IPRs

The Interim Progress Report (IPR) is run for a specific point in time during the current semester/cycle to provide a report of a student's grades up to that point. IPRs can be run anytime throughout the semester, including occasions when the instructor meets with a student's parents and wants to show them a detailed report of the student's grades. In addition to displaying a student's grades and average, the instructor can also enter comments and notes associated with the student's performance.

The Interim Progress Reports page displays IPRs for all students selected on the Print IPR page. Any comments entered on the IPR Comments page are displayed on the IPRs. Assignments on the IPR are sorted by due date within each category. If a due date is not entered, the assignments are sorted alphabetically by assignment name.

IPR Comments

The IPR Comments page allows you to enter IPR comments and notes to be printed on the printed IPRs.

■ IPR comments are codes for preset descriptions that apply to all course sections for the student.

■ IPR notes are free-text notes that apply only to the student for the selected course section.

Grades > IPR Comments

To add comments:

1. In the **Course Section** field, select the course section or group. The students in the course section are displayed. Students are sorted by last name, unless you have specified a custom sort order on the Arrange Student Order page.

2. In the **IPR Comments** field, you can enter up to five one-character comment codes to specify the comments you want to print on the IPR (e.g., Excessive Talking, Finishes Work On Time, or Conference Requested).

   ● For a list of valid IPR comment codes and descriptions, click **Show Comment Legend**. The comment legend is displayed on the right side of the page allowing you to view valid codes.

   (TxEIS only) If a description exists in Spanish, the Spanish description is displayed below the English description. If the student's report card is generated in Spanish, and a Spanish comment exists, the Spanish comment is printed on the report card. If a Spanish comment does not exist, the English comment is printed on the report card. These codes and descriptions are maintained on the Rpt Card Comments tab in the TxEIS Grade Reporting application.

Student ID	Name ▲	Average	IPR Comments	Note	Code	Description
300632	AGUERO, CYRUS T			📄	A	DOING GREAT WORK Haciendo un buen trabajo
503762	AGUILAR, ASHLEE N	74	DFJ	📄	B	TOO MANY ZEROS Demasiados ceros áíóúéñÑ
503060	ANGUIANO, TIFFANY M	70	GKLC	📄		
502241	BAZAN, susan L			📄	C	POOR TEST/PROJECT GRADES Bajas calificacioines
502326	BUENO, SAADIA J			📄	D	NEEDS TO ATTEND TUTORIAL TIME Tiene que asistir a clases
100834	CULBREATH, NICOLAS C			📄	E	INCOMPLETE HOMEWORK/CLASSWORK Obra incomplete ÁÉÓÜïÜ

   ● To hide the comment legend, click **Hide Comment Legend**.

3. When you are satisfied with the IPR comments and/or notes you entered, you must save the data.

4. To clear all comments for all students displayed, click **Clear All Comments**.

   Note: Your comments are not actually cleared until you enter your PIN and click **Save** to save all data on this page.

To add notes:

In the **Note** field, click 📄 to enter notes about the student to be printed on the IPR, and then click **Ok**. If a note is entered for a student, the 🔲 icon is displayed.

Note: Your comments and/or notes are not actually saved until you enter your PIN, and click **Save** or press ENTER to save all data on this page. When you click **Ok**, it only saves your notes until you save all data on this page.

Print IPR

The Print IPR page allows you to select the students for whom you want to print IPRs. For each student, you can select the semester and cycle, the courses for which you want to print IPRs, and the level of detail you want to include on the report.

Important Note: Before printing IPRs, it is recommended that you change the **Page Setup** options to disable printing of headers and footers when printing IPRs. Otherwise, page numbers for the entire group of IPRs and other unnecessary data will print in the header and footer of each IPR.

■   In the Internet Explorer browser from the File menu, select **Page Setup**. The Page Setup dialog box opens allowing you to change the settings.

■   Under **Headers** and **Footers**, delete all data in the **Headers** and **Footers** fields.

   Note: Make note of the data that you are deleting, in case you want to reset the headers and footers after you have printed IPRs.

■   Click **OK** to save the settings and close the Page Setup dialog box.

