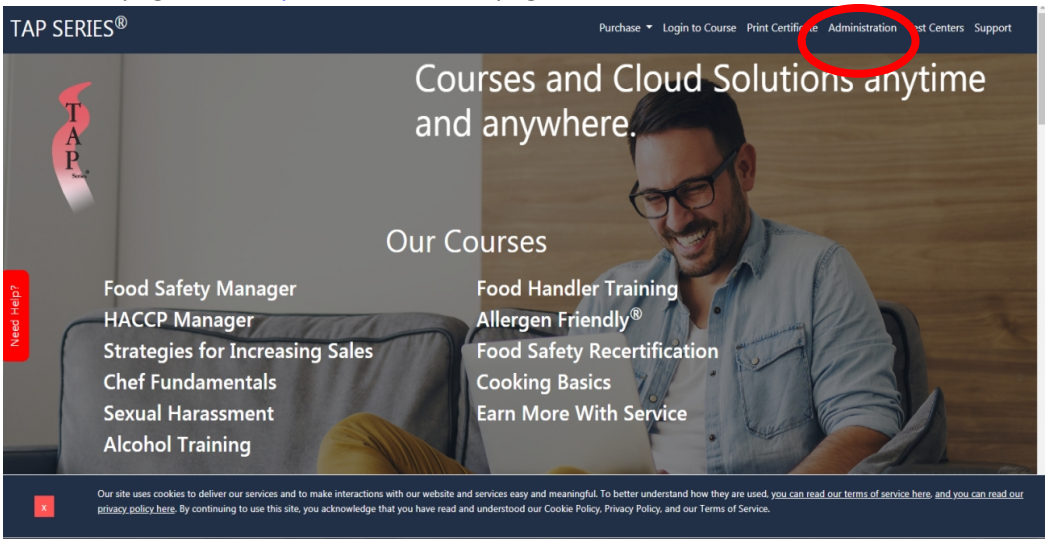
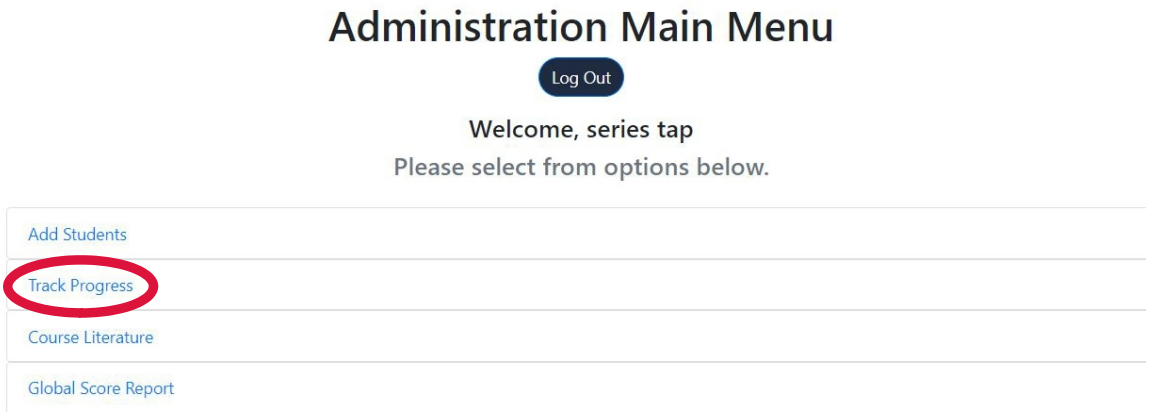
How to Track Student Progress

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. Click the "Administration" button in the top navigation bar.
4. Enter your username and password, agree to the Terms of Use, and then click "Submit".
5. After clicking "Submit", you will see the page as shown below. Click on “Track Progress”.



