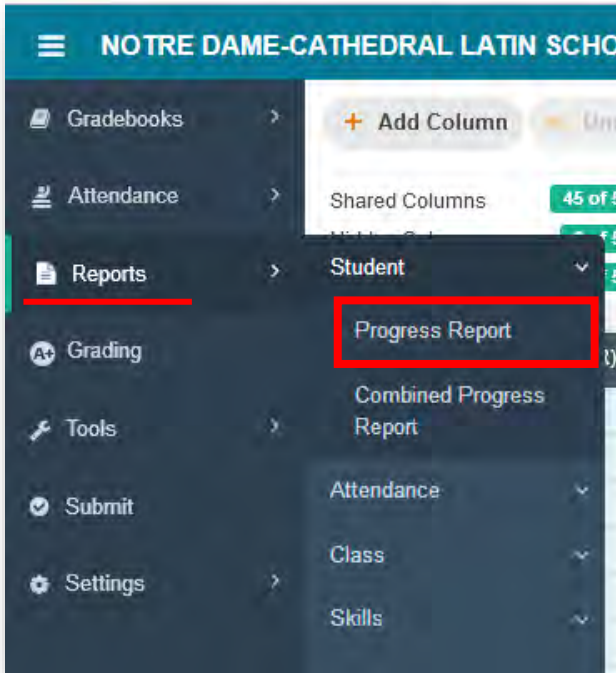


Generating a Progress Report from your Gradebook

Chrome is the preferred browser.

Select one of your gradebooks to open.

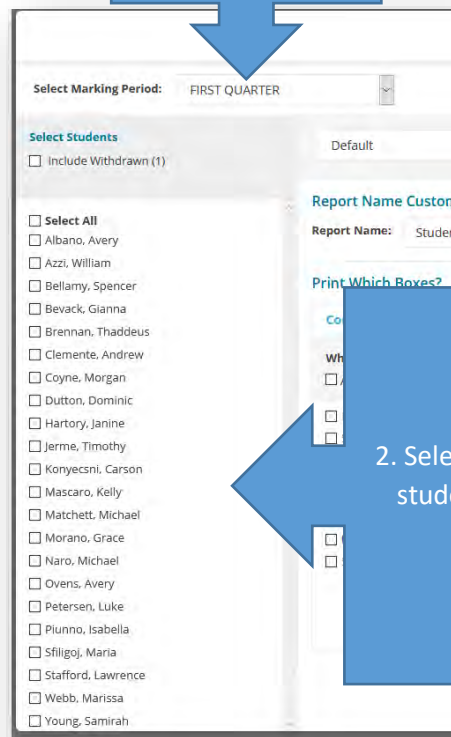


To view a student Progress Report from a specific quarter, select Reports, click on Student and select Progress Report

1. Select the marking period

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.



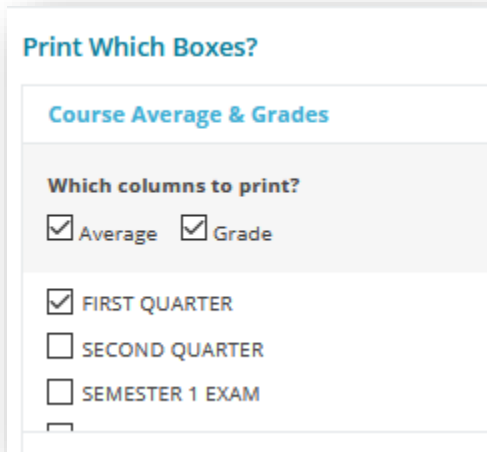
2. Select the students

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, so there is some set up required – checking checkboxes to make sure they appear on your report.

Make sure to click on the following



Print Which Boxes?

Course Average & Grades

Which columns to print?

