

Submit Progress Report Grades

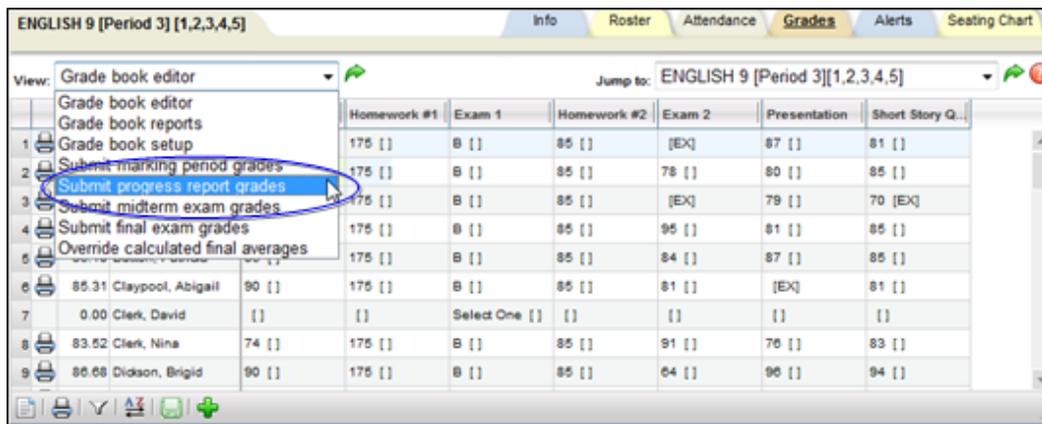
Progress Reports are typically performed mid-way through the marking period (i.e. at week 5 of a 10 week marking period cycle). They contain comments and/or grades which update parents on student performance and progress. In some cases, comments-based progress reports may contain comments that include grade range information.

Note: This procedure generally applies to secondary teachers only.

Progress Report grades and comments can only be entered during open grading periods. These are controlled by district personnel. Once grading periods have been locked, only a guidance counselor can change progress report information.

Note: Not all districts generate and distribute progress reports. Only use this procedure if your district follows this grading model.

- From the View drop-down list, select Submit progress report grades.



- If the marking period is open (unlocked), the screen will refresh with the default marking and progress report periods and a list of students with grades and/or comment entry fields. Use the "Show Inactive Students" checkbox to submit grades for students who are no longer in that course but were at some point during the selected marking period (students who dropped, withdrew, or switched from the course during that marking period).

Note: If the marking period is locked, you will not see entry fields.

Comment-based only Progress Reports:

The screenshot shows the 'ENGLISH 11 REGENTS [Period 2][A,B]' interface. The 'View' dropdown is set to 'Submit progress report grades'. The 'Progress Report' is set to 'Quarter 1' and 'Q1'. The table shows two students: Amanda Averill with a Grade Book Average of 98.00 and Andrew Averill with a Grade Book Average of 91.00. Amanda's progress report is blank, while Andrew's has a comment: 'Excellent class participation'.

Grade and comment-based Progress Reports:

The screenshot shows the 'ENGLISH 11 REGENTS [Period 2][A,B]' interface. The 'View' dropdown is set to 'Submit progress report grades'. The 'Progress Report' is set to 'Quarter 1' and 'Q1'. The table shows two students: Amanda Averill with a Grade Book Average of 98.00 and Andrew Averill with a Grade Book Average of 91.00. Amanda's progress report has a grade of 98 and a comment of 'None'. Andrew's progress report has a grade of 91 and a comment of 'Excellent class participation'.

Note: If the progress report interval is locked (i.e., not open yet, or locked after entries were due), the progress report area will appear in read-only mode. If comments were entered, they will appear. If comments have not been entered yet, the Progress Report column will be blank. Contact your schooltool liaison to unlock the progress report period, or contact a guidance counselor if changes are required after the period has been locked.

Read only mode:

Name	Grade Book Average	Progress Report
AVERILL, Blair	100.00	Does not keep up on reading Have a great summer
AVERILL, Brittany	100.00	Currently failing - grade range 51-64 Currently passing - grade range 65-70 email me at moirc.org
BARNES, Danielle	80.00	Currently failing - grade range 50 Or Below Lack of attendance negatively affects grade email me at moirc.org

3. Assuming that the marking period is open; select the marking period and progress report interval for which you are entering comments from the drop-down lists at the top of the student list. The default will be the current marking period/progress report interval.
4. Enter the progress report comments for each student:
 - A. Add performance-related comments from the Comment bank:
 - i. Selecting the Add comments from comment bank  button (next to Comment Bank) will bring up the entire comment bank so you can select multiple comments for that student.

Name	Grade Book Average	Progress Report  
AVERILL, Amanda	98.00	No comments have been added. Comment Bank 

- ii. Use the check boxes to select one or more comments.
- iii. Once you have selected the appropriate comments, click the Save Comments  button to save. Continue on for the rest of your class roster.

