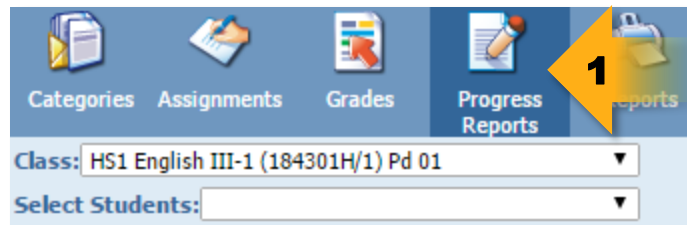# GRADEBOOK: GENERATING UNOFFICIAL PROGRESS REPORTS
Quick Start Guide

This Quick Start Guide will take you through the process of generating progress reports for all or select students in your section(s).
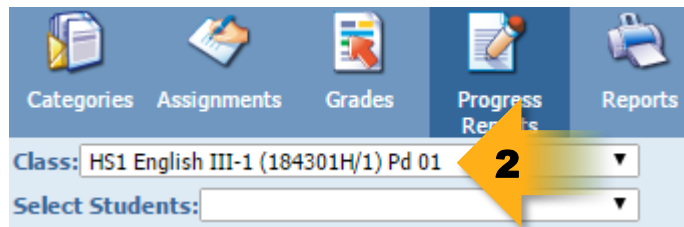
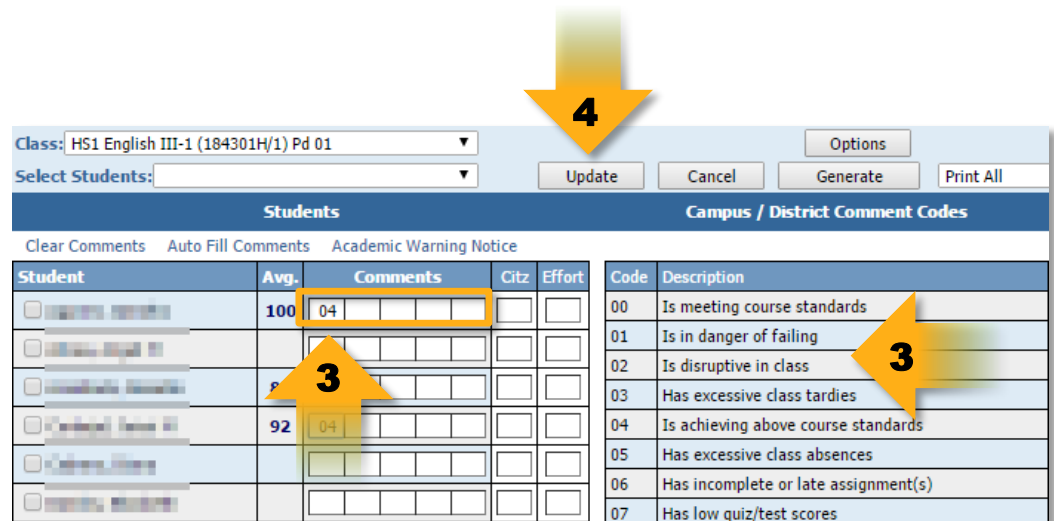|	
Open the Progress Reports Screen 1. In the menu bar, click "**Progress Reports**."	
Select a Class 2. In the Class dropdown, select the desired class.	
Add a Comment 3. If desired, enter a comment code number in the fields provided. Descriptions with corresponding code numbers are listed to the right. *Note: Only one comment will display on official progress reports, so ensure that the most important comment code is entered first.*	
4. After entering all comment codes, click Update.	