Average Grade

FIRST QUARTER

SECOND QUARTER

SEMESTER 1 EXAM

Checking the following

- Average
- Grade
- First Quarter

Will result in the showing the overall average and letter grade towards the top of the progress report



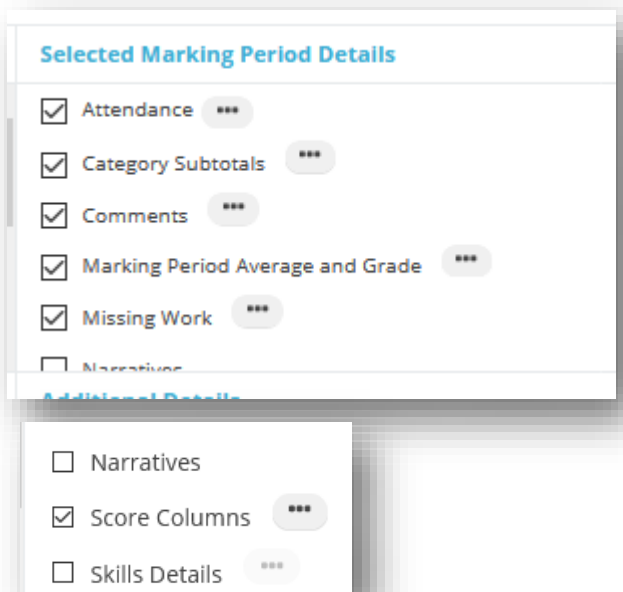
Average: 92.68 **Alg 2 Block 1** **Grade: A**

From “Selected Marking Period Details” you **must** click on the ... symbol to select necessary options.

Checking the following

- Attendance
- Category Subtotals – shows averages/points earned in Achievement and Practice
- Marking Period Average and Grade
- Missing Work
- And scroll down to select **Score Columns**. This shows points earned on all assignments submitted and graded.
If you'd like a list for missing work only, do not check this box

And make sure to click on the ... symbol so that you have the details pertaining to each to appear on the progress report



Selected Marking Period Details

Attendance ...

Category Subtotals ...

Comments ...

Marking Period Average and Grade ...

Missing Work ...

Narratives

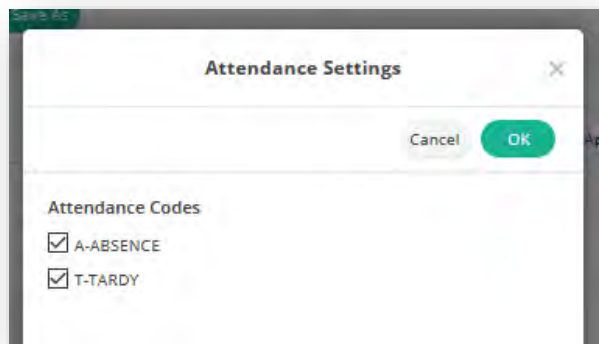
Additional Details

Narratives

Score Columns ...

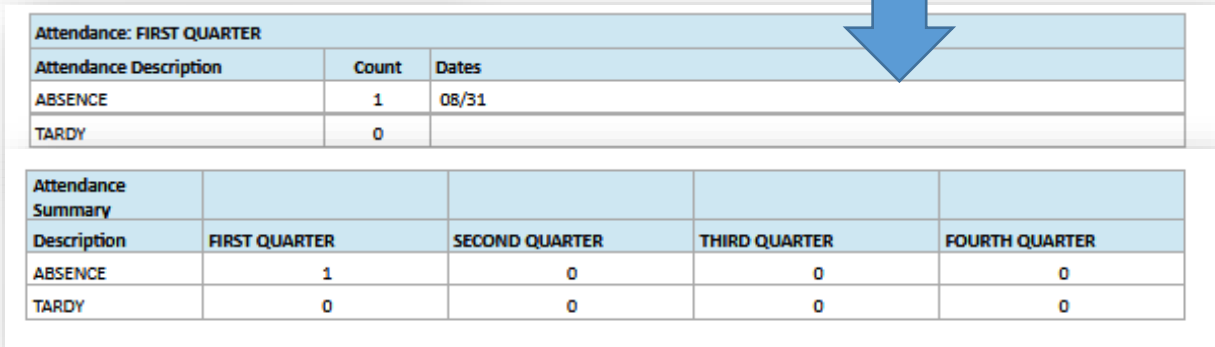

Skills Details ...

For attendance: check Absence and Tardy and click OK.



The 'Attendance Settings' dialog box has a title bar with a close button (X). Below the title bar are 'Cancel' and 'OK' buttons. The main content area is titled 'Attendance Codes' and contains two checked checkboxes: 'A-ABSENCE' and 'T-TARDY'.

