

# Creating Progress Reports )

## Progress Report 1st Nine Weeks

Progress Report 1st Nine Weeks

Anderson, Dakarian

Class: 3-4(A) CC Math Gr 6 (2017-2018)

Teacher: Billingsley

## Final Grade

Rpt. Term	Grade	Percent	Absent	Tardy	Missing	Late	Incomplete
R1	A	90%			1	0	0

## Assignment Scores

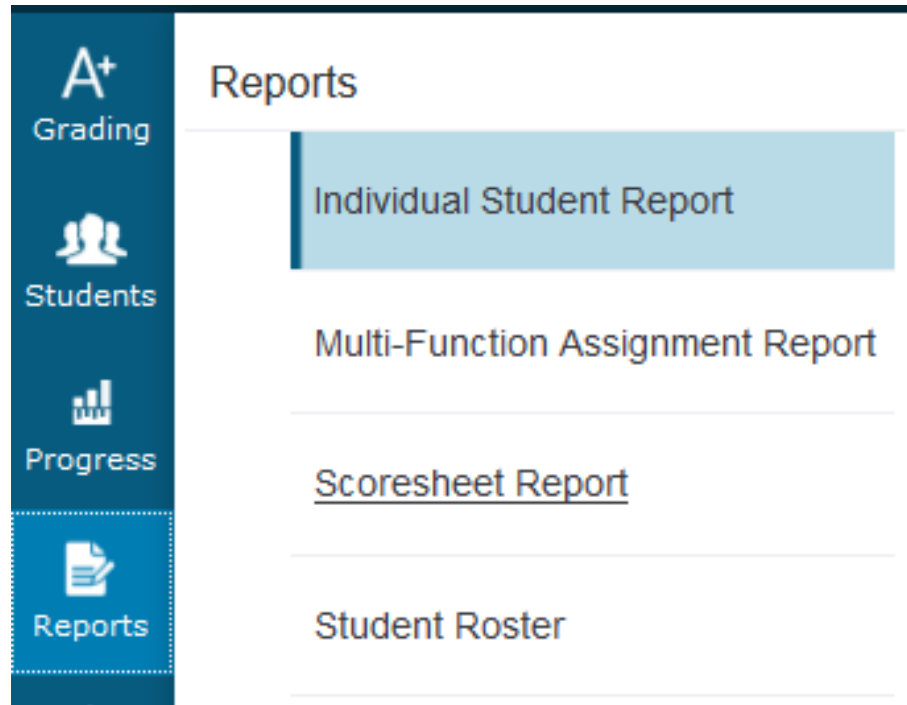
Date	Category	Assignment	Score	Pts Poss	%	Grade	Flags
08/01/17	Classwork	Books		100			
08/01/17	Test	Quiz 1		100			
07/28/17	Test	Unit 1 Test	100	100	100%	A	
07/27/17	Classwork	Unit 1b	65	100	65%	D	
07/25/17	Classwork	Unit 1a		100			Mi
07/24/17	Classwork	Unit 2 a	89	100	89%	B	
07/23/17	Homework	Planner	95	100	95%	A	

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# To Create Progress Reports for Multiple Classes)

- Open **PowerTeacher Pro**
- Click **Reports**
- Click on **Individual Student Report**



Report Title Progress Report 1st Nine Weeks ←

Description Multi-function report per student. Useful for progress reports, missing/late assignments, category totals, and more.

Classes\* Select Classes ^ 4 Classes: CC Math Gr 6 [ 3-4(A), 5-6(A), 7-8(A) ], 1(A) Study Hall 6 (More)

Use Custom Class Name

Include Students' Full Schedule

Separate Report By Student

Sort Options

Layout






Students

Assignments

3-4(A) CC Math Gr 6	17-18	<input checked="" type="checkbox"/>
Other Classes <input type="checkbox"/>		
HR(A) Homeroom	17-18	<input type="checkbox"/>
1(A) Study Hall 6	17-18	<input checked="" type="checkbox"/>
5-6(A) CC Math Gr 6	17-18	<input checked="" type="checkbox"/>
7-8(A) CC Math Gr 6	17-18	<input checked="" type="checkbox"/>