Grades > Print IPR

To print IPRs:

1. Select the semester, cycle, and course section for which to print IPRs. Students are displayed in order by last name, unless you have specified a custom sort order on the Arrange Student Order page.

    Notes:

    ●   If you marked the course as ready to post on the Cycle Grades page, the message "[Ready]" is displayed in the **Course Section** drop-down list next to the course.

    ●   If you select an elementary skills-based course, the following message is displayed: "This is a Skills-Based course. Categories do not apply." You cannot produce IPRs for elementary skills-based courses.

    ●   If you have created course groups on the Course Grouping page, the groups are listed in the drop down as well as the individual courses.

2. To print IPRs only for students with an average below a specific average for the course section, type the average in the **Select students with averages below** field, and then click **Select**. Those students will be selected for printing.

3. By default, withdrawn students are not displayed. To display withdrawn students, select **Show withdrawn**. To hide withdrawn students, unselect **Show withdrawn**.

4. To include blank grades, select **Show blank grades**. All assignments are displayed, including assignments with blank grades. If **Show blank grades** is not selected, blank assignment grades are not displayed. This is not applicable for courses that use standards-based/skills-referenced grading.

5. Select **This Class** if you want to print an IPR for the student for only the selected course section. To select this option for all students in the selected course section, select **Check all**. If you select this option for any students, you cannot select the **All My Classes** option for the students.

6. Select **All My Classes** if you want to print IPRs for the student for all classes you teach in which the student is enrolled. To select this option for all students in the selected course section, select **Check all**. If you select this option for any students, you cannot select the **This Class** option for the students.

7. Select **Detailed View** if you want to print the detailed IPR, which includes all assignment grades for each selected course section. To select this option for all students in the selected course section, select **Check all**. Otherwise, the IPRs will include all information except the assignment grades.

8. (TxEIS only) In the **Language** field for each student, select the language in which to print the IPR. If you select a language other than English, the IPR headings and fields are converted to the selected language; however, the student and course comments are only printed in the selected language if they have been entered in that language in the Student system. User-defined fields are not converted.

9. In the optional **IPR Wide Note** field, you can enter a note that will appear on all IPRs that are selected for printing. The wide note is added to the end of any notes entered in the **Note** field on the IPR Comments page. (Notes entered on the IPR Comments page are student-specific.)

10. Select **Print Parent Signature Line** if you want a parent signature line to print at the bottom of the IPR.

11. To print the IPRs, click **Print selected IPRs**. The selected IPRs are displayed in a separate window.

   If you entered comments or notes for the IPRs, the comments and/or notes are displayed on the IPRs.

12. Click **Print** to print the selected IPRs.

13. Click **Back to IPR selection page** to return to the Print IPR page.

Print IPR by Average

The Print IPR by Average page allows you to print IPRs for students in all of your courses with working cycle averages below a specific average. On the page, you can specify the average. Then you can indicate your printing preferences on the Print IPR page.

Grades > Print IPR by Average
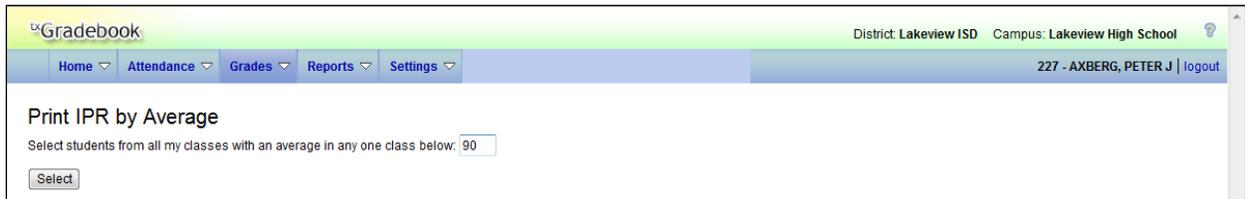
To print IPRs:

1. To print IPRs for students in all of your courses with working cycle averages below a specific average, type the average in the **Select students from all my classes with an average in any one class below** field, and then click **Select**.

