

eSchool Plus Notes Channelview ISD

INTERIM PROGRESS REPORTS (IPR) SECONDARY CAMPUS 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. ____ 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**)
3. ____ Verify that Attendance Calculations are up to date and give the due date for attendance changes to the Attendance Specialist
4. ____ Give teachers a date/time that IPRs will be run.
5. ____ Run Missing Submissions to see how many teachers may need a reminder about the IPR date
6. ____ After IPR due deadline run Load Unposted Averages (Do Not Check all teachers and all students)

The screenshot shows the configuration options for running an Interim Progress Report (IPR). The fields are as follows:

- Mode:** I - Interim Progress (dropdown menu)
- RC Run: *** (empty field with a download icon)
- Track: *** N/A (dropdown menu)
- IPR Date: *** 09/11/2009 (dropdown menu)
- All Teachers:** If unchecked, only include teachers who haven't submitted student marks yet.
- All Students:** If unchecked, only include students with blank marks.
- Log Statistics:**

If these fields are checked you will override teacher's changes in the IPR screen

7. ____ Verify that all changes to attendance have been completed and all Attendance Calculations have been run after the changes

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IPR SECONDARY CAMPUS CHECKLIST (continued)

8. ___ Transfer Class Attendance to IPRs
9. ___ Make changes to the IPR Setup as needed (Do not change the signature line or translation since that is how the district wants it).
10. ___ Set sort for IPRs (Remember to use the Secondary Home Room)
11. ___ Generate IPR Warehouse Data (This is the process that will show IPR grades on Home Access Center)
12. ___ Generate IPRs
13. ___ Run IPR Eligibility Calculation (not on the first IPR Run of the year)
14. ___ Notify Athletics that the IPR Eligibility Calculation has been run
15. ___ Print one IPR and have it approved by your building principal
16. ___ Print the complete IPR file
17. ___ Save the IPR file to your desktop as IPRMP#CCC (with the CCC being your campus initials)