- Enter a Report Title such as **1<sup>st</sup> Nine Weeks Progress Report**
- Click on the arrow beside **Select Classes**
- Click in the **box beside the classes** for which you wish to print Progress Reports (**If you choose more than 4 classes the report may not run.**) )
- Click the arrow beside **Select Classes** to close the box

# To Create Progress Reports for Multiple Classes)

<b>Description</b>	Multi-function report per student. Useful for progress reports, missing/late assignments, low grades, high grades, category totals, and more.	
Classes*	Select Classes 	1 Class: 4(A) Tech Foundations
Use Custom Class Name	<input type="checkbox"/>	
Include Students' Full Schedule	<input type="checkbox"/>	Full schedule of classes for students within Date Range for Course Grades and/or Assignments
Separate Report By Section, By Student	<input checked="" type="checkbox"/>	Recommended if you are generating a large report.
<b>Sort Options</b>		
Layout	By Section, By Student 	
Students	Last Name 	
Assignments	Due Date (Newest First) 	
<b>Data</b>		
Areas to Include*	Select Data 	Course Grades and Attendance, Assignments
Show Percentages	<input checked="" type="checkbox"/>	
Show Assignments with no Data	<input checked="" type="checkbox"/>	

- In the Sort Options section, select By Section, By Student

# To Create Progress Reports for Multiple Classes)

The screenshot shows a 'Select Data' menu with the following options and their selection status:

Option	Selection Status
Course Grades and Attendance	Checked
Course Grade Comments	Unchecked
Standards Final Grades	Unchecked
Assignments	Checked
Assignment Comments	Unchecked
Standards Scores	Unchecked
Category Totals	Unchecked

- In the **Data Section**, click the arrow beside **Select Data**. This will allow you to select the areas to include in the progress report.
- Select the two options above if not already selected; **Course Grade and Attendance** and **Assignments**.
- Check **Course Grade Comments** and **Assignment Comments** only if you want to include any comments you have entered about the students.
- Clear check marks from two options above; **Standards Final Grades** and **Category Totals**.
- Click the **Select Data** arrow again to close the menu.

# To Create Progress Reports for Multiple Classes)

The screenshot shows a web interface for creating progress reports. On the left, there is a sidebar with several filter categories: 'Date Range', 'Standards/Final Course Grades', 'Assignment Date Range', 'Data Filters', 'Assignment Attributes', 'Assignment Scores', 'Assignment Categories', and 'Course Grades'. The 'Date Range' section is active, and a dropdown menu is open for 'Select Reporting Term'. The dropdown menu lists the following options with checkboxes: 'Select All', 'Y1', 'S1', 'R1', 'R2', 'E1', and 'S2'. The 'R1' option is selected, indicated by a green checkmark in the checkbox. To the right of the dropdown, the text 'R1' is visible, along with other filter options like 'Any Assignment', 'Any Scores', 'Any Category', and 'Any Course Grades'.

- In the **Date Range section**, click the arrow beside **Select Reporting Term**.
- Select the **appropriate term**. (R1, R2, R3, etc.) )

# To Create Progress Reports for Multiple Classes)

The screenshot shows a software interface with several filter categories on the left and a central dropdown menu. The categories on the left are: Date Range, Standards/Final Course Grades, Assignment Date Range, Data Filters, Assignment Attributes, Assignment Scores, Assignment Categories, and Course Grades. The central dropdown menu is open, showing a list of options: Manual, Full Class, Y1, S1, R1, R2, and E1. The R1 option is highlighted with a blue bar on the left. To the right of the dropdown menu, there are several labels: R1, Any Assign, Any Score, Any Categ, and Any Cours.

- Click the arrow beside **Assignment Date Range.** )
- Select the **appropriate term.** (R1, R2, R3, etc.)

# To Create Progress Reports for Multiple Classes)

Data Filters

Assignment Attributes

Assignment Scores

Assignment Categories

Course Grades

Filter Assignments

Filter Scores

Filter Categories

Filter Grades

Any Assignment

Any Scores

Any Category

Any Course Grades

- In the **Data Filter section**, for a **standard progress report**, no filters are necessary.
- You can create specific reports based on categories, assignment scores, assignment categories and Grades. Choose the appropriate filters for you specific report.