Comment Bank	
schooltools	
Amanda AVERILL	
<input type="checkbox"/> Accepts constructive criticism (1)	<input type="checkbox"/> Student is performing at or above ability (9)
<input type="checkbox"/> At risk of failure due to absences (2)	<input type="checkbox"/> Comes to PE without required attire (3)
<input type="checkbox"/> Completes assignments satisfactorily (4)	<input type="checkbox"/> Cooperative, good attitude (5)
<input type="checkbox"/> Lack of attendance negatively affects grade (6)	<input type="checkbox"/> Currently failing - grade range 50 Or Below (7)
<input type="checkbox"/> Currently failing - grade range 51-64 (8)	<input type="checkbox"/> Currently passing - grade range 65-70 (9)
<input type="checkbox"/> Currently passing - grade range 71-80 (10)	<input type="checkbox"/> Currently passing - grade range 81-90 (11)
<input type="checkbox"/> Currently passing - grade range 91-100 (12)	<input type="checkbox"/> Detailed report sent via e-mail (13)

- B. Add a free-text comment about the student or their performance in the free-text field (this is optional; max number of characters is 50).
 - i. Type your comment in the free-text field, then click the Add personal comment  button to the right of the text box to add the comment to the student's record.

Name	Grade Book Average	Progress Report  
AVERILL, Amanda	98.00	No comments have been added. Comment Bank  Helps set up class 

Note: To spell check your free-text comment, click once on the Check Spelling  button to the right of the free-text field. You can only check your work BEFORE you have added the comment.

Note: Comments entered here may not appear exactly as they will appear on the report

- C. Add Comment Bank comments using the free-text field. Users may enter the numeric values associated with comments from the Comment Bank into the free-text field. If you wish to add multiple values at one time separate them with spaces or commas.

Note: Numeric comment values, also known as Translation Codes, are a district preference. If you are unable to enter numbers or the corresponding comments are not displaying, contact your schooltool liaison.

- i. Once you have listed all the numeric values, click once on the Add personal comment  button. The Comment Bank comments associated with those values will appear in the Grade column for that student.

Name	Grade Book Average	Progress Report   
AVERILL, Amanda	98.00	 Good class participation  Cooperative, good attitude  Accepts constructive criticism Comment Bank  <input type="text"/>   

Note: Use the Delete  buttons to remove one or more comments.

- D. Add comments for more than one student at a time.
- i. Type the numeric value(s) associated with a Comment Bank comment (if this feature is enabled) OR a free-text personal comment into the free-text field for a student.
- ii. Repeat until all students have comments in their free-text fields.
- iii. Scroll back to the top of the Grades tab. Click once on the Batch Add Comments  button next to the Progress Report column heading. The comments will all be added to the respective students at the same time.

Name	Grade Book Average	Progress Report   
AVERILL, Amanda	98.00	 Good class participation  Cooperative, good attitude  Accepts constructive criticism Comment Bank  <input type="text"/>   
AVERILL, Andrew	91.00	 Good class participation  Cooperative, good attitude  Accepts constructive criticism Comment Bank  <input type="text"/>   

Note: If your district limits the number of comments (Comment Bank or other) which can be recorded and printed on progress reports, an error message will display once you have exceeded (or attempted to exceed) this number.

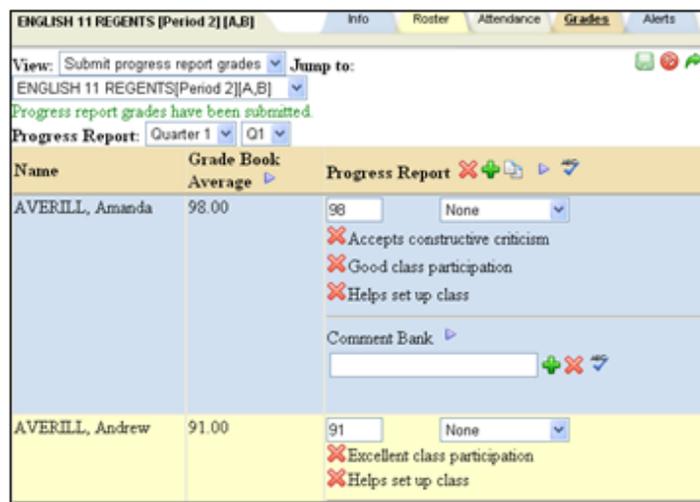
AVERILL, Amanda	98.00	 Good class participation  Cooperative, good attitude  Accepts constructive criticism Limited to 3 comments per student. Comment Bank  <input type="text"/>   
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- E. Add free-text comments to everyone in the class using the Mass Entry Comment from Free-text field.
- i. Enter a free-text comment for the first student in the list.

Name	Grade Book Average	Progress Report   
AVERILL, Amanda	98.00	 Good class participation 



- ii. Use the Mass Entry Comment from the free-text  button to mass enter that free-text comment for the rest of the students in the class.
- F. You can also use the Add Comment from Comment Bank  button to mass enter comments to every student in the class using the comment bank.
5. When you have finished adding comments for each student, click the Submit grades  button on the upper right section of the Grades tab screen in order to save your work. Once grades have been submitted/saved, a confirmation message “Progress report grades have been submitted” will appear.



Note: During the unlocked period, you may make changes to comments and resubmit them as often as you like. Simply make the desired changes, and then click the Submit grades  button. This will overwrite previously submitted progress report comments. Once the progress report period is locked, changes can only be made by a guidance counselor.

Note: Use the Teacher Progress Report to check your work before progress reports are printed. This report is found in the My Home > Reports tab.

Teacher Progress Report	
High School : High School : 2007-2008	08/23/2007
TEACHER: FULMAN	
SUBJECT: ENGLISH 11 REGENTS -- SECTION 2	
AVERILL, Amanda M	
CURRENT GRADE IS 98	
ACCEPTS CONSTRUCTIVE CRITICISM	
GOOD CLASS PARTICIPATION	
HELPS SET UP CLASS	
AVERILL, Andrew J	
CURRENT GRADE IS 91	
EXCELLENT CLASS PARTICIPATION	
HELPS SET UP CLASS	