

# Introduction to: Progress Reports an Administrators Guide

February 2021



# Admin Progress Reports

- Creating Progress Report Comments
- Viewing Teacher Submitted Progress Reports
- Creating Progress Reports
- Saving Progress Reports
- Submitting Progress Reports
- Accessing Progress Reports
  - Previous marking periods
  - Current marking period
- Printing Progress Reports
- Administrative Progress Report Monitoring



## Progress Report Key Terms

**Progress Status:** Mandatory Progress Status for the student.

Choices are User defined and can include: Excellent, Satisfactory, Needs Improvement, Unsatisfactory, Failing.

**Progress Topics:** User defined list of Knowledge, Skill & Work Ethic Topics which pertain specifically to each grading component.

**Grade Range Comments:** \*if Admin Enabled\* User defined grade range selection

User defined list of comments that instructors can choose for progress reports and/or report cards.

**Save:** Process of “Saving” a progress report that has not been completed or that you would like to continue to work on at a later date. Grades will change as per real time each time you save.

**Submit:** Process of “Submitting” progress reports for administrative approval or printing.

Once a progress report has been submitted; an instructor cannot make any additional changes.

Grades will be day/time stamped and final for that progress report.

**Calendar Dates:** Allows the user to view the marking period calendar dates.

Dates include: first day, last day, Marking period start/end dates along with the mid-marking period dates.

**Students Below Grade Threshold:** When selecting & enter Grade the following occurs:

- Grade to Date process will be performed for all students within the currently selected class for Current MP
- For each student who falls below the entered Grade Threshold, a new Progress Report will be inserted
- Students who fall below the Grade Threshold will display in the group tree so that a Progress Report can be completed

**Student Failures:** Selecting will display all students currently identified as Failing based on Custom Control > Grading > Letter Grade Conversion/Quality Points > **F= < D Minimum or D-**

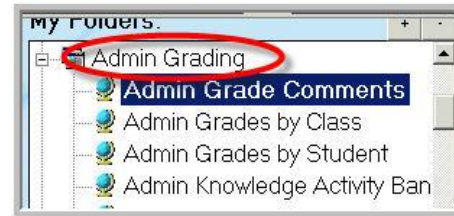
**YTD:** Year to Date attendance



# Admin Progress Reports

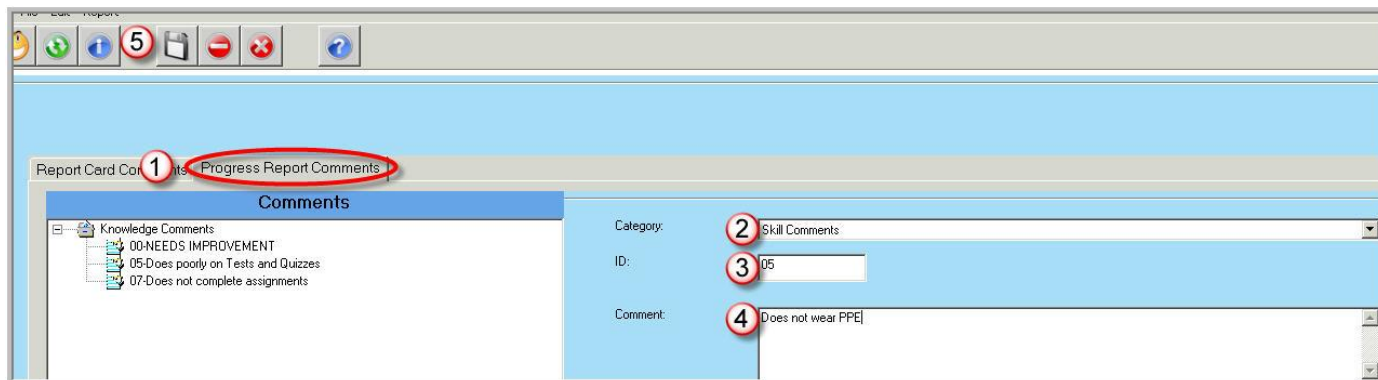
## Creating Progress Report Comments Getting Started

**Admin Grading** > Click **Admin Grade Comments**



Prior to creating student progress reports a list of **Progress Report Comments** must be created and entered into ClassMate. The comments are divided by grading or division component. A Progress Report Comment Worksheet can be used to aid in creating the list. Once the list is entered into ClassMate, yearly maintenance is suggested.

