

Email Progress Reports via Skyward Gradebook

Teacher Access > My Gradebook > Reports for All Classes dropdown menu > Email Progress Report

Add a new Template if one has not already been created

Seq #	Report Template Name	Create Emails
900	Curr Term;No Count;Ungraded;Comments;Sig;Attn Totals	<input checked="" type="checkbox"/>
910	Curr Term;No Count;Comments;Sig;Attn Totals	<input type="checkbox"/>
920	Curr Term;No Count;Ungraded;Comments;Sig;No Attn	<input type="checkbox"/>
930	Curr Term;No Count;Comments;Sig;No Attn	<input type="checkbox"/>

Choose the Report Name and Save

- Select the options based on the type of Progress Report being emailed. Making sure to choose the current Grading Term from the dropdown menu
- Email Progress Report can be sent to only students who are failing by checking the box and entering a grade of less than 70 or make no selection to send an Emailed Progress Report to all students
- Once all selections have been made click Save

Highlight the Template created and select the Create Emails tab

Report: **Email Progress Detail**

Seq #	Report Template Name
10	Progress Report
900	Curr Term;No Count;Ungraded;Comments;Sig;Attn Totals
910	Curr Term;No Count;Comments;Sig;Attn Totals

Create Emails
Add a new Template
Rename Template

Choose the Next tab

Student List for Multiple Classes
For P3 11/02 - 11/20

Select All to Email Select All to Print
Clear All to Email Clear All to Print

Next
Prev

Student List for TEXAS HISTORY 7

Student	Guardian	Email Report	Print Report	Email Address
Adams, Kendall H		<input type="checkbox"/>	<input type="checkbox"/>	No Email Address Available
Adams, Kendall		<input checked="" type="checkbox"/>		kendall30@gmail.com
McGay-Adams, Kimberly		<input checked="" type="checkbox"/>		kim.mcgayadams@gmail.com

Choose your Recipient Options

Create the email to go out to parent/guardian

Once the email has been composed, select Process Emails tab

Email Progress Report Setup

Process Emails
Prev

Recipient Options

Send samples to *Brett Chaney* and don't email guardians/parents
 Send a copy of all emails to *Brett Chaney (chaneyb@pearlandisd.org)*

Text Options

Email Summary: **Progress Report for [Student Name] in [Class Name]**

Enter Text of Email:

Create the email to go out to parent/guardians, which will include an attachment of the student grades report.

Below is an example ONLY of what the parent will see along with the attachment of the Progress Detail Report with assignment/grades listed:



Page: 1

Progress Check
Student: *Isabella, Elena J* Grade: 07 Teacher:
Course: 037200 / MATH 7 Sec: 001 Prd: 1 Room: _____

Current T2 Grade: 60 Percent: 60.00

Category	Earned	Possible	Score %	Grd	Category %	Adjusted Category %	% of Grd
DLY	907.25	1200.00	75.60	76	60.00 of 100	(60.00 * 75.60%)	45.36
MRG	75.00	300.00	25.00	30	40.00 of 100	(40.00 * 27.50%)	15.00
			Current Grade: 60				Current Percent: 60.00

Cat	Wk	Day	Due	Assignment	Earned	Possible	Spec Code
DLY	14	Mon	11/30	Common Assessment Shapes	66.00	100.00	
DLY	12	Fri	11/20	Day 51 Similar Shapes Revi	81.25	100.00	
DLY	12	Thu	11/19	WU 10.3	100.00	100.00	
DLY	12	Thu	11/19	Day 50 Scale Drawings and	30.00	100.00	
DLY	12	Tue	11/17	Day 48 Using Similar Shape	100.00	100.00	
DLY	11	Sat	11/14	WU 9.5	50.00	100.00	
DLY	11	Fri	11/13	WU 9.4	100.00	100.00	
DLY	11	Fri	11/13	Day 46 Similar Shapes and	50.00	100.00	
DLY	10	Sat	11/07	Day 41 Markup and Markdown	90.00	100.00	
DLY	10	Fri	11/06	Day 40 Percent Increase an	100.00	100.00	
DLY	10	Thu	11/05	Day 39 Percent Increase an	100.00	100.00	
DLY	10	Tue	11/03	Day 33 Proportional Relati	40.00	100.00	
Total for:Daily					907.25	1200.00	
MRG	11	Wed	11/11	Day 44 TEST Proportions an	35.00	100.00	
MRG	10	Tue	11/03	Day 35 TEST Rates & Propor	40.00	100.00	
Total for:Major Grade					75.00	200.00	

Subject: Progress Report for *Isabella, Elena J* in 037200 / 001 MATHEMATICS 7

SAMPLE Email...

Dear Parent/Guardian:

I hope all are doing well. Please see the attached detailed progress report which shows your student is currently failing the above listed class.

Parents, please check your student's grades to make sure they are completing all assignments. If you or your student have questions, please email me at *****

Thank you. Have a good week and stay safe!

District: Pearland Independent School District District Web Site: <http://www.pearlandisd.org/site/default.aspx?PageID=1>

State: TX

District Code: 020908