

eSchool Plus Notes

Channelview ISD

SECONDARY 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. ____ After IPR due deadline run Load Unposted Averages
8. ____ Run the IPR Eligibility calculation
9. ____ Check the IPR Eligibility calculation log
10. ____ Notify Athletics that the IPR Eligibility has been run
11. ____ Generate IPR Warehouse Data
12. ____ Verify that all changes to attendance have been completed and all Attendance Calculations have been run after the changes

eSchool Plus Notes
Channelview ISD

SECONDARY INTERIM PROGRESS REPORTS CHECKLIST
(continued)

13. ____ Transfer Class Attendance to IPRs
14. ____ Make changes to the IPR Setup as needed
15. ____ Set sort for IPRs
16. ____ Generate IPRs
17. ____ Run IPR Eligibility Calculation
18. ____ Notify Athletics that the final IPR Eligibility Calculation has been
run
19. ____ Print one IPR and have it approved by your building principal
20. ____ Print the complete IPR file
21. ____ Save the IPR file to your desktop as IPRMP#CCC (with the CCC
being your campus initials)

eSchool Plus Notes

Channelview ISD

HOW TO PERFORM THE TASKS ON THE SECONDARY 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 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**

#8 Run the IPR Eligibility calculation – Go to Mark Reporting Center>>Click on Calculations>>Click on IPR Eligibility Calculations>>Be sure to enter your IPR date>>Click on Run

eSchool Plus Notes Channelview ISD

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

#9 Check the IPR Eligibility calculation log – Go to Home >> Click on the IPR Eligibility Calculation Log to see that it completed. This log will also give you detailed information about what happened to each student in case you want to verify some.

#10 Notify Athletics that the IPR Eligibility has been run – email Coach Jennings and Pam Hall with this information.

#11 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

#12 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

#13 Transfer Class Attendance to IPRs – Go to Attendance Center>>Calculations>>Click on Transfer Class Attendance to Report Cards>>Enter the IPR Date>>Click on Run

#14 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

#15 Set sort for IPRs – your campus needs to decide how they want to hand out IPRs and steps will be dependent on how you do that

eSchool Plus Notes

- 4 -

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Channelview ISD

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

#16 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)>>Verify your sort>>Click on Run

#17 Run Final IPR Eligibility Calculation – Go to Mark Reporting Center>>Click on Calculations>>Click on IPR Eligibility Calculations>>Enter correct IPR Date>>Click on Run

#18 Notify Athletics that the final IPR Eligibility Calculation has been run - email Coach Jennings and Pam Hall with this information.

#19 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

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

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