Entering Progress Reports
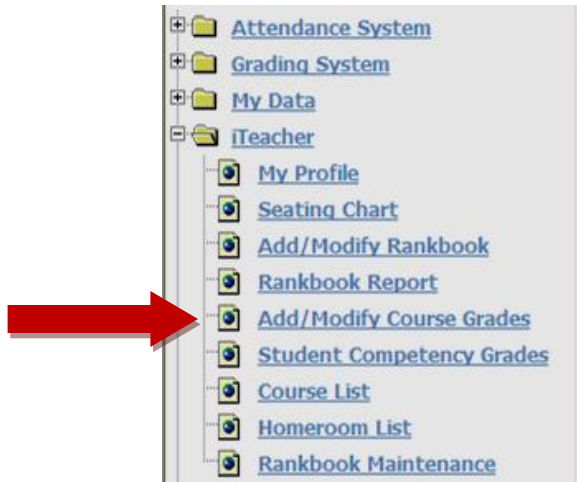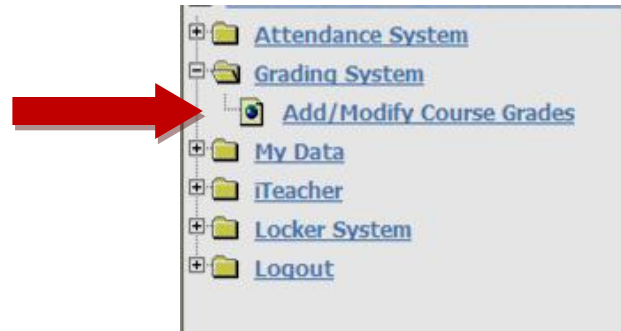
1. Log into your iPass account.
2. There are two main ways of getting to the Progress Report screen.
   a. Option 1 – go to *iTeacher* and then *Add/Modify Course Grades*.
   b. Option 2 – go to *Grading System* and then *Add/Modify Course Grades*

Option 1   **Option 2**

3. Select the Term.
4. Select your course.

PRT1 - Do not touch this column.

This is the grade in your rank book. The grade will not appear on the Progress Report. If you are not using the iPass Gradebook, then this column is blank.

5. Select Comments for each student.
   a. You may select up to <u>four</u> comments per student. At least two comments are required.
   b. Use the magnifying glass to view the list of comments.
   c. Comment 1 – select from **Code 1-5** only.
   d. Comment 2 to 4 – select from **Code 6** onward.
   e. Remember to click **»SUBMIT**   when you are done.

Code	Description
1	STUDENT IS PERFORMING SATISFACTORILY
2	STUDENT IS PASSING BUT CAPABLE OF BETTER WORK
3	STUDENT'S PERFORMANCE IS DECLINING
4	STUDENT IS IN DANGER OF FAILING
5	STUDENT IS CURRENTLY FAILING
6	Student is a pleasure to have in class
7	Student is well behaved
8	Student displays a positive attitude
9	Student is cooperative and considerate
10	Student needs to improve some test/quiz grades
11	Student needs to make up test quiz grades
12	Students needs to improve study habits
13	student needs to improve homework assignments
14	Homework should be monitored by parent/guardian
15	Student needs to put in more consistent effort
16	Student needs to improve classroom behavior
17	Student needs to improve classroom participation
18	Student needs to listen and follow directions
19	Student needs to improve classroom attitude
20	Student needs to report for after school help
21	Student displays unsafe or disruptive behavior
22	Student needs to complete projects on time
23	Student's grade is greatly affected by absences
24	Student needs to socialize less
25	A parent/teacher phone call is recommended
26	Student needs to pay closer attention in class
27	Student seldom does homework.
30	Student is frequently late for class
31	Student talks out in class
32	Student repeatedly reports to class without materials
33	Student's classroom behavior interferes with others
34	Student is repeatedly unprepared for class
35	Student needs to complete classwork on time
99	Grade has been modified to meet student's needs

<u>Reminders:</u>

* You cannot fail a student at the end of the term unless you previously gave a code 4 (Student is in Danger of Failing) or a code 5 (Student is Failing) for the progress report of that term.

* Use code 99 if you want to note that the grade is based on accommodations.

* Every student must get a progress report.

* Grades do not appear on the progress report, only comments.