1. Select the **Progress Report Comments** Tab
2. Select the **Progress Report Category** from the drop down menu
3. Enter an **ID** number. This will drive the sequence in which the comments display.
4. Enter a **Progress Comment** > **Save**



# Admin Progress Reports

## Viewing & Creating Progress Reports Getting Started

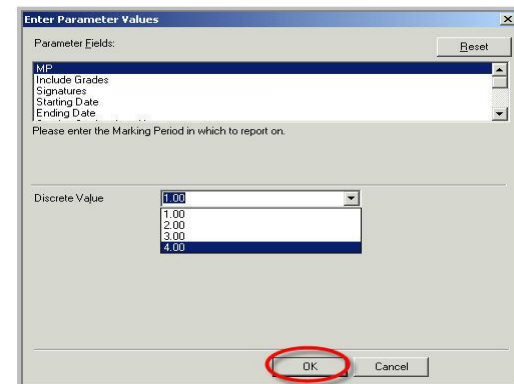
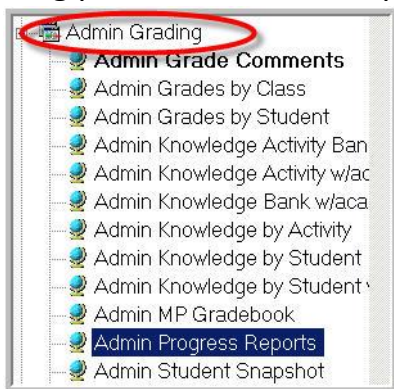
### Admin Grading > Click Admin Progress Reports

Using the **Admin Progress Report** module, Administrators have the ability to not only view & print teacher created progress reports but can create their own if needed. Often, progress reports are reviewed by a member of the administrative team prior to being sent home to parents.

Progress reports in all stages of creation are accessible. (both submitted and saved).

To review teacher created student progress reports Click **Report** located along the top of the screen


Select **Student Progress Report** > Select the appropriate report parameters (You must select a MP marking period to run this report) The other parameters are optional > Click **OK** to run the report



# Admin Progress Reports

## Viewing & Creating Progress Reports Getting Started

Administrators can easily page through all teacher created progress reports.



**Harris Career and Technical Center**  
 1660 Valley Center Parkway  
 Roseto, PA 18017  
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**Student Progress Report - MP 1**

**Student Name:** Nathaniel L. Burson

Mr. Barry Burson  
 1660 Valley Center Parkway  
 Bangor, PA 18013

Progress Report #: 2  
 Sending School: Bangor Area Senior High School  
 Location: Harris Career and Technical Center  
 Enrollment Date: 08/29/2016  
 Course: Automotive Collision & Refinishing Techn  
 Class: AM  
 Instructor: Ms. Peggy Stern  
 Grade: 11

Questions regarding this report can be answered by calling your child's teacher at (222) 258-2857 ext. 2345. If the teacher is not available when you call, please leave your name and telephone number and your call will be returned.

Your child's progress in this class is: **Improved**

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**Knowledge Comments / Recommendations:**  
 Test/quiz grades are commendable  
 Test/quiz grades can be improved

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**Skill Comments / Recommendations:**  
 Displays initiative  
 Highly motivated  
 Shows no motivation in daily work activities

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**Work Ethic/PDP Comments/Recommendations**

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<u>Attendance Report</u>	<u>Excused Absences</u>	<u>Unexcused Absences</u>	<u>Unexcused Tardy</u>
Year To Date Totals	2.00	6.00	0.00
Current marking period	0.00	0.00	0.00

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Instructor's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Issue Date: 02/23/2018

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



# Admin Progress Reports



## Creating Progress Reports

1. Select the Course/Class by clicking on the course and class name/session. The selected class will be highlighted in blue.
2. Verify marking period. System will automatically default to the current marking period.
3. Select the student from the list. Students are listed by grade then alphabetically.
4. Click the + to expand and then on the number “1” if this is the first Progress Report of the **CURRENT** Marking period.  
Click any number to view progress reports that have been started and or submitted.

**Note:** The number of Progress Reports are listed by Marking Period. Each new Marking Period the first Progress Report will be a “1” regardless of the number in a prior period.

5. If creating a Progress Report select a Progress Status from the dropdown menu., otherwise, if viewing the selected status will display  
Please take note the progress status display window includes:

**Real Time Grading:** Includes grade components along with an overall Grade to Date

**Year To Date Attendance :** Includes Excused, Unexcused & Unexcused Tardy

**Current Marking Period Attendance :** includes Excused, Unexcused & Unexcused Tardy

6. If creating a Progress Report and if your site has Grade Range enabled, make selection, otherwise you can view selection made by teacher.
7. If creating a Progress Report, click the appropriate **Grading Component Tab** to enter/select comments, otherwise you can view selection made by teacher.

