

Teacher Access Center Interim Progress Reports (IPR)

Prerequisites for Entering IPR Grades:

- define categories
- create assessments
- enter scores

Please Note: The follow procedures must be performed in every class in which you enter grades. Failure to do so will result in blank progress reports.

From the Home screen, choose the **IPR** link.



Keep the default information for the current IPR run.

Existing IPR Run Dates

IPR Run Date: 9/12/2008

Click the **Load From Gradebook** button. If you do not see the **Load From Gradebook** button, that means that you have not fulfilled the 3 pre-requisites for IPR as listed above.

Load From Gradebook

You will then see the students' averages as they appear on your Scores page. The grades that you see will be the reported grade on the IPR.

Marks	
IPR	
91	↓
85	↓
70	↓

ESNU Grades

ESNU marks from the scores page cannot be transferred to the IPR page. You will need to manually type in the ESNU values in the **Marks** column on the IPR page.

Marks	
IPR*	
E	
S	
E	
N	
S	

If you have recorded ESNU grades on your **Scores** page, and click the **Load From Gradebook** button on your IPR page, a blank will appear in the **Marks** slot.

Marks	
IPR	

~~Load From Gradebook~~

Overriding an IPR Grade

If you wish to display something on the IPR other than the current average, type a new number in the box

<input type="text" value="89"/> ↓	<input type="text" value="90"/> ↓
old grade	new grade

just type in new grade

Please Note: The IPR override grade will not display on the Scores page as the student's average. The grade override will only display on the IPR.

Student Average
89.07 %

Entering an Incomplete

Delete the existing grade and type in the letter **I**.

I	↓
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Please Note: The Incomplete will not display on the Scores page as the student's average. The letter code will only display on the IPR.

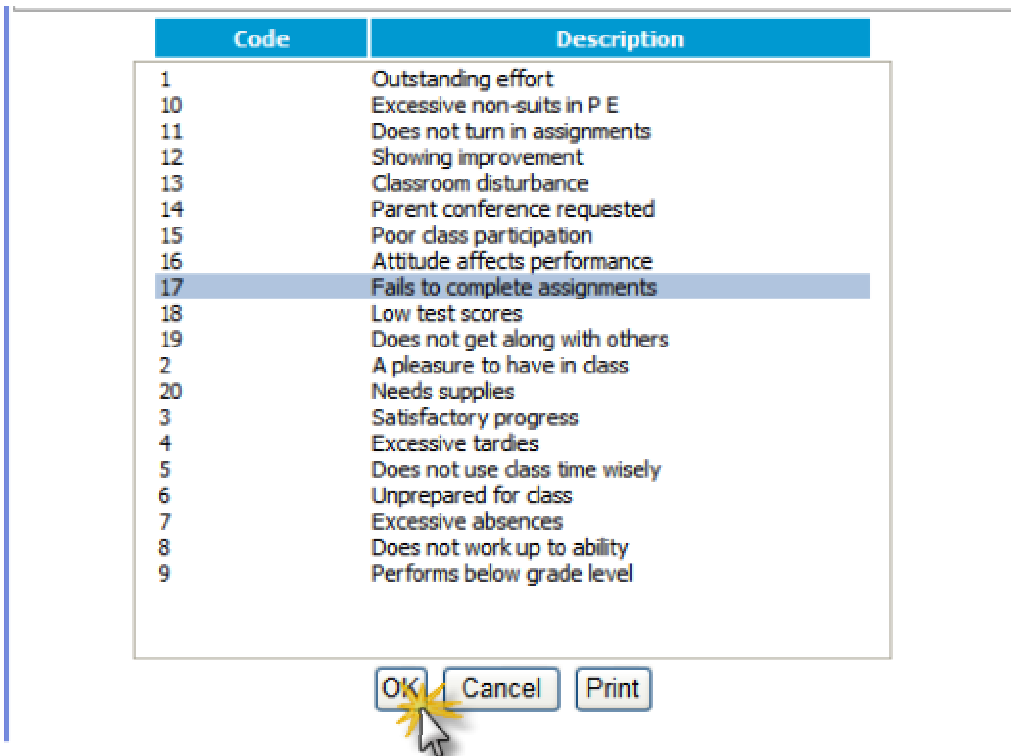
Entering Comments (optional)

You can enter up to two pre-set comments that will display on the IPR.

Use the **CM** drop down menu to open the **Comment** window.

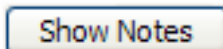


Select a comment and click **OK**. This comment is only for one student. Repeat the process for other students.

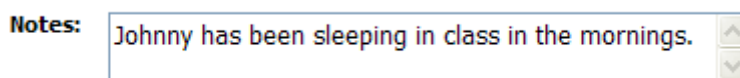


Entering Notes (optional)

Click the **Show Notes** button.



Type a note in the box provided. This comment is only for one student. Repeat the process for other students.



Please Note: Notes and comments from Scores page will not appear on the IPR.

Entering Conduct (required)

To enter the Conduct grade, type in E, S, N, or U.

CON*

E ↓

S ↓

E ↓

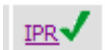
N ↓

↓



You must click the **Save** button before leaving the IPR page.

When you have completed the IPR process for a course, you will see a green checkmark beside **IPR** on the **Home** screen. Be sure to complete the process for every class that you teach.



IPR Procedure Timeline

Teachers will have a window of opportunity during which to complete the IPR process. For instance, if Friday the 5th is the last day of the 3-week reporting period, the campus may choose an IPR deadline of the following Tuesday at 9AM. Teachers may perform the IPR procedure any time between their entering the last grade of the 3-week period, and the set deadline. For example, a teacher gives a test on the Thursday before the last day of the 3-week period, and corrects the papers on Friday. The teacher can perform the IPR process any time after entering the scores for the test, until Tuesday's deadline.