategies For Increasing Sales Data Center

Global Score Report

School Color Coded Progress Report

Business Color Coded Progress Report

Place Orders

8. After arriving on the page above, click on "School Color Coded Progress Report" as shown below.

9. After clicking on "School Color Coded Progress Report", you will be directed to the page below. Multiple information needs to be entered. Step 10 will show what each of these mean in detail.

10. **This is an important step. See description below and image below to follow steps.**

    Red Arrow: This is the date the report will start tracking the student's progress. Be aware that if you enter any student before this date they will not appear on this report. Also, anyone who is entered after this date will automatically be reported as being behind until they catch up with the number of lessons required per week and the number of weeks that have passed. It is best to enroll all students at the start of the week they are expected to start studying.

    Blue Arrow: This is the last date of the report, when all students need to be done with the training 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 criterion have been set click on Save Report shown by the black arrow.

11. 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 just to delete the report you created.

Training Achievement
Program Series

Track Progress

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)

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

What is the minimum score requirement on the practice test?

Save Report

View Report
(Must save the report first, then click here to view a copy of the report)

Delete Report
(This will delete the report and stop the weekly emails)

Main Menu

12. After completing the steps above you will now have completed the steps for creating your School Color Coded Report. You will receive an email every Monday with this report showing your students' progress. You will continue to receive this report until the end date is reached.

13. At the beginning of the next term you will need to delete the report and reset the dates to receive a report for that class of students.