For example: Knowledge

A list of comments that pertain specifically to the knowledge grading component will display.

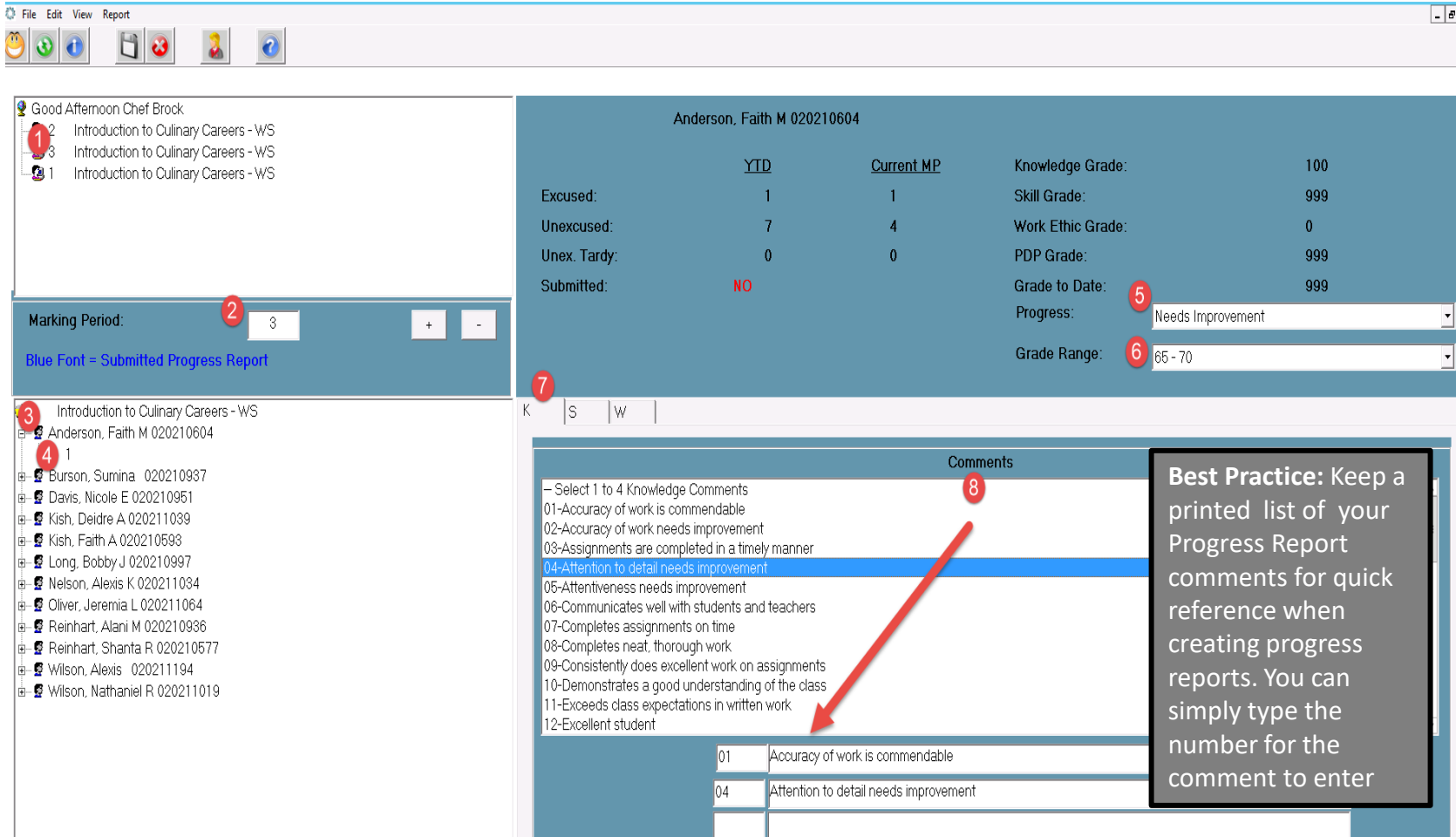
This list is completely customizable.

8. If creating you can select a **Progress Comment** from the standardized comments list.  
Select comments by clicking on the desired comments. The comments will display in bottom window as they are selected. You may select up to **4** comments per grading component. You may also type the comment number in the ID field and the comment will display.



