Classmate Progress Reports: Mini-Guide

Teachers are able to generate progress reports for students assigned to their classes. Progress Reports should be created as directed by the Administrators. At the beginning of each new marking period, a new set of progress reports is established for all students. Administrative staff can easily view progress reports generated by Teachers at any time.

PLEASE BE AWARE THAT IF YOUR CLASS FORMULA IS BASED ON SKILLS, AT LEAST ONE SKILL MUST HAVE BEEN GRADED DURING THE MARKING QUARTER AND MUST CONTAIN A DATE WITHIN THE MARKING QUARTER.

Generating Progress Reports

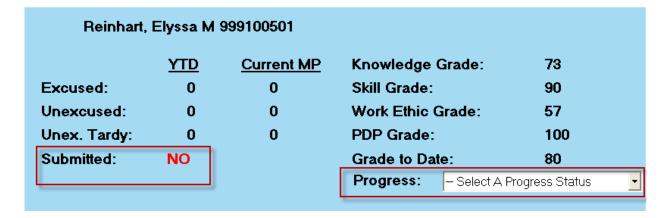
- Create
- Submit
- Print

Where

My Modules > Teacher Quarterly Evaluation > Teacher Progress Reports module

How

- Create
 - Initiating a Student Progress Report
 - a. In top left window, click specific Class
 - b. In bottom left window, click specific Student
 - c. To the left of Student Name, click the "+" sign
 - d. Click the Number "1" to start the first progress report for this student.
 - e. UNLESS OTHERWISE DIRECTED BY ADMINISTRATION ONLY USE # "1" PROGRESS REPORT
 - a. YOU SHOULD NEVER SUBMIT # "2" PROGRESS REPORT UNLESS DIRECTED BY ADMISTRATION
 - Select Overall Progress Rating for Student
 - a. Under Grade to Date, is a Progress box. Select overall **Progress Rating** for this student.
 - b. Grades-to-date and absences/tardies for this student will automatically appear.
 - c. "Progress Report Submitted" will appear as **NO** until time of submission.
 - d. After Progress Report is submitted, YES and date of submission will appear.



Helpful Hints:

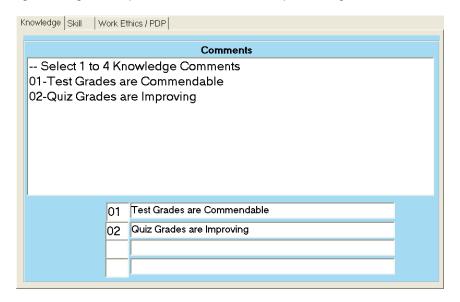
Progress Report Status

o Select Student Comments A MINIMUM OF 1 COMMENT MUST BE SELECTED

- In bottom section, 3 tabs will appear: Knowledge, Skill, Work Ethics/PDP.
- Select **up to** 4 comments for each of the 3 tabs. Upon selection, comments will appear at bottom of window. **It is not necessary nor is it recommended to select 4 in each category**.
- To delete comments, highlight comment number and press Delete key.
- After selecting progress topics and comments, click SAVE.

Helpful Hint:

- SAVING and SUBMITTING are 2 different steps!
- Saving the Progress Report allows you to CONTINUE to edit at a later date.
- Submitting the Progress Report is **FINAL** verification, preventing further edits.

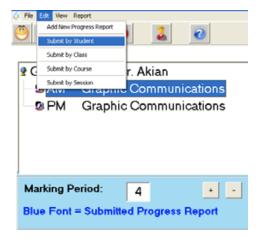


• To Delete Comment: Highlight Comment Number and press Delete on keyboard

Submit

o Submitting a Student Progress Reports

- In top left corner next to File Menu, click the word Edit.
- Progress Reports may be submitted using 1 of 4 options:
 - a. by **Student**: submit progress reports by selecting individual students
 - b. by Class: submit progress reports for entire class
 - c. by Course: submit progress reports for all classes within this course
 - d. by **Session:** submit progress reports by selecting individual classes



After submitting Progress Report, student's name will appear in Blue Font as listed in left-hand column

PM Graphic Communications Akian, Khadeejah J 002070927 Burson, Korynne M 002070928 Burson, Zachary A 002071130 Cooper, Daniel J 101100152

ONLY SUBMIT PROGRESS REPORT #1 UNLESS DIRECTED BY ADMINISTRATION

Print

- Printing Progress Reports
 - a. Progress reports will be reviewed by the Administrator.
 - b. PROGRESS REPORTS WILL THEN BE PRINTED BY ADMINISTRATION
 - c. CTE Progress Reports will then be given to the teachers to be handed to their students.
 - d. IP & Alt Ed Progress Reports will be mailed to the students' parents and a copy given to the teacher.

Options

- o View ONLY In top left corner next to File Menu, click View.
 - a. View only Student Failures
 - b. View only Inactive Students
 - c. View only **Active Students**
 - d. View Calendar Dates, incl. Marking Period and Mid-Marking Period Dates