This is what will show for attendance on the actual progress report

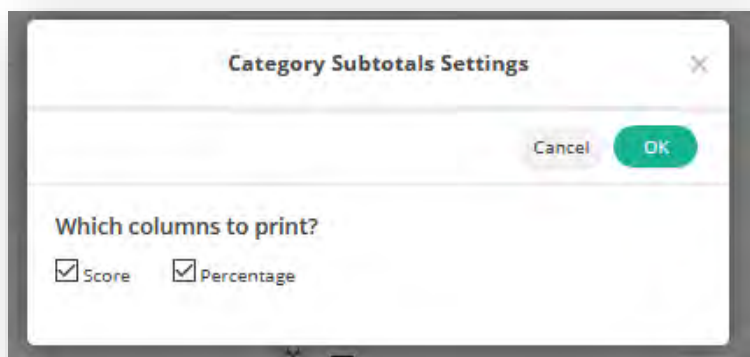


The report consists of two tables. The first table is titled 'Attendance: FIRST QUARTER' and has columns for 'Attendance Description', 'Count', and 'Dates'. The second table is titled 'Attendance Summary' and has columns for 'Description', 'FIRST QUARTER', 'SECOND QUARTER', 'THIRD QUARTER', and 'FOURTH QUARTER'. A blue arrow points from the text box above to the 'Attendance: FIRST QUARTER' table.

Attendance: FIRST QUARTER		
Attendance Description	Count	Dates
ABSENCE	1	08/31
TARDY	0	

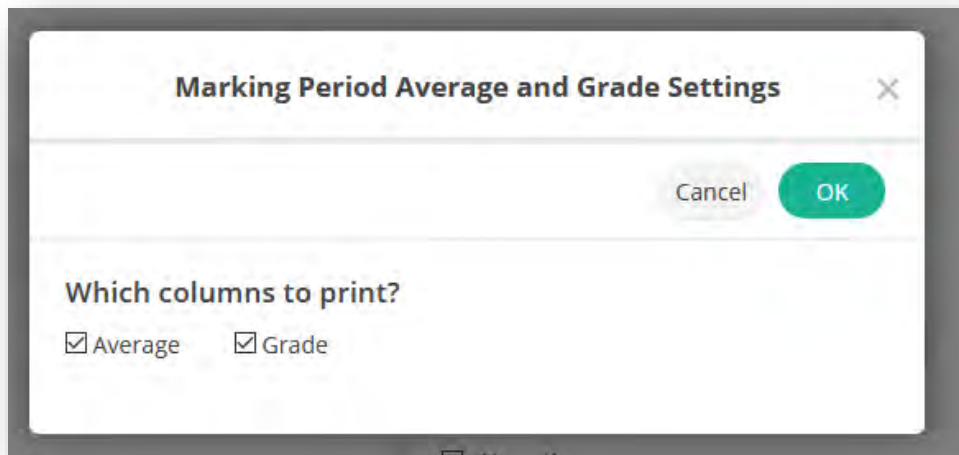
Attendance Summary				
Description	FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER
ABSENCE	1	0	0	0
TARDY	0	0	0	0

For Category Subtotals Settings, select Score and Percentage and click OK.



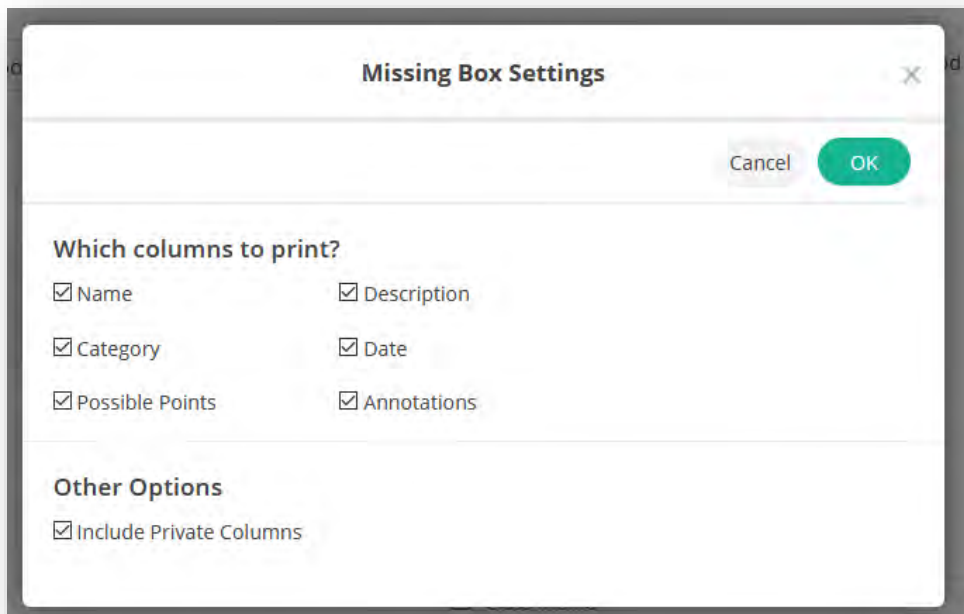
The 'Category Subtotals Settings' dialog box has a title bar with a close button (X). Below the title bar are 'Cancel' and 'OK' buttons. The main content area is titled 'Which columns to print?' and contains two checked checkboxes: 'Score' and 'Percentage'.

