

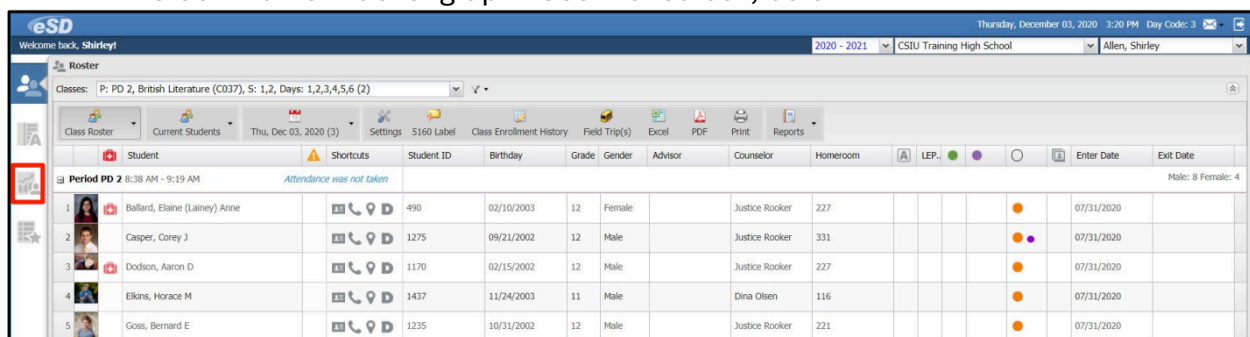
PROGRESS REPORTING GUIDE

First, a couple of reminders:

- Progress reports are DATE SENSITIVE. The progress report feature will calculate grades based only on assignments entered as of when the teacher chooses the “calculate” button, *and only from assignments with due dates within the progress report date range*. Best practices:
 - o Ensure all grades have been entered for your students before calculating progress report grades on the due date.
 - o During the progress reporting timeframe, try not to make assignment due dates fall before the beginning of a marking period or after the end of the progress report date range. After progress reports have been calculated and pulled, then it is safer to enter an assignment with a future due date for which you have student grades.
- Progress report grade calculations are expected for ALL students, regardless of their grade status. As a teacher, you should choose to calculate progress report grades for every student in each of your classes. Progress reports will then be pulled by the building secretaries and posted to the student portals. At this point, the building secretaries will automatically run reports for students with grades below a certain threshold and mail the report home. Teachers do not need to print or sort reports or notify the secretaries - the system will handle that.
- Progress report grades must be CALCULATED and SAVED in each course by 3:00PM on the progress report date.

To calculate and save progress report grades, complete the following steps:

1. Open your gradebook and select any active class. Open the PROGRESS REPORT TAB within your teacher connect gradebook. It is on the left, and looks like a stock market tracker graph. See the red box, below.



The screenshot shows the eSD teacher connect interface. The left sidebar contains a red box around the 'Reports' icon. The main area displays a table of student data for Period PD 2. The table has columns for Student, Shortcuts, Student ID, Birthday, Grade, Gender, Advisor, Counselor, Homeroom, LEP, Enter Date, and Exit Date. The data is for five students: Ballard, Elaine (Lainey) Anne; Casper, Corey J; Dodson, Aaron D; Elkins, Horace M; and Goss, Bernard E.

Student	Shortcuts	Student ID	Birthday	Grade	Gender	Advisor	Counselor	Homeroom	LEP	Enter Date	Exit Date
1. Ballard, Elaine (Lainey) Anne	📞📧📅	490	02/10/2003	12	Female	Justice Rooker	227			07/31/2020	
2. Casper, Corey J	📞📧📅	1275	09/21/2002	12	Male	Justice Rooker	331			07/31/2020	
3. Dodson, Aaron D	📞📧📅	1170	02/15/2002	12	Male	Justice Rooker	227			07/31/2020	
4. Elkins, Horace M	📞📧📅	1437	11/24/2003	11	Male	Dina Olsen	116			07/31/2020	
5. Goss, Bernard E	📞📧📅	1235	10/31/2002	12	Male	Justice Rooker	221			07/31/2020	

2. In the top right of the progress reporting screen, be sure that the current progress report period is listed. You can use the name of the progress report or use the dates listed to ensure that the reporting period is correct. It should also be listed as “Current” if you use the dropdown menu. A screenshot is provided on the next page.

