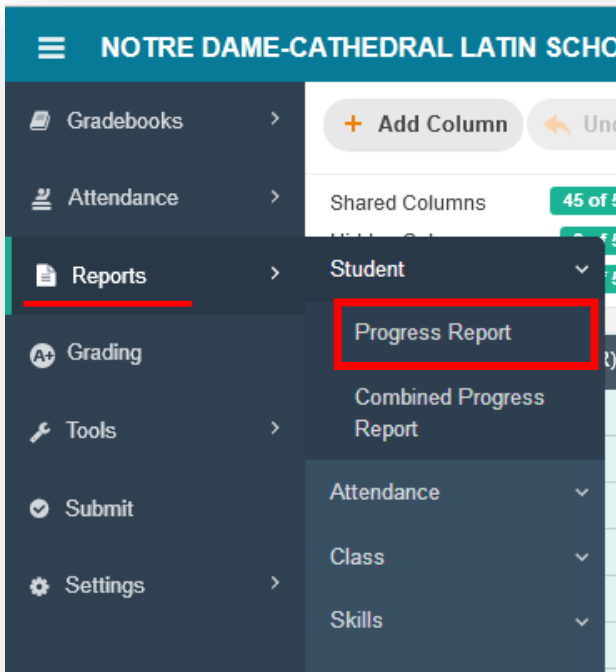


Generating a Progress Report from your Gradebook

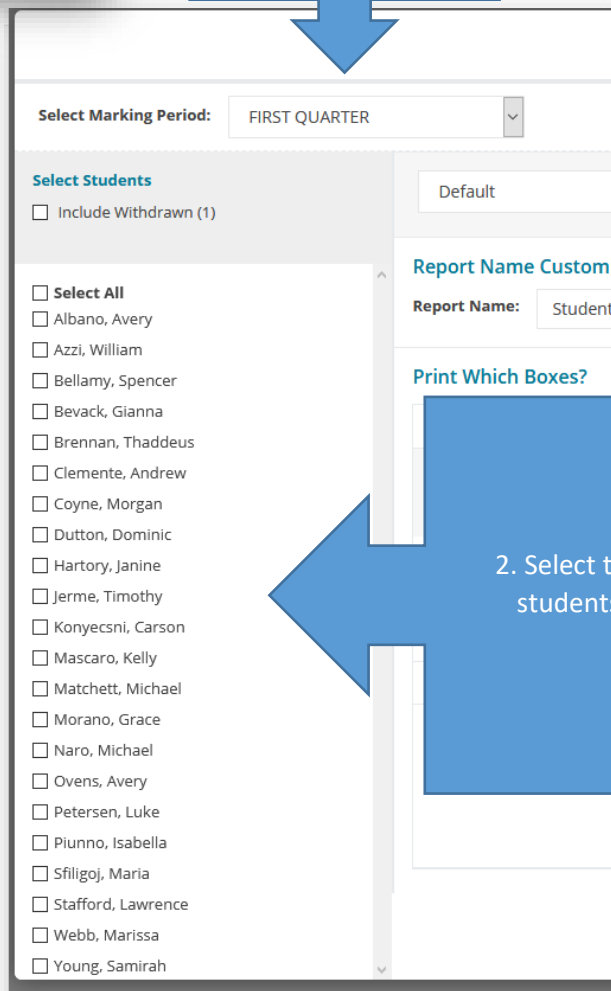
Chrome is the preferred browser.

Select one of your gradebooks to open.



To view a student Progress Report from a specific quarter, select Reports, click on Student and select Progress Report

1. Select the marking period



2. Select the students

A new tab or window will open with a settings screen.

On the Left hand side of the menu, select the marking period and select the students for whom to generate reports.

From the middle of the settings page:

Optional: renaming the report. Make sure to click Save or Save As often to keep the selected settings for this report.


The reports default to a blank progress report, and some set up is required that involves checking specific checkboxes to make sure information from your gradebook appears on the student's progress report.

Check to select the following:

Print Which Boxes?

- Report Memo ...
- Class Memo
- Marking Period Average and Grade ...
- Sem, Final Averages & Exams ...
- Score Columns ...
- Missing Work ...
- Skills ...
- Comments ...
- Narratives
- Category Subtotals ...
- Attendance ...
- Demographic Fields ...
- Grade Scale
- Signature ...

- Marking Period Average and Grade
- Score Columns
- Missing Work
- Category Subtotals
- Attendance

To expand for more detailed options, you **must** click on the  symbol next to each category to open a pop up window:

Under Marking Period Average and Grade:
check "Average" and check "Grade" and
click OK

Marking Period Average and Grade Settings [X]

Cancel OK

Which columns to print?

