
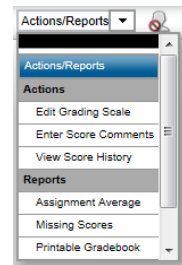


Progress Reports (IPRs)




This is a quick and easy way to make sure your grades are ready to go for progress reports and a good way to make your campus tech happy 😊.

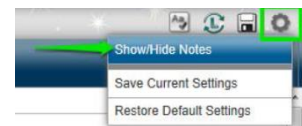
1. Verify your grades are in! This can be one of 2 different ways:

- a. **Look over your gradebook** – Go through each subject and make sure you have grades entered for each student for each lesson. On to Step 2 **OR**
- b. **Run a Missing Scores Report** – Don't trust yourself? Run this report.
 - i. Click Gradebook > Entry **OR** click 
 - ii. In the top right corner, choose Run Missing Scores Report
 1. Click Run
 2. Fill in any missing scores
 3. On to Step 2



TIP: Need to put something else in for a grade instead of one of those number things? Use these:

- **E** – Excused & **will not** be counted against the average.
 - **I** - Incomplete & **will** be counted as a 0.
 - **ABS** – Absent & **will not** be counted against the average. Also check your breaks.
 - **MIS** – Missing & **will** be counted as a 0.
- 2. Loading your grades** – Also known as “pushing your grades,” “uploading your grades” and “doing the hokey pokey.” (because that’s what it’s all about)
- a. Click Grade Reporting > Interim Progress **OR** click 
 - b. Make sure the correct IPR date is selected up top. If it is not, click Change and choose the correct date next to IPR Date.
 - c. Click  (Load from gradebook) in the top, right corner.
 - d. Make sure the grades are correct.
 - e. To add notes, click Show / Hide Notes in the top, right corner.
 - f. Click  to save.
 - g. Click Change and choose the next subject.
 - h. Repeat steps **C. – G.** until you have done so for every subject.



DONE! That’s it. As long as you do this before Monday morning everything will be OK and life can carry on in a pleasant manner. If you need help, contact your campus tech and leave presents on his / her desk.