Progress Report - British Literature (C037) Section: 2 Period: PD 2 Room: 121 Teacher: Shirley Allen

Classes: P: PD 2, British Literature (C037), S: 1,2, Days: 1,2,3,4,5,6 (2)

PR: PR2 (10/27/20 - 11/30/20) Current
PR1 (08/03/20 - 09/30/20)
PR2 (10/27/20 - 11/30/20) Current
PR3 (01/18/21 - 02/26/21)
PR4 (03/26/21 - 05/19/21)

Student	Student ID	Grade	Absent	Standard Comments	Comments	Weighted Average	Grade
Ballard, Elaine (Lainey) Anne	490	12	0			98.57 (4.0)	
Casper, Corey J	1275	12	0			64.29 (0.0)	
Dodson, Aaron D	1170	12	0			97.14 (4.0)	
Elkins, Horace M	1437	11	0			91.43 (3.0)	
Goss, Bernard E	1235	12	0			85.71 (3.0)	

3. It is best practice to enter comments for any student that is struggling in the course. To see standard comment entry possibilities that can be entered, you can access and/or the list from the "help" menu.

Progress Report - British Literature (C037) Section: 2 Period: PD 2 Room: 121 Teacher: Shirley Allen

Classes: P: PD 2, British Literature (C037), S: 1,2, Days: 1,2,3,4,5,6 (2)

PR: PR1 (08/03/20 - 09/30/20)

Standard Comments

Student	Student ID	Grade	Absent	Standard Comments	Comments	Weighted Average	Grade
Ballard, Elaine (Lainey) Anne	490	12	0	05,06		100.00 (4.0)	100 (4.0)
Casper, Corey J	1275	12	0	05,06		81.00 (2.0)	100 (4.0)

Note: The standard comments are building-specific and may change. An EXAMPLE set is below, but the comments listed MAY NOT match up with the actual comments for your building. Please open the comments through your teacher connect interface to see the pre-populated options for YOUR SPECIFIC building

Standard Comments	
Code	Comments
01	Dependable & Responsible
02	Attentive In Class
05	Creative
06	Shows Initiative
07	Participates In Class Activity
08	Takes Pride In Achievement
09	Good Study Techniques
13	Needs to Listen/Follow Directions
14	Weak In Basic Skills
15	Poor Quiz & Test Performance
18	Required Work Not Complete
19	Study Habits Need Improvement
20	Excessive Absenteeism
21	Disruptive
23	Modified Curriculum

- Click in an appropriate cell for any student, and enter your Standard Comment number by selecting it from the dropdown or typing the 2-digit numerical value of the comment, separated by a comma and a space. You also have the option to click into the “Comments” box for a student and type a custom comment. These comments, regardless of entry method, will be displayed as standard text on the student’s progress report.

The screenshot shows the eSD Progress Report for British Literature (C037) Section 2, Period PD 2, Room 121, Teacher Shirley Allen. The interface includes a table with columns for Student, Absent, Tardy, Standard Comments, Comments, Weighted Average, Grade, and a grade selection icon. A dropdown menu is open for Elaine Ballard, showing a list of 10 standard comments (01: Does careful, accurate work to 10: Works well with others) and a 'Clear' button. The 'Comments' column for Elaine is currently empty.

or

The screenshot shows the eSD Progress Report for British Literature (C037) Section 2, Period PD 2, Room 121, Teacher Shirley Allen. The interface includes a table with columns for Student, Absent, Tardy, Standard Comments, Comments, Weighted Average, Grade, and a grade selection icon. A dropdown menu is open for Aaron Dodson, showing a list of 10 standard comments (01: Does careful, accurate work to 10: Works well with others) and a 'Clear' button. The 'Comments' column for Aaron is currently empty.

