

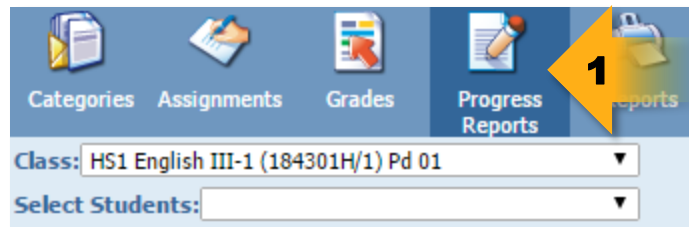
# GRADEBOOK: GENERATING UNOFFICIAL PROGRESS REPORTS

## 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).

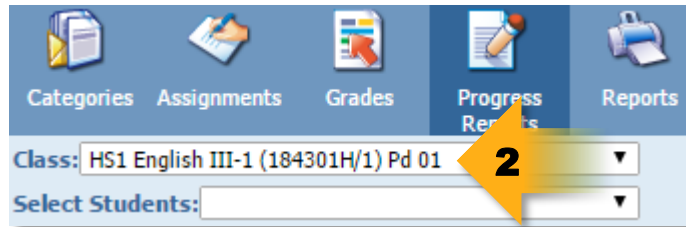
### Open the Progress Reports Screen

1. In the menu bar, click **“Progress Reports.”**



### Select a Class

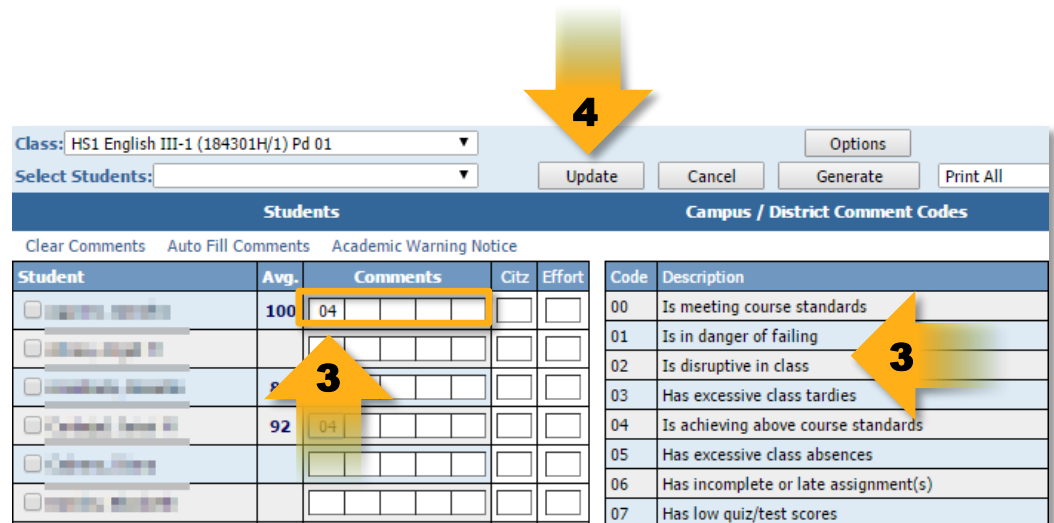
2. In the Class dropdown, select the desired class.



### 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**

Class: HS1 English III-1 (184301H/1) Pd 01  
 Select Students: [dropdown]

Options  
Update Cancel Generate Print All

Students						Campus / District Comment Codes	
Student	Avg.	Comments	Citz	Effort	Code	Description	
<input type="checkbox"/> [Student Name]	100	04	<input type="checkbox"/>	<input type="checkbox"/>	00	Is meeting course standards	
<input type="checkbox"/> [Student Name]			<input type="checkbox"/>	<input type="checkbox"/>	01	Is in danger of failing	
<input type="checkbox"/> [Student Name]			<input type="checkbox"/>	<input type="checkbox"/>	02	Is disruptive in class	
<input type="checkbox"/> [Student Name]			<input type="checkbox"/>	<input type="checkbox"/>	03	Has excessive class tardies	
<input type="checkbox"/> [Student Name]	92	04	<input type="checkbox"/>	<input type="checkbox"/>	04	Is achieving above course standards	
<input type="checkbox"/> [Student Name]			<input type="checkbox"/>	<input type="checkbox"/>	05	Has excessive class absences	
<input type="checkbox"/> [Student Name]			<input type="checkbox"/>	<input type="checkbox"/>	06	Has incomplete or late assignment(s)	
<input type="checkbox"/> [Student Name]			<input type="checkbox"/>	<input type="checkbox"/>	07	Has low quiz/test scores	

**3**

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: [Dropdown menu with options: All, Failing, Passing, None]

Student	Avg.	Comments	Citz	Effort
<input type="checkbox"/>	100			
<input type="checkbox"/>	85			
<input type="checkbox"/>	92			

### View your Options

6. Click **Options**.

Categories Assignments Grades Progress Reports Reports Cumulative Grades Attendance Generating Chart Verify Gradebook

Class: HS1 English III-1 (184301H/1) Pd 01

Select Students: All

Options

Student	Avg.	Comments	Citz	Effort	Code	Description
<input checked="" type="checkbox"/>	100				00	Is meeting course standards
<input checked="" type="checkbox"/>					01	Is in danger of failing
<input checked="" type="checkbox"/>	85				02	Is disruptive in class
<input checked="" type="checkbox"/>					03	Has excessive class tardies
<input checked="" type="checkbox"/>	92				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.

Assignment	Assigned	Due	Grade	Note
Persuasive Essay	Aug-3	Aug-10	100	
Average			100	