- Average
- Grade

Under Score Columns:

Check everything except "Include Private
Columns" and click OK

Score Box Settings [X]

Cancel OK

Assignment Categories

- All
- [Achievement]
- [Practice]

Note: Categories inside brackets '[']' are default categories set in the TeacherPlus Management site.

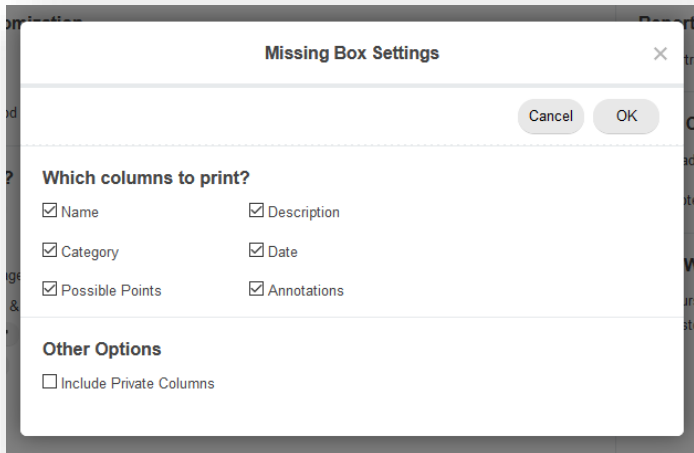
Which columns to print?

- Name
- Description
- Category
- Date
- Score
- Possible Points
- Percentage
- Grade
- Annotations

Other Options

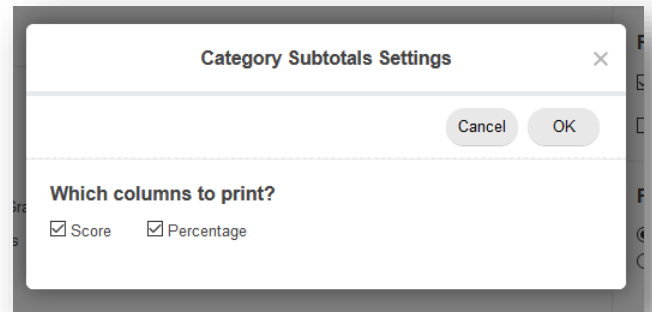
- Include Private Columns

Under Missing Work, check everything except "Include Private Columns and click OK:



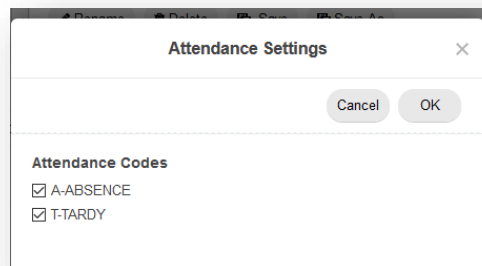
The screenshot shows the "Missing Box Settings" dialog box. It has a title bar with a close button (X) and two buttons: "Cancel" and "OK". Below the title bar is a dashed line. Underneath, there is a section titled "Which columns to print?" with six checkboxes, all of which are checked: Name, Description, Category, Date, Possible Points, and Annotations. Below this is another section titled "Other Options" with one checkbox, "Include Private Columns", which is unchecked.

To show the breakdown of category averages, under "Category Subtotals" select Score and Percentage and click OK:



The screenshot shows the "Category Subtotals Settings" dialog box. It has a title bar with a close button (X) and two buttons: "Cancel" and "OK". Below the title bar is a dashed line. Underneath, there is a section titled "Which columns to print?" with two checkboxes, both of which are checked: Score and Percentage.

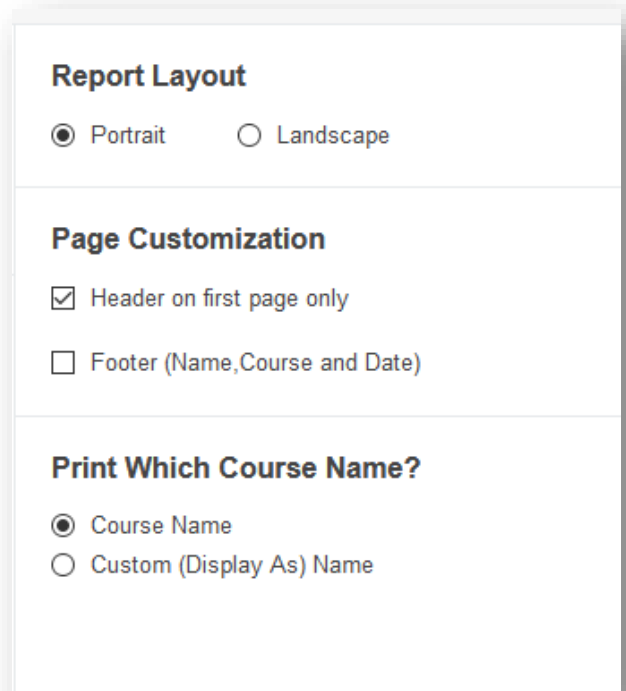
Under Attendance, check both attendance codes and click OK:



The screenshot shows the "Attendance Settings" dialog box. It has a title bar with a close button (X) and two buttons: "Cancel" and "OK". Below the title bar is a dashed line. Underneath, there is a section titled "Attendance Codes" with two checkboxes, both of which are checked: A-ABSENCE and T-TARDY.

On the right hand side of the Student Progress Report Settings window, choose:

1. Portrait or Landscape – Your preference
2. Page Customization – select Header on first page only
3. Under Print Which Course Name, select Course Name



The screenshot shows the "Report Layout" settings section of a window. It has a title "Report Layout" and three sections. The first section has two radio buttons: "Portrait" (selected) and "Landscape". The second section is titled "Page Customization" and has two checkboxes: "Header on first page only" (checked) and "Footer (Name, Course and Date)" (unchecked). The third section is titled "Print Which Course Name?" and has two radio buttons: "Course Name" (selected) and "Custom (Display As) Name".

Then at the top right hand corner of the window, select Generate Report:

The screenshot shows the 'Student Progress Report Settings' window. At the top right, there are two buttons: 'Back to Gradebook' and 'Generate Report'. A blue arrow points to the 'Generate Report' button. The window is divided into several sections:

- Select Marking Period:** A dropdown menu set to 'FIRST QUARTER'.
- Select Students:** A list of student names with checkboxes. 'Include Withdrawn (2)' is also present.
- Select Template:** A dropdown menu set to 'Default' with buttons for 'Rename', 'Delete', 'Save', and 'Save As'.
- Report Name Customization:** A text input field containing 'Progress Report'.
- Print Which Boxes?:** A list of checkboxes for various report elements like 'Report Memo', 'Class Memo', 'Marking Period Average and Grade', etc.
- Report Layout:** Radio buttons for 'Portrait' (selected) and 'Landscape'.
- Page Customization:** Checkboxes for 'Header on first page only' and 'Footer (Name, Course and Date)'.
- Print Which Course Name?:** Radio buttons for 'Course Name' (selected) and 'Custom (Display As) Name'.

A multipage report will open that you can page through using the Menu Options at the top of the screen.

The screenshot shows a multipage report viewer. At the top, there are four buttons: 'Save As PDF: 1 per student', 'Send To Edline/PlusPortals', 'Back to Report Settings', and 'Back to Gradebook'. Below these is a navigation bar with icons for back, forward, search, and other functions. The page number '2 / 4' is displayed. The main content area contains three tables:

Missing Work: FIRST QUARTER					
Name	Description	Category	Date	Possible Points	Note
Nature versus Nurture Essay		Achievement	10/10/2019	40.00	

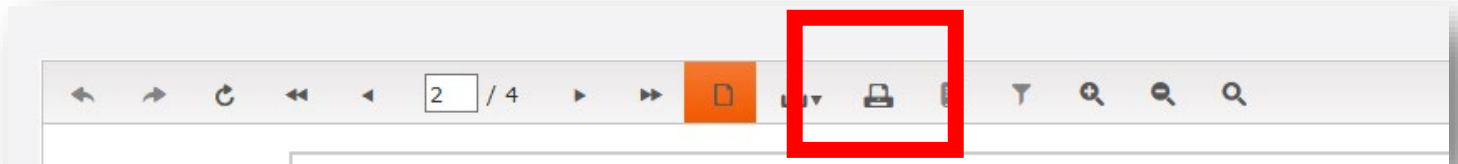
Category Subtotals					
Category	Score	Possible Points	%	Grade	
Achievement	172.00	210.00	81.90	B-	
Practice	146.00	150.00	97.33	A	

Attendance: FIRST QUARTER		
Attendance Description	Count	Dates

Also available from the menu bar – the options to:

To print and save this report:

Clicking on the Print icon will open a dialogue box with the option to open or save



Some teachers prefer to go ahead and print.

Some teachers prefer to save the progress reports they've generated in their H: drives for an electronic record.

If selecting Open, the file will the report will open automatically with the default PDF viewer. In this example, the default PDF viewer is Adobe Acrobat.