For Marking Period Average and Grade select Average and Grade and click OK.



The image shows a dialog box titled "Marking Period Average and Grade Settings" with a close button (X) in the top right corner. Below the title bar, there are "Cancel" and "OK" buttons. The main content area is titled "Which columns to print?" and contains two checked checkboxes: "Average" and "Grade".

For Missing Work check all the check boxes, including Annotations. Annotations will list any comments you've made on the assignment (i.e. Absent on x date. Submit by x date for full credit.)



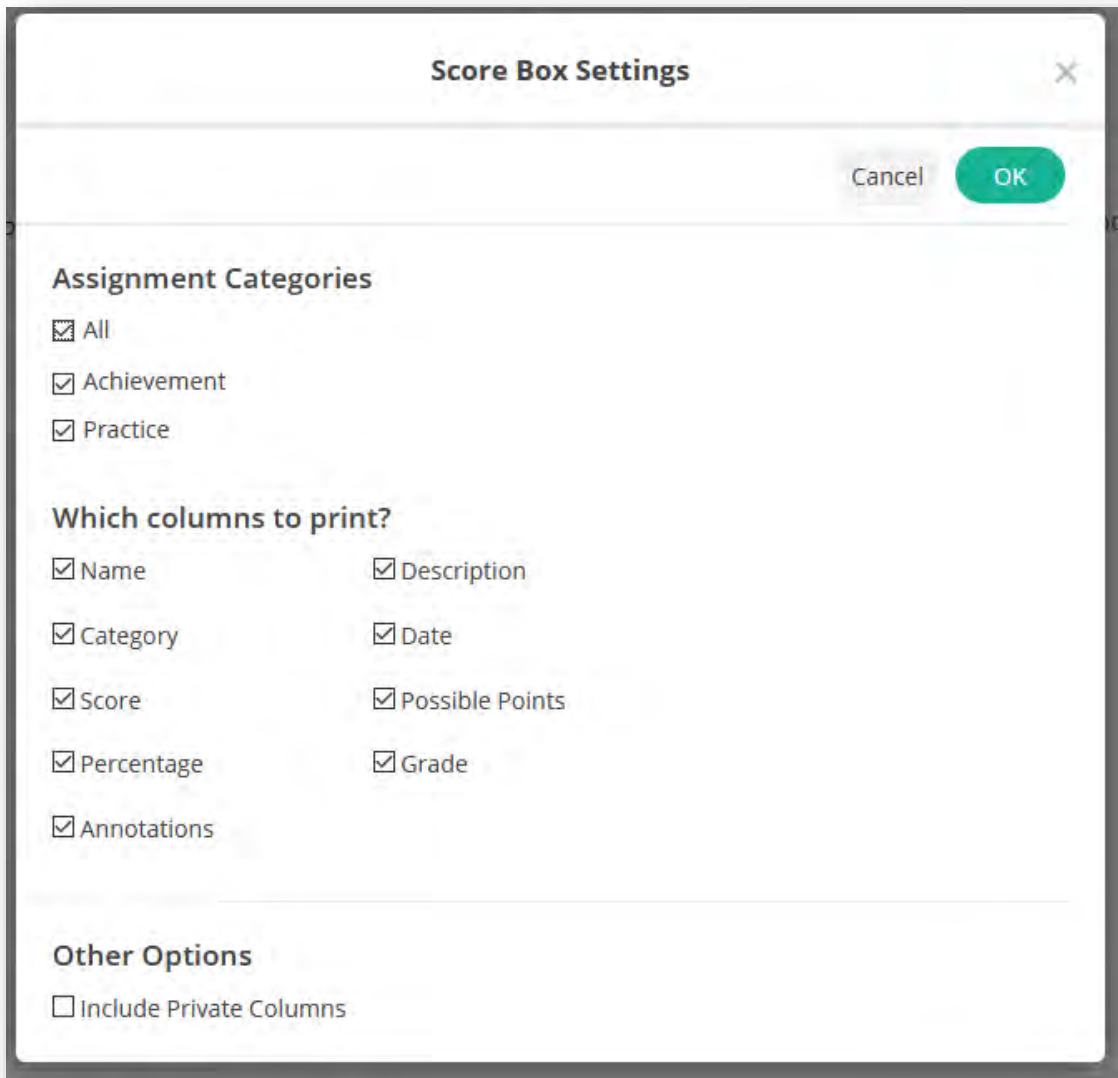
The image shows a dialog box titled "Missing Box Settings" with a close button (X) in the top right corner. Below the title bar, there are "Cancel" and "OK" buttons. The main content area is titled "Which columns to print?" and contains six checked checkboxes: "Name", "Description", "Category", "Date", "Possible Points", and "Annotations". Below this section, there is another section titled "Other Options" with one checked checkbox: "Include Private Columns".