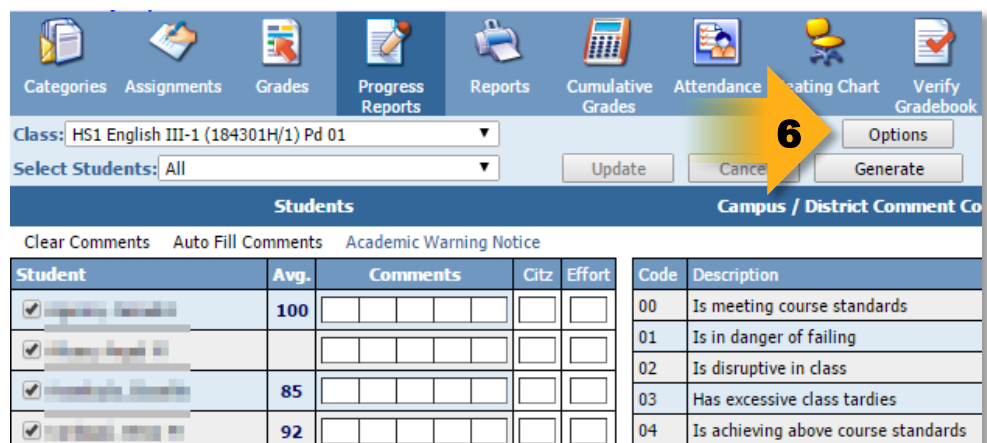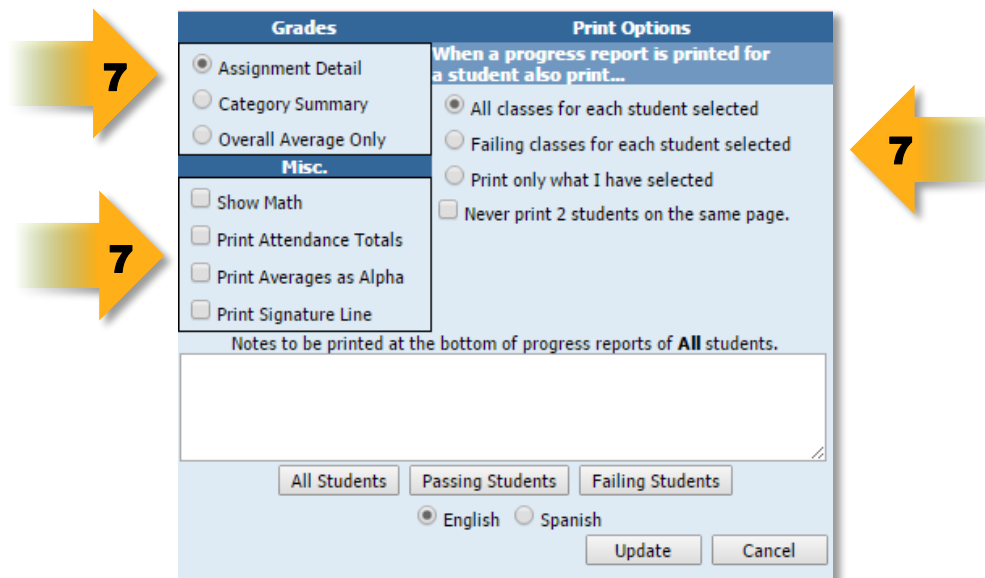|	
Indicate your Student Population 5. Select your desired student population in the Select Students dropdown. **OR** Check the box next to the desired student(s)' names.	**Class:** HS1 English III-1 (184301H/1) Pd 01 **Select Students:** All Failing Passing None Clear Comments **Student** ... Citz Effort 100 85 92
View your Options 6. Click Options.	Categories Assignments Grades Progress Reports Reports Cumulative Grades Attendance Seating Chart Verify Gradebook **Class:** HS1 English III-1 (184301H/1) Pd 01 Options **Select Students:** All Update Cancel Generate **Students** Campus / District Comment Co Clear Comments Auto Fill Comments Academic Warning Notice | Student	Avg.	Comments	Citz	Effort	Code	Description
---	---	---	---	---	---	---
☑	100				00	Is meeting course standards
☑					01	Is in danger of failing
☑	85				02	Is disruptive in class
☑	92				03	Has excessive class tardies
					04	Is achieving above course standards	
Select Options 7. Check the desired boxes and radio buttons for **Grades**, **Misc.**, and **Print Options** details. *Note: The "Show Math" option will add a panel to the unofficial Progress Report, displaying the mathematical calculations that determine the grading period average.*	**Grades** ○ Assignment Detail ○ Category Summary ○ Overall Average Only **Misc.** ☐ Show Math ☐ Print Attendance Totals ☐ Print Averages as Alpha ☐ Print Signature Line **Print Options** When a progress report is printed for a student also print... ◉ All classes for each student selected ○ Failing classes for each student selected ○ Print only what I have selected ☐ Never print 2 students on the same page. Notes to be printed at the bottom of progress reports of **All** students. All Students Passing Students Failing Students ◉ English ○ Spanish Update Cancel

Enter Notes

8. Select the desired student population and language.

9. Enter a specific note for that student population.

Note: These notes will only display on unofficial (teacher-generated) progress reports.

10. Click Update.

Generate Progress Reports

11. Click Generate.

View and Close Progress Reports

12. After viewing and/or printing the progress reports, click ☒ to close them.