

eSchool Plus Notes

Channelview ISD

ELEMENTARY INTERIM PROGRESS REPORTS CHECKLIST

In order for a student to receive an Interim Progress Report (IPR) from eSchool they must be in the system, with a schedule that has courses that require grades or comments. In preparation for the IPRs you need to ensure that the IPR date is in the system.

1. ____ Verify IPR Date
2. ____ If you have had lots of schedule changes you may want to run the Scheduling Synchronization process prior to IPRs
3. ____ Remind teachers of IPR date (**NOTE: All assessment grades will be included on the IPRs as long as they are due no later than the IPR date and are in the system prior to running the Load Unposted Averages**)
4. ____ Verify that Attendance Calculations are up to date and give the due date for attendance changes to the Attendance Specialist
5. ____ Give teachers a date/time at which time IPRs will be run.
6. ____ Run Missing Submissions to see how many teachers may need a reminder about the IPR date
7. ____ Give teachers their End of the Day Teacher Status report to verify absences and tardies for the days in the IPR processing period
8. ____ After IPR due deadline run Load Unposted Averages
9. ____ Generate IPR Warehouse Data
10. ____ Verify that all changes to attendance have been completed and all Attendance Calculations have been run after the changes

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INTERIM PROGRESS REPORTS CHECKLIST (continued)

11. ____ Make changes to the IPR Setup as needed
12. ____ Set sort for IPRs
13. ____ Generate IPRs
14. ____ Print one IPR and have it approved by your building principal
15. ____ Print the complete IPR file
16. ____ Save the IPR file to your desktop as IPRMP#CCC (with the CCC being your campus initials)

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HOW TO PERFORM THE TASKS ON THE ELEMENTARY INTERIM PROGRESS REPORTS CHECKLIST

#1 Verify IPR Date – Go to Mark Reporting Center>>Setup>>IPR Runs>>Search>>Click on your campus>>Check the dates

#2 (Optional) Run Scheduling Synchronization – Go to Mark Reporting Center>>Calculations>>Scheduling Synchronization>>Click on Log all Activity>>Run (**NOTE: Do not filter this first time you are running it for any IPR or RC run**)

If you do #2 - Check Synchronization Log – Go to Home >> Choose Scheduling-MR Synchronization>> This report will be very large since there is a page per student but keep it so you can check for errors on a particular student, if you have any

#4 Verify that Attendance Calculations are up to date – Go to Home>> Choose the Attendance Day Totals and Attendance Interval Calculations Log to make sure that you have completed them up to and including the IPR Run date

#5 Give the teachers the day that you will run the IPRs

#6 Run Missing Submissions – Go to Mark Reporting Center>>Click on Reports>> Click on Interim Progress Reports>>Run the Missing Submissions>> Make sure that you choose the correct IPR date>>Click Run

#7 Give teachers their End of the Day Teacher Status report to verify absences and tardies for the days in the IPR processing period – Go to Attendance Center>>Click on Reports>>Click on End of Day Teacher Status Report>>Enter dates for verification>>Click on Run

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HOW TO PERFORM THE TASKS ON THE ELEMENTARY INTERIM PROGRESS REPORTS CHECKLIST (continued)

#8 Load Unposted Averages – Go to Mark Reporting Center>>Click on Calculations>>Click on Load Unposted Averages>>Make sure that you run this in **IPR mode** for the **correct IPR Date**

#9 Generate IPR Warehouse Data – Go to Mark Reporting Center>>Click on Calculations>>Click on Generate IPR Warehouse Data>>Enter the IPR Date to run for>>Click on Run

#10 Verify that all changes to attendance have been completed and all Attendance Calculations have been run after the changes – check with your attendance specialist and make sure that they have the IPR dates for printing

#11 Make changes to the IPR Setup as needed – Go to Mark Reporting Center>>Click on Setup>>Click on IPR View Setup>>Click on Search>>Click on your campus>>Click on IPR Text>>Add Header and Footer (**NOTE: You are limited to the space you see there**)>> Click on Save

#12 Set sort for IPRs – Elementary campuses will distribute by home room. Make sure that all your students are assigned to their correct home room in Registration

#13 Generate IPRs – Go to Mark Reporting Center>>Click on Reports>>Click on Interim Progress Report>>Click on Print IPR Cards>>Enter IPR Date>>Click on Send to Student's Mailing Address (**NOTE: If student does not have a mailing address there will not be an IPR for that student**)>>Go to Verify your sort>>Click on Run

#14 Print one IPR and have it approved by your building principal – Go to Home>>Click on iprsecondary>>Print one page>>Have your principal sign and date their approval and keep this for your records

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**HOW TO PERFORM THE TASKS ON THE ELEMENTARY
INTERIM PROGRESS REPORTS CHECKLIST (continued)**

#15 Print the complete IPR file – Once approved go to Home>>Click on iprsecondary>>send to your printer

#16 Save the IPR file to your desktop as IPRMP#CCC (with the CCC being your campus initials)