

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 ADMINISTRATION**
 - 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.

Reinhart, Elyssa M 999100501				
	<u>YTD</u>	<u>Current MP</u>		
Excused:	0	0	Knowledge Grade:	73
Unexcused:	0	0	Skill Grade:	90
Unex. Tardy:	0	0	Work Ethic Grade:	57
Submitted:	NO		PDP Grade:	100
			Grade to Date:	80
			Progress:	<input type="text" value="- Select A Progress Status"/>

Helpful Hints:

Progress Report Status

NO = Progress Report NOT submitted for this Student

YES + Date = Progress Report submitted for this Student

○ **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.

Comment Number	Comment Text
01	Test Grades are Commendable
02	Quiz Grades are Improving

- To Delete Comment: Highlight Comment Number and press **Delete** on keyboard

• **Submit**

○ **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

Marking Period: 4

Blue Font = Submitted Progress Report

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

- **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