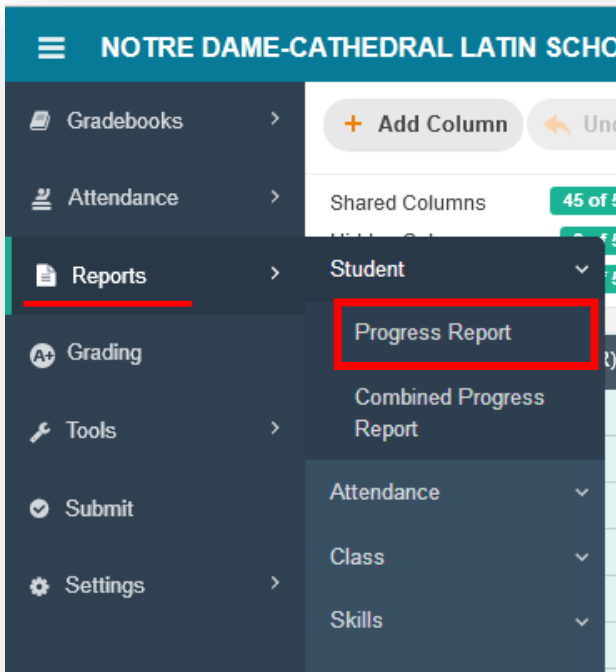


Generating a Progress Report from your Gradebook

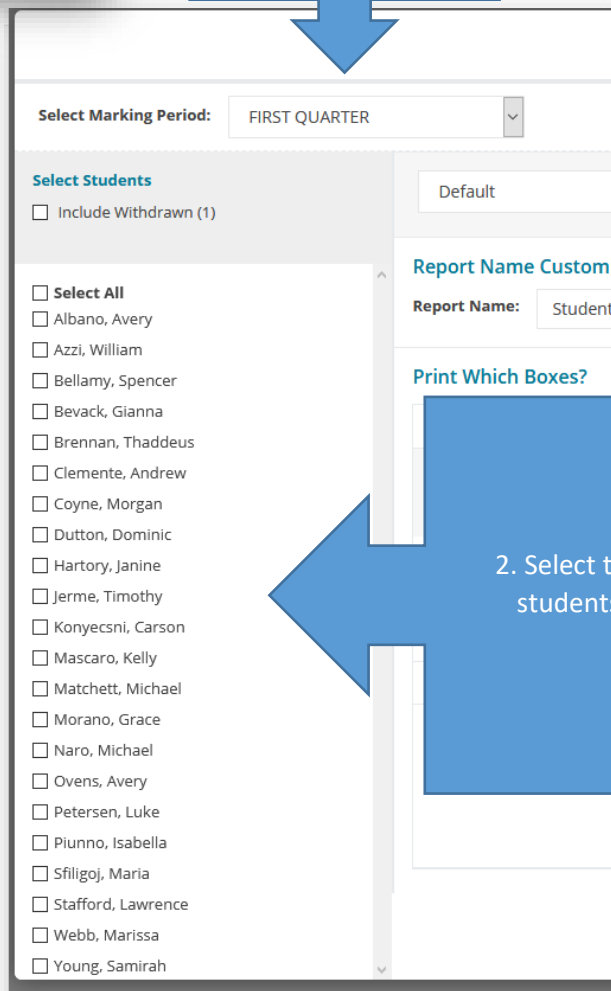
Chrome is the preferred browser.

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, 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

Cancel OK

Which columns to print?

- Average
- Grade

Under Score Columns:

Check everything except "Include Private
Columns" and click OK

Score Box Settings

Cancel OK

Assignment Categories

- All
- [Achievement]
- [Practice]

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

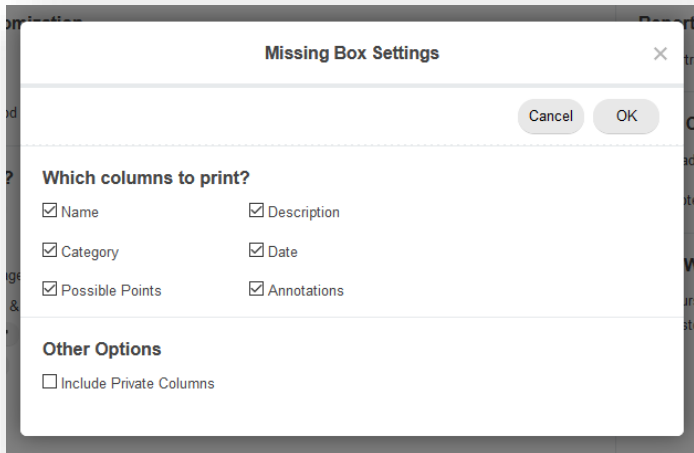
Which columns to print?