# Admin Progress Reports

## Creating Progress Reports



**1** Introduction to Culinary Careers - WS  
**3** Introduction to Culinary Careers - WS  
**1** Introduction to Culinary Careers - WS

Marking Period: **2** 3

Blue Font = Submitted Progress Report

**3** Introduction to Culinary Careers - WS  
**4** Anderson, Faith M 020210604

**7**

	YTD	Current MP	Knowledge Grade:	100
Excused:	1	1	Skill Grade:	999
Unexcused:	7	4	Work Ethic Grade:	0
Unex. Tardy:	0	0	PDP Grade:	999
Submitted:	<b>NO</b>		Grade to Date:	999
			Progress:	<b>5</b> Needs Improvement
			Grade Range:	<b>6</b> 65 - 70

**8**

**Comments**

- 01-Accuracy of work is commendable
- 02-Accuracy of work needs improvement
- 03-Assignments are completed in a timely manner
- 04-Attention to detail needs improvement**
- 05-Attentiveness needs improvement
- 06-Communicates well with students and teachers
- 07-Completes assignments on time
- 08-Completes neat, thorough work
- 09-Consistently does excellent work on assignments
- 10-Demonstrates a good understanding of the class
- 11-Exceeds class expectations in written work
- 12-Excellent student

01 Accuracy of work is commendable  
 04 Attention to detail needs improvement

**Best Practice: Keep a printed list of your Progress Report comments for quick reference when creating progress reports. You can simply type the number for the comment to enter**



# Admin Progress Reports

## Creating Progress Reports

If you are creating Progress Reports, you will repeat **Steps 6 & 7** for all required grading components.

Ensure you have entered at least **1** comment per tab.

When you have completed the Progress Report you must then **“Save”** it.

To **“Save”**, click the black Disk Icon located along the top of your screen.

After you have **“Saved”** the Progress Report, you can return to this module and continue to work on the Progress Report.

You may continue to edit and revise the Progress Reports until you **“Submit”** them.  
Once **“Submitted”** the progress report can no longer be revised.

### Helpful Hints:

Progress Report Submitted will appear as **“NO”** until time of submission. This indicates the teacher is still in the process of working on the progress report and has only saved the report **NOT** submitted it. The teacher may still be editing this report.

After the Progress Report is submitted, **YES** and date of submission will appear. This indicates the teacher has submitted the progress report and has completed final edits.

Progress Report Status:      **NO** = Progress Report **NOT** submitted for this Student  
   **YES + Date** = Progress Report submitted for this Student



# Admin Progress Reports

## Editing a Saved Progress Report

If you would like to revise or edit a saved Progress Report simply follow **Steps 1-5** to access the Progress Report.

### Change a Progress Report Status

If you would like to change the overall **Progress Report Status**, simply click the drop-down menu, select the new Status and **“Save”**

### Delete a Comment

To delete the comment:

- Highlight the comment number
- Click Delete on your keyboard
- Click on any field and the comment will no longer display

### Add a New Comment

If you have deleted a comment and would like to insert a new comment. Simply follow **Steps 1-7** and **“Save”**



# Admin Progress Reports

## Submitting Progress Reports

Saving the Progress Reports allows you to return to them and revise and edit them as needed. Once the Progress Reports are complete it is time to “**Submit**” them or finalize them.

Progress reports **CANNOT** be printed unless they have been Submitted.

ClassMate allows user the ability to select the method in which they can “Submit” the Progress Report(s). The method you choose is dependent upon how you are creating the Progress Reports.

For example, if you are creating a Progress Report for just one student to commend them, **Submit by Student** would be appropriate.

When creating Progress Reports for an entire class as required by school policy, **Submit by Class** would be appropriate.

1. Select the **Class** by clicking on the class name and session. The selected class will be highlighted in blue.
2. Verify **Marking Period**. System will automatically default to the current marking period.
3. Select the **Student** from the list. Students are listed by grade then alphabetically.
4. Click on the number “**1**” if this is the first Progress Report of the **CURRENT** marking period.

