

Posting Progress Reports

Version 1, October 1, 2008
(based in an original document for SPHS)

PHASE ONE: Posting grades from your gradebook *

***if you don't have a gradebook, skip to Phase Two**

A. Set the Grading Scale

1. Select the Schedule (grade level) and Section (course) for which you want to enter progress report information.
2. Click Lesson Planner in the index at left.
3. Click Term Q1 Quarter Grade under Lesson Plan.
4. To the right, find Grading Scale and select Middle School A-E.
5. Click SAVE.

B. Gradebook

1. Open Gradebook under Instruction in the index at left.
2. Be sure "Q1-Quarter Grade" is active under "Select a Task."
3. **On a Mac** – Hold down the CTRL key on your keyboard and click in one of the green columns.
On a PC with a mouse - Right-click in one of the green columns.
4. Select "Post Grade to other task" then choose "Q1 – Quarter Progress."
5. The SAVE icon will become active but NOTHING ELSE HAPPENS. Click SAVE.

C. Check your Progress Report Grade

1. In Gradebook, under "Select a Task" change Q1 – Quarter Grade to Q1 – Quarter Progress. Your progress grades numerically and by alpha grade should appear in the green columns.



You are always free to go back and change your gradebook. Just remember to repost to the Q1-Progress Report while the window is open.



You can manually change the Score to be posted in the comment section (though this is not recommended, as it may create expectations with parents and students). It does not affect your gradebook.

PHASE TWO: Adding comments to the Progress Report

1. Back on the left click on "Grading By Task."
2. From the drop down box choose "Q1 – Quarter Progress."
3. A list of the students with their "running grade" will appear.
4. In the right hand column you can type any comments you like. Or you can select canned comments by clicking the notebook icon on the far right. This brings up coded comments in alphabetical order.
5. Click SAVE when you have finished entering comments for this class.

View how the reports will look

1. Click Reports on the left in the index.
2. Click Grade Reports under Reports.
3. Choose Quarter Progress under Select Grading Tasks on the right.
4. Check the student or students you'd like to preview, then click Generate Report.

Possible glitch – if no comments:

Click Admin at left, then Preferences. Check box "used canned comments" then click Mass Assign at the bottom. SAVE.