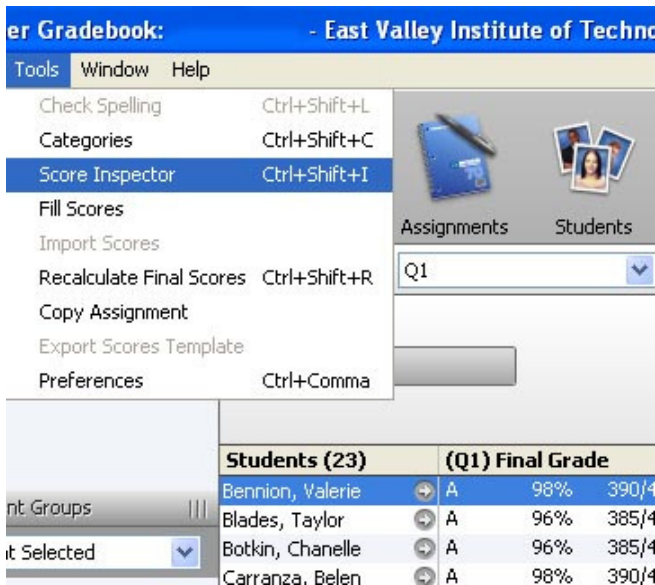


POWERTEACHER PROGRESS REPORTS PROCEDURE

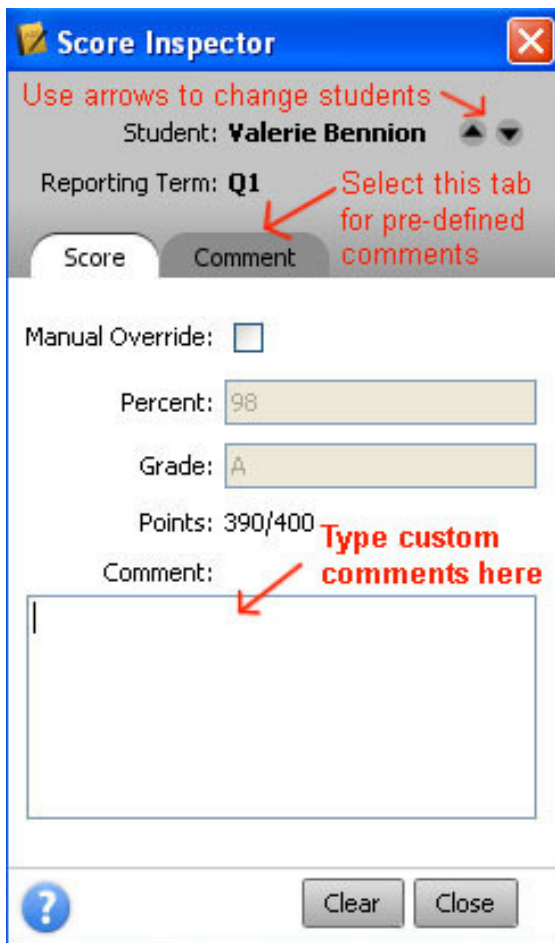
1. Click on the first student's name in your gradebook. From the Tools menu – select Score Inspector.



The screenshot shows the 'Tools' menu in the PowerTeacher Progress Reports application. The 'Score Inspector' option is highlighted. Below the menu, a table displays student data for the first quarter (Q1).

| Students (23) | (Q1) Final Grade |
|------------------|------------------|
| Bennion, Valerie | A 98% 390/400 |
| Blades, Taylor | A 96% 385/400 |
| Botkin, Chanelle | A 96% 385/400 |
| Carranza, Belen | A 98% 390/400 |

2. Type custom comments in the empty box. Click on the Comment tab to enter pre-defined comments. Use the down arrow to the right of the student name to switch to the next student.



The screenshot shows the 'Score Inspector' dialog box. Red arrows and text provide instructions: 'Use arrows to change students' points to the student name 'Valerie Bennion'; 'Select this tab for pre-defined comments' points to the 'Comment' tab; and 'Type custom comments here' points to the empty comment text box.

Score Inspector

Use arrows to change students

Student: Valerie Bennion

Reporting Term: Q1

Score Comment

Manual Override:

Percent: 98

Grade: A

Points: 390/400

Comment:

Clear Close

- Once finished entering comments for each student in your gradebook, click on the Reports Icon in the upper-right hand corner (maximize your window if the Reports icon is missing). Double-click Individual Student Report.
 - Uncheck the Categories box. In the Date Range field select the current quarter.
 - Click on the Layout tab and change the Report Title to Student Progress Report.
 - Check the include box next to Signature Line. Click on the Run Report button.
 - Print 1 copy for the student to take home and have signed.

The screenshot shows the Reports menu with 'Individual Student Report' selected. Below it is the configuration screen for the 'Individual Student Report'.

Individual Student Report Configuration:

- Description:** Summary of class activity per student
- Output Type:** PDF HTML Export (CSV)
- Sections:** Selected Class Active Classes **Order By:** Section, Student
- Students:** Enrolled Students Selected Groups and/or Students
- Student Field:** Student Name Student Number **Sort By:** Number
- Abbreviate:** Assignments Categories
- Include:** Final Grades Assignments Comments Categories (circled in red with the word "uncheck" written next to it)
- Date Range:** Q1 (circled in red) This term only (circled in red)

- Print the Final Grade and Comment Verification to hand in to the Registrar
 - Double click Final Grade and Comment Verification
 - Next to Reporting Term select the current quarter from the drop-down menu
 - Print the report and hand it in to the Registrar