    The Print IPR page is displayed allowing you to indicate your printing preferences.
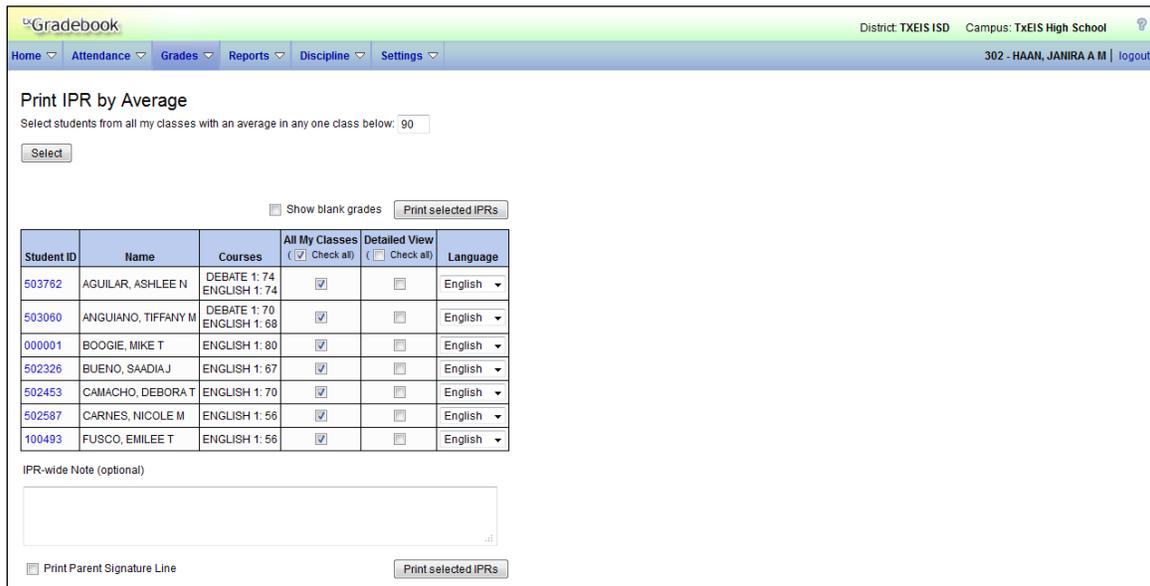
2. Select **All My Classes** if you want to print IPRs for the student for all classes you teach in which the student is enrolled. To select this option for all students in the selected course section, select **Check all**.

3. Select **Detailed View** if you want to print the detailed IPR, which includes all assignment grades for each selected course section. To select this option for all students in the selected course section, select **Check all**. Otherwise, the IPRs will include all information except the assignment grades.

4. (TxEIS only) In the **Language** field for each student, select the language in which to print the IPR. If you select a language other than English, the IPR headings and fields are converted to the selected language; however, the student and course comments are only printed in the selected language if they have been entered in that language in the Student system. User-defined fields are not converted.

5. In the optional **IPR Wide Note** field, you can enter a note that will appear on all IPRs that are selected for printing. The IPR-wide note is added to the end of any notes entered in the **Note** field on the IPR Comments page. (Notes entered on the IPR Comments page are student-specific.)

6. Select **Print Parent Signature Line** to print a parent signature line at the bottom of the IPR.

7. To print the IPRs, click **Print selected IPRs**. The selected IPRs are displayed in a separate window.

    If you entered comments or notes for the IPRs, the comments and/or notes are displayed on the IPRs.

8. Click **Print** to print the selected IPRs.

9. Click **Back to IPR selection page** to return to the Print IPR by Average page.

Interim Progress Reports

The Interim Progress Reports page allows you to print IPRs for the students selected on the IPR Selection page. The page can only be accessed through the Print IPR page or the Print IPR by Average page. After you enter and save any comments for the IPRs and select the students for whom you want to print IPRs, click **Print selected IPRs**.

The page displays IPRs for all students selected on the Print IPR page. Any comments entered on the IPR Comments page are displayed on the IPRs. Assignments on the IPR are sorted by due date within each category. If a due date is not entered, the assignments are sorted alphabetically by assignment name.

Important Note: Before printing IPRs, it is recommended that you change the **Page Setup** options to disable printing of headers and footers when printing IPRs. Otherwise, page numbers for the entire group of IPRs and other unnecessary data will print in the header and footer of each IPR.