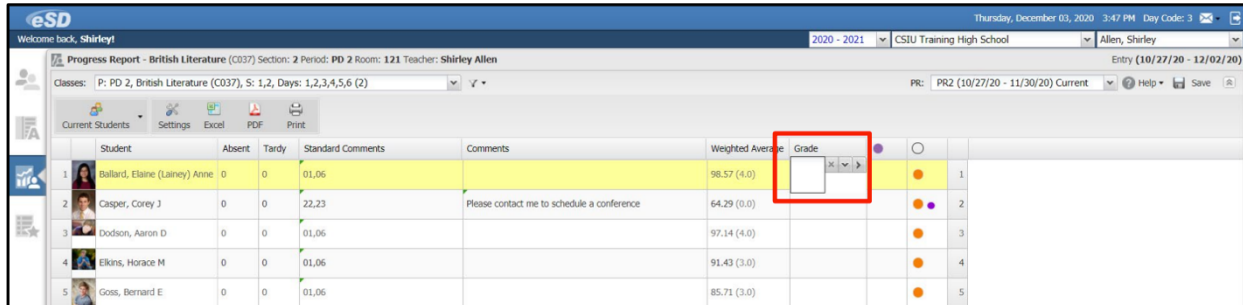
or

The screenshot shows the eSD Progress Report for British Literature (C037) Section 2, Period PD 2, Room 121, Teacher Shirley Allen. The interface includes a table with columns for Student, Absent, Tardy, Standard Comments, Comments, Weighted Average, Grade, and a grade selection icon. A custom comment is entered in the 'Comments' column for Corey Casper: 'Comment for Corey Please contact me to schedule a conference'. The 'Standard Comments' column for Corey is currently empty.

- Next, for EVERY STUDENT, a grade must be entered. Teachers can manually type a grade for each student if the listed “weighted average” is not an appropriate indication of their progress. In most cases, though, teachers will want to copy the weighted average (which matches the Current Marking Period Average, CMPA, if all assignment dates thus far fall within the progress report date range) into the grade column. To complete this task for a single individual student, first click into a cell in the grade column, and then either type the grade or choose the “>” icon to copy the weighted average into the grade column. To complete this

task all at once for all students in the entire class, choose the dropdown arrow immediately to the right of the “Grade” column. From the menu, choose “Copy Over Averages”. See below:

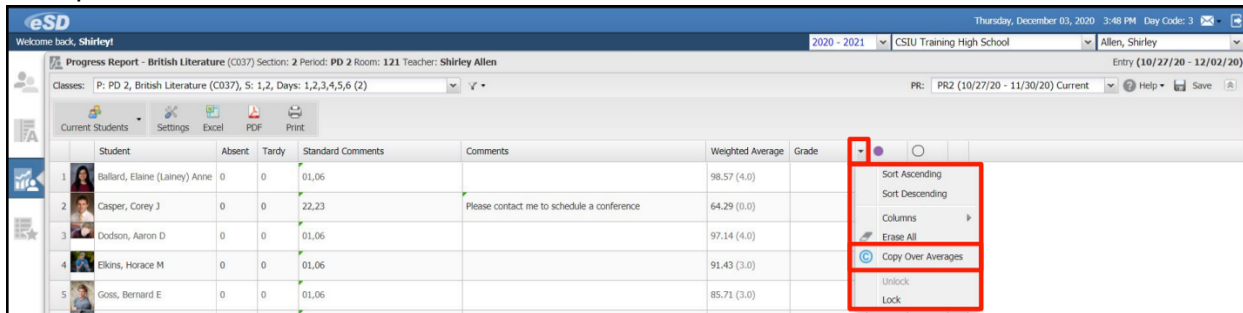
Individual:



The screenshot shows the eSD Progress Report for British Literature (C037) Section 2. The table has columns for Student, Absent, Tardy, Standard Comments, Comments, Weighted Average, and Grade. A red box highlights the dropdown arrow next to the Grade column header.

Student	Absent	Tardy	Standard Comments	Comments	Weighted Average	Grade
1. Ballard, Elaine (Lainey) Anne	0	0	01.06		98.57 (4.0)	
2. Casper, Corey J	0	0	22.23	Please contact me to schedule a conference	64.29 (0.0)	
3. Dodson, Aaron D	0	0	01.06		97.14 (4.0)	
4. Elkins, Horace M	0	0	01.06		91.43 (3.0)	
5. Goss, Bernard E	0	0	01.06		85.71 (3.0)	

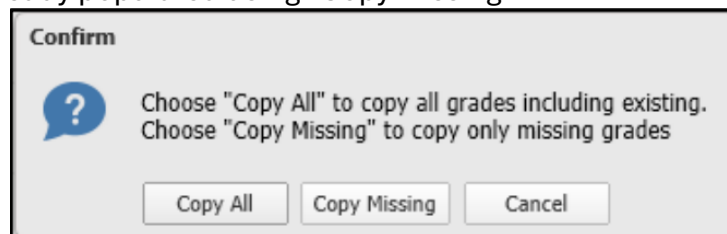
Multiple Students at Once:



The screenshot shows the same eSD Progress Report interface. A red box highlights the dropdown menu for the Grade column, which is open, showing options: Sort Ascending, Sort Descending, Columns, Erase All, Copy Over Averages, Unlock, and Lock.

