

Sending Progress Reports to the Office – Teacher Instructions

The following is a list of items that should be completed to prepare and send progress reports to the office to be printed. The items are listed in sequential order and should be completed in this order.

1. In your GradeBook go to **Reports: New Progress Report Setup**.
2. Name the Progress Report. Please Note: Do not put a slash (/) in the name.
3. Enter the date through which assignments will be included and check necessary boxes. Please Note: The office prints off progress reports in a specific date range. If you do not know the date for which progress reports are being printed contact the office.

4. Put a dot next to each student for whom you wish to create a progress report, or click the *Print All*, *Print Above %*, or *Print Below %* buttons.
5. Highlight each student's name that you want to attach comments to and either click on the comment you want to attach and/or hand type additional comments in the Additional Comments area.

Qtr 1 Midterm

Report Date: 09/14/09 Include Present Grade For Each Student
 Include Score Summary For Each Student

Course: English 9 - Per 1 - Qtr 1

Students:	Q1 Grade as of 09/14/09:
• Alendars, Erik	95.2% A
• Arvidson, Bailey	92.9% A
• Ashburn, Casey	95.6% A
• Baustian, Jackson	97.2% A
• Breon, Kelsey	90.9% A-
• Eicher, Meghan	93.7% A
• Fraker, Tyler	90.8% A-
• Freid, Paul	93.3% A
• Freid, Sara	100.0% A
• Hill, Kent	92.1% A-
• Kriegel, Molly	95.6% A
• Morris, Deborah	97.6% A
• Roth, Brittaney	96.8% A
• Walter, Lauren	96.4% A

Student: Freid, Paul

Comments:

- Attendance is good
- Homework is completed on time
- Assignments done well
- Is current on all assignments
- Actively participates in class
- Contributes positively in class
- Does well on tests
- Works up to ability
- Uses time wisely
- Is prepared for tests and quizzes
- Is responsible and courteous
- Is conscientious and cooperative
- Showing improvement

Additional Comments:

Please see me at parent teacher conferences

Buttons: Print All, Print Above %, Print None, Print Below %, Calculate, Done

6. After choosing the students and comments for one course, click on the *Course*: drop down menu. It is very important that you do all of the kids in all of your courses in one progress report. Do not set up separate progress reports for each course. This is because if you accidentally send multiple progress reports to the office for the same student in the same date range for which the office is printing, it will print multiple progress reports for that student. To eliminate this possibility, simply create one progress report for all courses.

7. After completing all students in all courses, click the *Done* button.

8. Go to **Reports: Send Progress Reports to the Office**. Choose the Progress Report you created and click *Choose*.
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9. If you need to correct a mistake, update a student's progress report, or need to re-send progress reports to the office for any reason, go to **Reports: Edit Progress Report Setup**, choose the Progress Report you created previously and make changes to that progress report. This ensures that when you re-send your Progress Report to the office the newest Progress Report will replace the older Progress Report with the same name.

10. To resend Progress Reports to the office, go to **Reports: Send Progress Reports to the Office**. Choose the Progress Report you created and click *Choose*.