For Score Columns – this shows points earned on each assignment graded so far.

Under **Assignment Categories**, ALL to show all Achievement and all Practice earned

Under **Which Columns to Print?** check all boxes, especially Annotations – which will show any comments made on that particular assignment. (i.e. submitted on x date, one class late. Score before penalty: __)

Click OK to save your changes.



Score Box Settings [X]

Cancel OK

Assignment Categories

- All
- Achievement
- Practice

Which columns to print?

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

Other Options

- Include Private Columns

On the right hand side of the Settings Screen: Customize your Report Layout

Report Layout

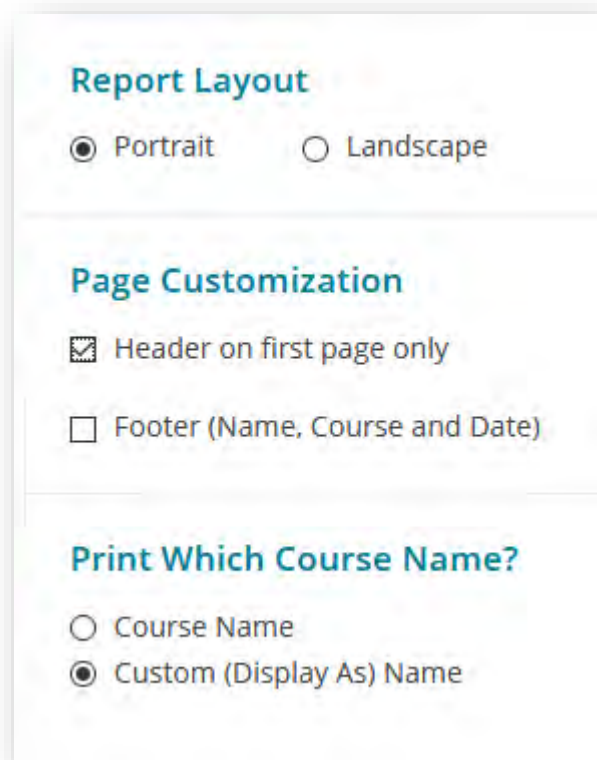
Select page orientation

Page Customization –

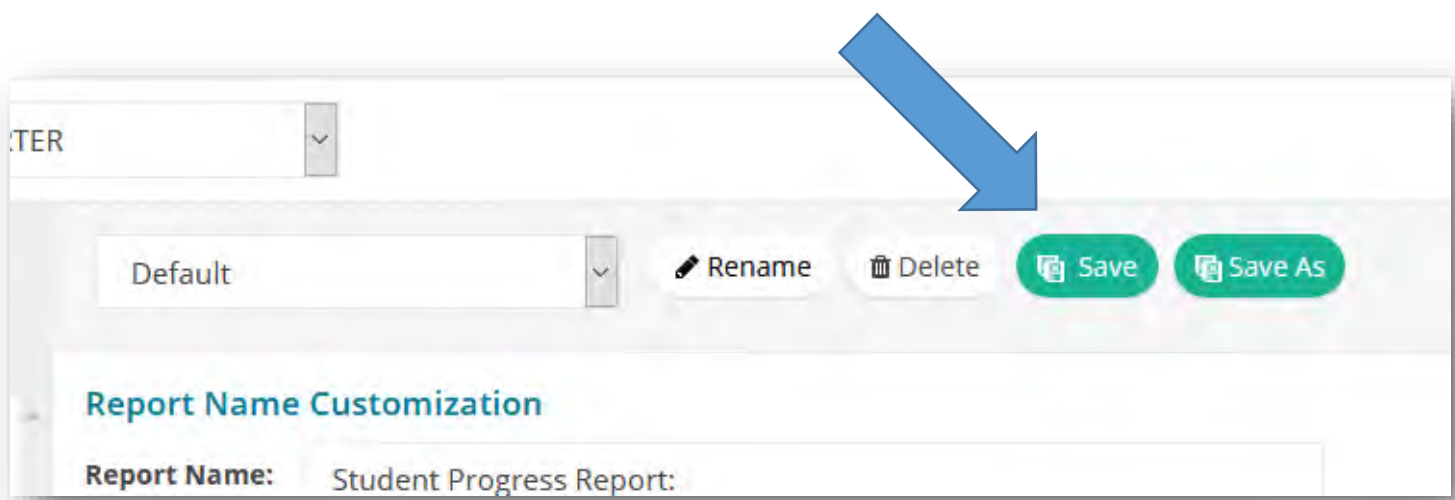