Student	Absent	Tardy	Standard Comments	Comments	Weighted Average	Grade
1. Ballard, Elaine (Lainey) Anne	0	0	01.06		98.57 (4.0)	
2. Casper, Corey J	0	0	22.23	Please contact me to schedule a conference	64.29 (0.0)	
3. Dodson, Aaron D	0	0	01.06		97.14 (4.0)	
4. Elkins, Horace M	0	0	01.06		91.43 (3.0)	
5. Goss, Bernard E	0	0	01.06		85.71 (3.0)	

If using the multiple students method, you will have the option to complete all students in the course, regardless of whether you have manually entered a grade (your manual work will be overwritten) using “Copy All” or to copy over weighted averages only for students without a grade already populated using “Copy Missing”.



A confirm dialog box with a question mark icon. The text reads: "Choose 'Copy All' to copy all grades including existing. Choose 'Copy Missing' to copy only missing grades". There are three buttons: Copy All, Copy Missing, and Cancel.

- Process through any warnings you are given. For example, if a student has no grades for assignments entered, you will be prompted and will need to acknowledge that. Additionally, if a student is currently receiving over 100% for your course, the grade will NOT copy over, as any progress report or marking period grade over 100 is not permitted. You will need to manually enter 100 for these students.
- MOST IMPORTANTLY ONCE YOU HAVE REACHED THIS POINT!** You MUST click save! If you do not save your work, the grades and comments will NOT be recorded. There is NOT an automatic save feature. You should receive a “Success – Progress Report is saved.” message in green. See the next page.

6SD
Welcome back, Shirley!

Progress Report - British Literature (C037) Section: 2 Period: PD 2 Room: 121 Teacher: Shirley Allen

2020 - 2021 CSU Training High School Allen, Shirley

Entry (10/27/20 - 12/02/20)

Classes: P: PD 2, British Literature (C037), S: 1,2, Days: 1,2,3,4,5,6 (2) PR: PR2 (10/27/20 - 11/30/20) Current Help Save

Current Students Settings Excel PDF Print

	Student	Absent	Tardy	Standard Comments	Comments	Weighted Average	Grade			
1	Ballard, Elaine (Lainey) Anne	0	0	01.06		98.57 (4.0)	99 (4.0)			1
2	Casper, Corey J	0	0	22.23	Please contact me to schedule a conference	64.29 (0.0)	64 (0.0)			2
3	Dodson, Aaron D	0	0	01.06		102.86	100 (4.0)			3
4	Elkins, Horace M	0	0	01.06		91.43 (3.0)	91 (3.0)			4
5	Goss, Bernard E	0	0	01.06		85.71 (3.0)	86 (3.0)			5
6	Harden, Jimmie E	0	0	01.06		94.29 (4.0)	94 (4.0)			6
7	Holley, Jeff J	0	0	01.06		82.86 (2.0)	83 (2.0)			7
8	Moser, Charlie M	0	0	22.23		65.71 (0.0)	66 (0.0)			8
9	Smith, Mary	0	0	01.06	Mary has not been enrolled in my class long enough to gi...		I			9
10	Spain, Gerlin Pierce-lane	0	0	01.06		94.29 (4.0)	94 (4.0)			10
11	Stinson, Tara R	0	0	22.23		65.71 (0.0)	66 (0.0)			11
12	Villa, Nellie M	0	0	01.06		94.29 (4.0)	94 (4.0)			12

- Repeat this process for each of your courses. At this point, you are officially finished. If you CHOOSE to print progress reports for your individual students you CAN do that using the Excel, PDF, or Print icons at the top, but this is NOT a requirement by your administration. All progress reports will be posted to the portal, and appropriate progress reports will be printed and mailed home by the building secretaries.