# To Create Progress Reports for Multiple Classes)

The screenshot shows a software interface for creating progress reports. At the top, there are two tabs: 'Criteria' and 'Students'. An arrow points to the 'Students' tab. Below the tabs, there is a checkbox labeled 'Include Dropped Students'. Below that, there are two buttons: 'Show Selected Students' and 'Add/Remove Students'. An arrow points to the 'Add/Remove Students' button. A light blue banner below the buttons contains the text 'The report applies to all students in the selected classes.' An arrow points to this banner. Below the banner is a table with a 'FILTER' input field and a list of students. Each student row has a green checkmark in a box on the right. An arrow points to the top-right checkmark box. Below the table is a 'Legend' section.

Criteria Students

Include Dropped Students

Show Selected Students Add/Remove Students

The report applies to all students in the selected classes.

FILTER		
Adams, Jaliya	1(A) Tech Foundations	<input checked="" type="checkbox"/>
Anderson, Samuel	3(A) Tech Foundations	<input checked="" type="checkbox"/>
Andrews, Angelia	4(A) Tech Foundations	<input checked="" type="checkbox"/>
Armstrong, Landen	4(A) Tech Foundations	<input checked="" type="checkbox"/>
Atherton, Colton	3(A) Tech Foundations	<input checked="" type="checkbox"/>
Brewer, Ava	4(A) Tech Foundations	<input checked="" type="checkbox"/>
Brown, Mackenzie	3(A) Tech Foundations	<input checked="" type="checkbox"/>
Brown, Nathan	3(A) Tech Foundations	<input checked="" type="checkbox"/>

Legend

Remove this check mark to remove all students, click the box next to students you wish to run a report.

- Click on the **Students tab** at the top. Click **Add/Remove Students**. You may remove students from the **Add/Remove Students list**, if you have a need to eliminate a student from the report. Simply click the box beside the student name to remove the check mark.

# To Create Progress Reports for Multiple Classes)

Criteria Students **Format**

Orientation Portrait

Output PDF

Page Break  Between Students

Exclude Row Shading  (Saves ink for printed reports)

Top Note  Include  Bold

Progress Report 1st Nine Weeks

Characters Left: 226

Bottom Note  Include  Bold

- Click on the **Format** tab.
- Choose the **Orientation**. (Portrait)
- This report will produce a **.pdf** file by default.
- Use a **page break** between students.
- Include a **top note** if you wish and customize the note message.