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

Other Options

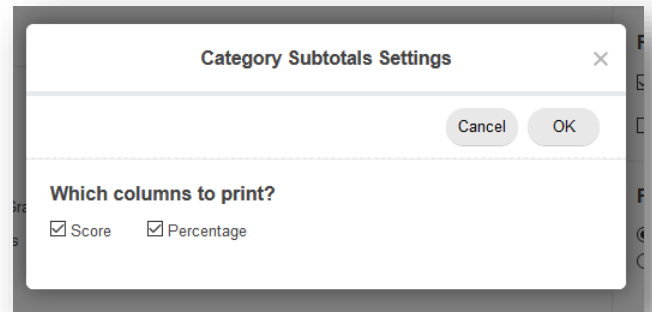
- Include Private Columns

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



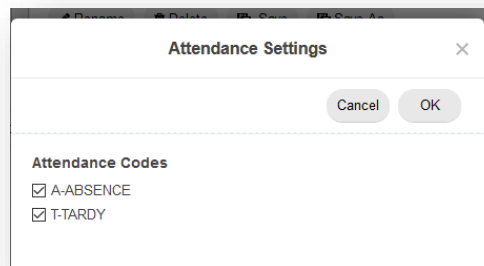
The screenshot shows the "Missing Box Settings" dialog box. It has a title bar with a close button (X) and two buttons: "Cancel" and "OK". Below the title bar, there are two sections. The first section is titled "Which columns to print?" and contains six checkboxes, all of which are checked: "Name", "Description", "Category", "Date", "Possible Points", and "Annotations". The second section is titled "Other Options" and contains 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, there is one section titled "Which columns to print?" containing two checkboxes, both of which are checked: "Score" and "Percentage".

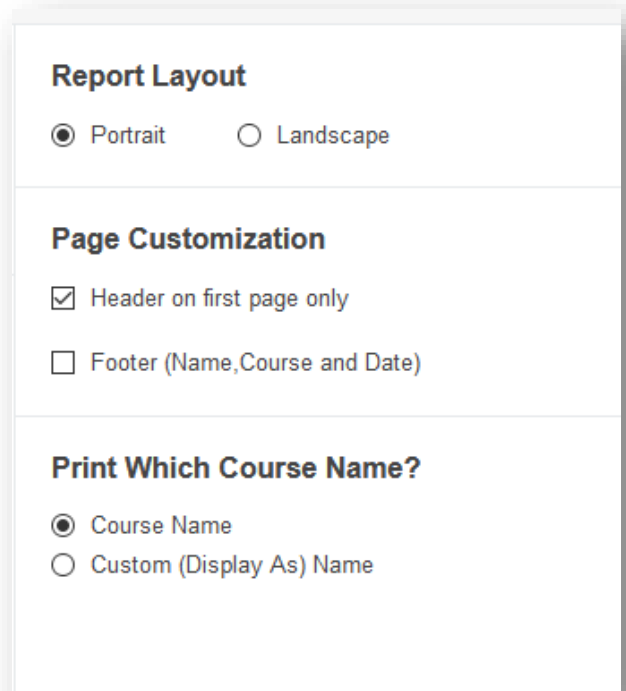
Under Attendance, check both attendance codes and click OK:



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, there is one section titled "Attendance Codes" containing 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 window. It has three sections. The first section is titled "Report Layout" and contains two radio buttons: "Portrait" (selected) and "Landscape". The second section is titled "Page Customization" and contains 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 contains two radio buttons: "Course Name" (selected) and "Custom (Display As) Name".

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

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

Name	Description	Category	Date	Possible Points	Note
Nature versus Nurture Essay		Achievement	10/10/2019	40.00	

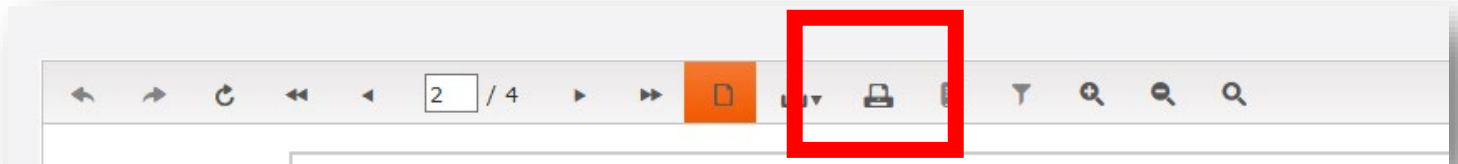
Category	Score	Possible Points	%	Grade
Achievement	172.00	210.00	81.90	B-
Practice	146.00	150.00	97.33	A

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.