Select Header on first page only (otherwise, a wide header will print on every single page)

Print which Course Name?

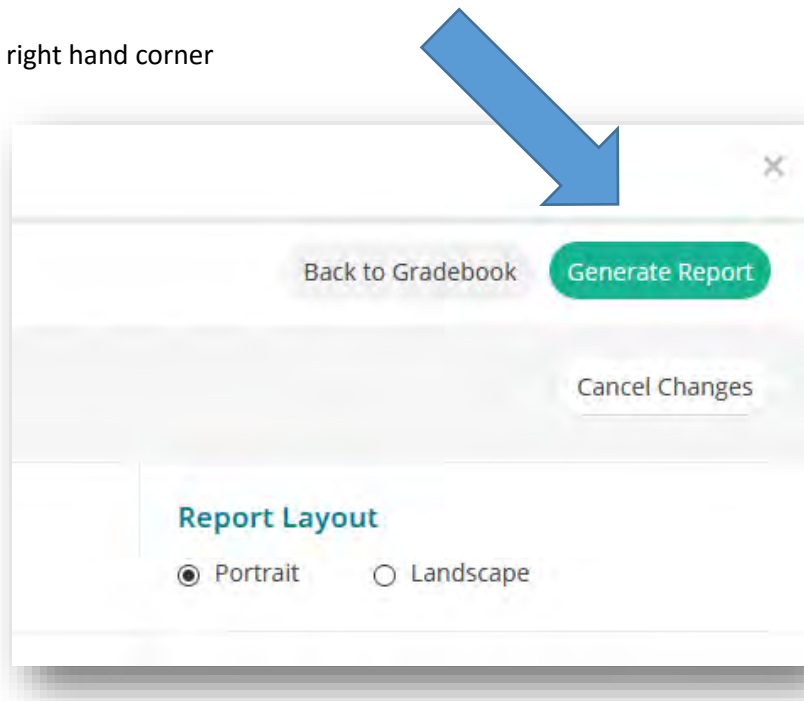
Selecting Custom will show the name as how you've chosen it to appear to students and parents



Now that your specifications are set, click SAVE to save your changes



Then click "Generate Report" in the upper right hand corner



A multi-page report should load (if it does not, click on Back to Report Settings and then click on Generate Report again).

To print this report: Select the print icon, you'll have the option to save the PDF or generate the PDF for printing.

Some teachers like to go ahead and print.

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

If selecting Open, the file will download and it *may* open automatically in Adobe Acrobat.

If it does not, you may have to open this file from the browser download section.