# To Create Progress Reports for Multiple Classes)

Bottom Note  Include  Bold

Characters Left: 256

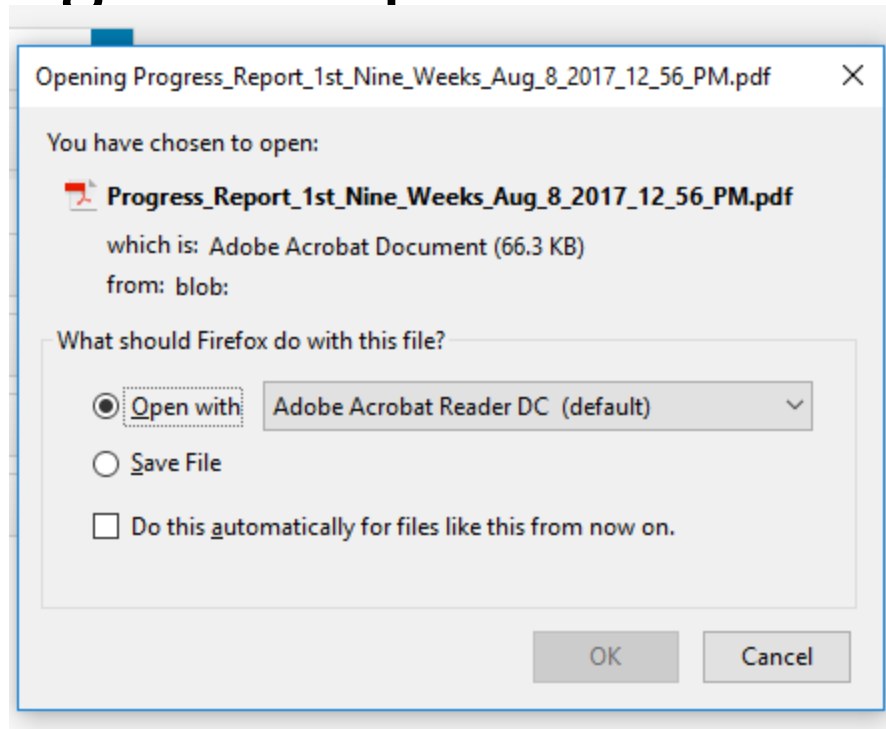
Signature Line  Include

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Legend  
Icons 📅 - Date Entry |\* - Required Field

- Include a **bottom note** if you wish and customize the note message.
- Click to **Include a Signature Line** if you wish.
- Click on **Run Report** in the bottom right corner.

# To Create Progress Reports for Multiple Classes)



- PowerTeacher Pro will prompt you to either Save File or Open with.
- Click **Open** with and choose the appropriate application to open the file. As this is a .pdf file, it will open in Adobe Acrobat Reader.
- You may also save the file in case you want to have a copy for reference.

# To Create Progress Reports for Multiple Classes)

## Progress Report 1st Nine Weeks

Progress Report 1st Nine Weeks	Anderson, Dakarian
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Class: 3-4(A) CC Math Gr 6 (2017-2018)	Teacher: Billingsley
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## Final Grade

Rpt. Term	Grade	Percent	Absent	Tardy	Missing	Late	Incomplete
R1	A	90%			1	0	0

## Assignment Scores

Date	Category	Assignment	Score	Pts Poss	%	Grade	Flags
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07/24/17	Classwork	Unit 2 a	89	100	89%	B	
07/23/17	Homework	Planner	95	100	95%	A	

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- The report will show the **report title**, the student's name, the class, the teacher, the final grade and **individual assignments** with grades. )

If you wish to create a progress report for an individual class, select only the class for which you wish to print. )

3-4(A) CC Math Gr 6	17-18	<input checked="" type="checkbox"/>
Other Classes		<input type="checkbox"/>
HR(A) Homeroom	17-18	<input type="checkbox"/>
1(A) Study Hall 6	17-18	<input type="checkbox"/>
5-6(A) CC Math Gr 6	17-18	<input type="checkbox"/>
7-8(A) CC Math Gr 6	17-18	<input type="checkbox"/>

Criteria   Students   Format

Report Title   Progress Report 1st Nine Weeks

Description   Multi-function report per student. Useful for progre:

Classes\*   Select Classes   3 Clas

Use Custom Class Name  

Include Students' Full Schedule      Full sc

Separate Report By Section, By Student      Recon

Sort Options

Layout   By Section, By Student

Students   Last Name

Assignments   Due Date (Newest First)

- If you are printing an individual class or student, select **By Student** for the Layout.

- **Select** or **deselect** options so that your screen looks like the above.

- If you wish to create a progress report for an individual student, click on the **Students tab**.
  - Click **Add/Remove Students.** )
- Click the top check mark beside the **Filter box** to remove the check mark beside all students.
  - Select only the student for whom you wish to print the progress report by checking the box beside the student name.

Criteria Students Format

Include Dropped Students

Show Selected Students Add/Remove Students

The report applies to all students in the selected classes.

FILTER		<input checked="" type="checkbox"/>
Adams, Jaliya		<input checked="" type="checkbox"/>
Castic, Avan		<input checked="" type="checkbox"/>
Cooper, Alexandria		<input checked="" type="checkbox"/>
Dunn, Christian		<input checked="" type="checkbox"/>
Hadley, Kaitlyn		<input checked="" type="checkbox"/>
Henson, Alyssa		<input checked="" type="checkbox"/>
Irons, Joshua		<input checked="" type="checkbox"/>
Jones, Kaleah		<input checked="" type="checkbox"/>