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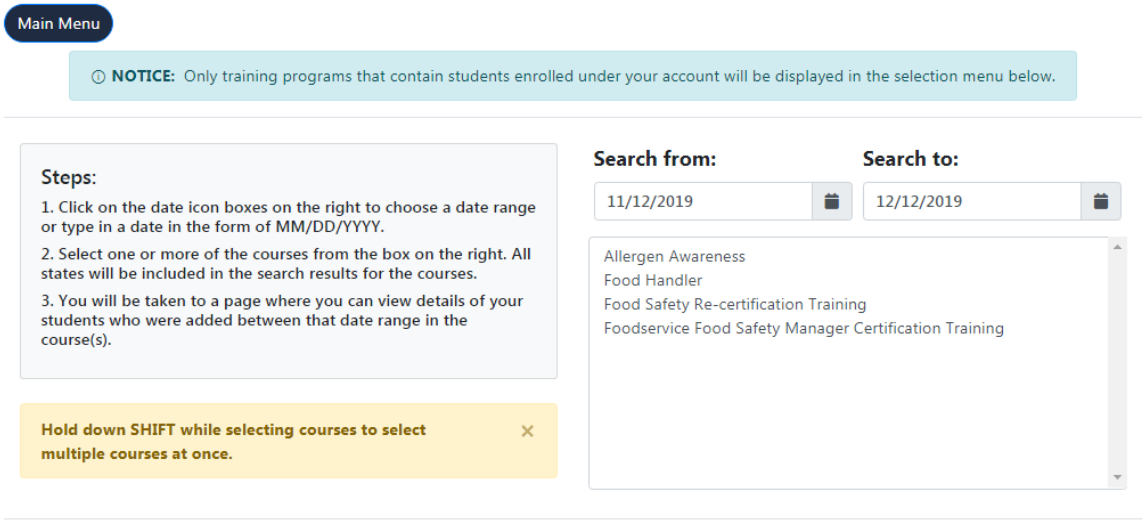
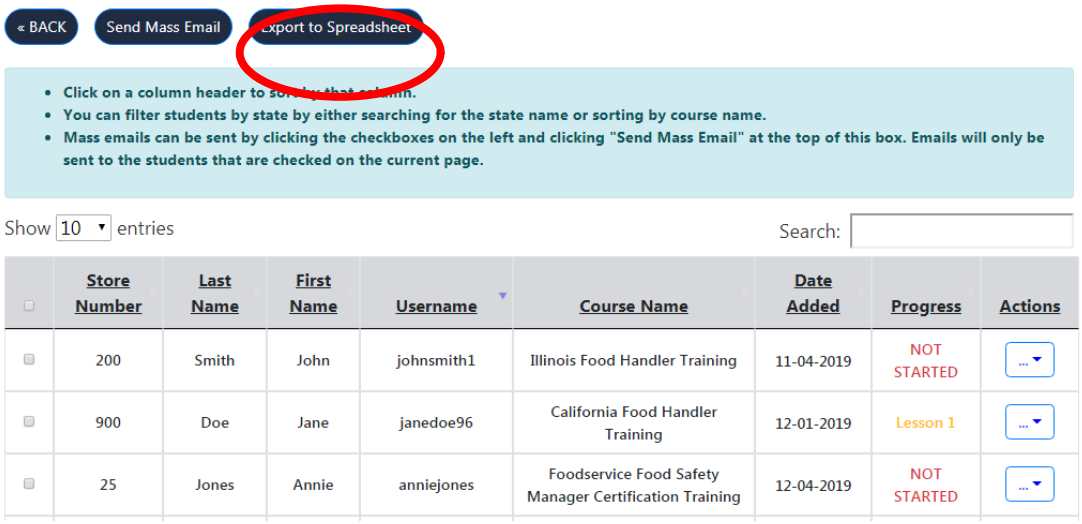
6. You will see the page as shown below. Adjust the "search from" and "search to" dates as needed. Select a course and click "Submit" to view details. Note that multiple courses can be selected by holding down the Shift key.



7. After clicking "Submit", you will see the page as shown below.



8. Click the "Export to Spreadsheet" button if needed.

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