■   In the Internet Explorer browser from the File menu, select **Page Setup**. The Page Setup dialog box opens allowing you to change the settings.

■   Under **Headers** and **Footers**, delete all data in the **Headers** and **Footers** fields.

    Note: Make note of the data that you are deleting, in case you want to reset the headers and footers after you have printed IPRs.

■   Click **OK** to save the settings and close the Page Setup dialog box.

Notes about IPRs:

■   The working cycle average is displayed for the cycle for which the IPR is printed. It is listed as **Calculated Average**.

■   The posted cycle averages for previous cycles are printed at the bottom of the IPR (above **Comments**).

■   If a posted or override average exists for the current cycle, it is displayed at the top of the IPR (below **Subject**).

■   If a posted or override average exists for the current cycle, the average is printed on the IPR.

■   In the **Grade** column, the following may be displayed in place of a grade:

   ●   If the assignment is incomplete, the message "Incomplete" is displayed in place of the grade.

   ●   If the assignment grade is missing, the message "Missing" is displayed in place of the grade.

■   In the **Grade** column, the following may be displayed next to a grade:

   ●   If the assignment grade is excluded from the grade average calculation, the message "(Excluded)" is displayed next to the grade.

   ●   If the assignment was turned in late, the message "(Late)" is displayed next to the grade.

   ●   If the assignment was redone, the message "(Redo)" is displayed next to the grade.

   ●   Dropped grades display the message "(Dropped)" next to the grade.

■   If the possible points is not 100, the course is using the percentage weighting type, and the grade is numeric, the possible points for the assignment is displayed. For example, 90/95 is displayed if the student earned 90 points and the assignment was worth 95 points. In this case, the grade does not calculate as 90.

■   If the course is using points-based weighting, the points earned and possible points are displayed. For example, 9/10 is displayed if the student earned 9 points and the assignment is worth 10 points.

■   For students who transferred into the class, the transfer date, transfer average, and transfer weight are displayed.

Standards-Based/Skills-Referenced Courses

■   For TxEIS users, this page is used for courses using standards-based grades.

■   For iTCCS users, this page is used for courses using skills-referenced grades.

If the course uses the standards-based/skills-referenced type of assessment, assignments are associated with specific standards/skills. The standards/skills are grouped together into standard sets/skillsets. For these courses, the assignment grades are sorted by standards/skills, and the standards/skills are displayed under the standard set/skillset heading. Note that an

assignment may be associated with more than one standard/skill, so you may see the same assignment under multiple standard set/skillset headings.

■   The semester and cycle are displayed at the top of the IPR. The assignment grades are displayed for the semester/cycle only; however, the final scores and calculated average are cumulative for the semester.

■   For each standard/skill, a final score is displayed. The score displayed is the highest score of the following:

  ●   The student's current average for the standard/skill, which is calculated by adding all scores for all assignments associated with the standard/skill, and dividing by the number of assignments

  ●   The student's score as calculated using the power law computation

  If an override grade is entered, the override grade is always displayed.

  The final standard/skill score reflects standard/skill scores for all cycles in the semester, even though only one cycle is displayed at a time.

■   For each standard set/skillset, a final score is displayed. This is the average of all final scores for each standard/skill. The final standard set/skillset score reflects standard set/skillset scores for all cycles in the semester, even though only one cycle is displayed at a time. The average does not include scores of zero, unless zero is a valid grade for the campus. The final standard set/skillset score is rounded to one decimal place.

  Note: For iTCCS users, the following applies:

  ●   A particular skillset may be excluded from grade calculations, based on a district-level option for the skillset. If a skillset has been excluded from grade calculation, any skill scores for the skillset will not be included in the student's grade average; however, the grades will be displayed.

  ●   The campus has the option to specify a specific score to use for student grades in all courses that uses skills-referenced grading (Mode and average, Power Law and average, Mode and Power Law, or All). If the campus has specified a specific score, that score is used as the students' average. If *All* is selected, the highest of the scores is used.

■   The **Calculated Average** field at the bottom displays the average of the standard set/skillset final scores, which takes into account all cycles in the semester. This grade will be converted to a standard 100%-based grade using a conversion chart established by the district.