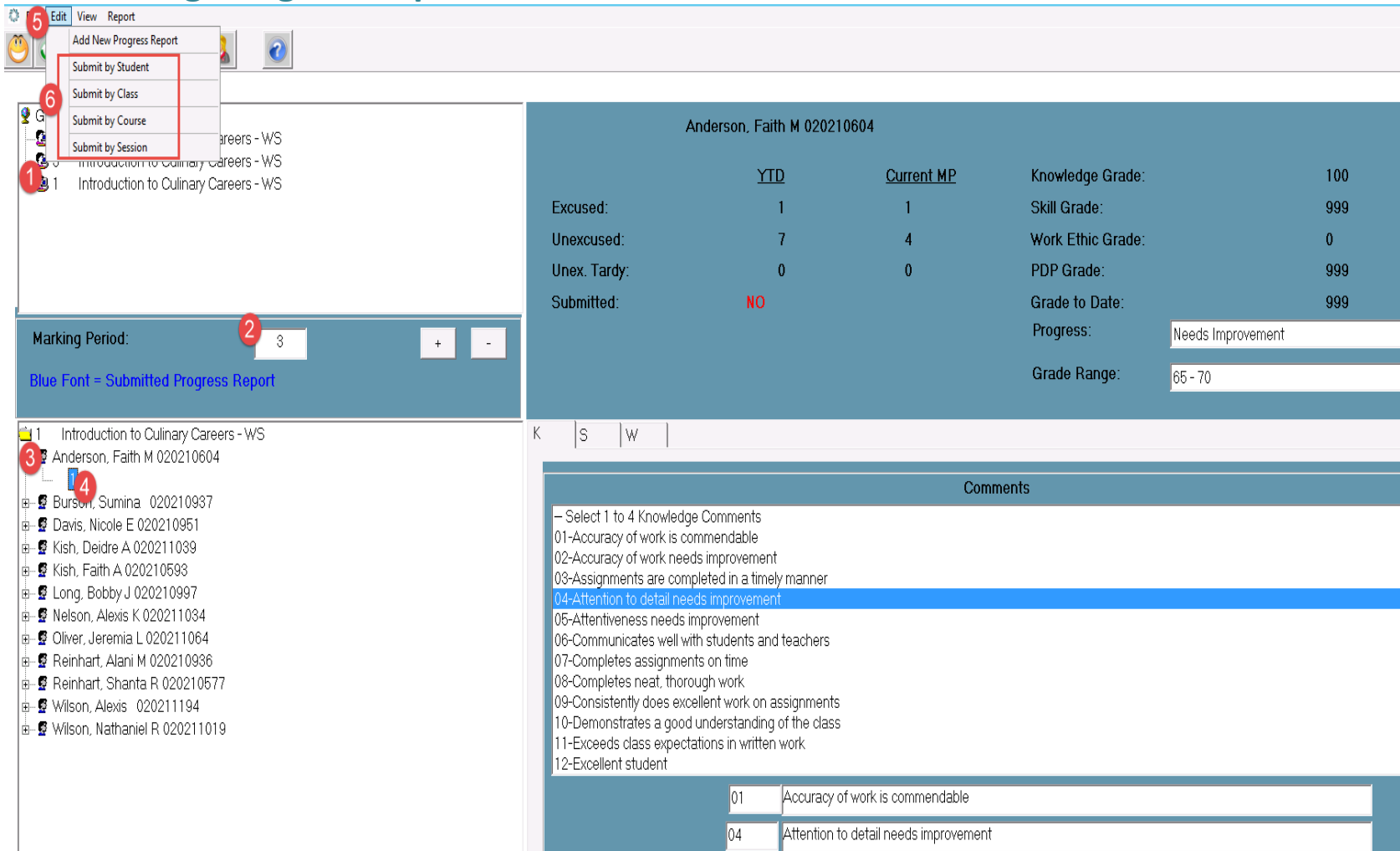
**Note:** The number of Progress Reports are listed by Marking Period. Each new Marking Period the first Progress Report will be a “**1**” regardless of the number in a prior period

5. Click on the word **Edit**, located along the top of your screen.
6. Select the Submission most appropriate:
  - Submit by Student**
  - Submit by Class**
  - Submit by Course**
  - Submit by Session**



# Admin Progress Reports

## Submitting Progress Reports



The screenshot shows the 'Admin Progress Reports' interface. A dropdown menu is open, showing options: 'Add New Progress Report', 'Submit by Student', 'Submit by Class', 'Submit by Course', and 'Submit by Session'. The 'Submit by Student' option is highlighted. The interface is divided into several sections:

- Left Panel:** A list of courses and students. The course 'Introduction to Culinary Careers - WS' is selected. Below the list, the 'Marking Period' is set to '3'. A legend indicates 'Blue Font = Submitted Progress Report'.
- Top Panel:** A navigation bar with 'Edit' and 'View Report' buttons.
- Student Summary:** A table for student 'Anderson, Faith M 020210604' showing YTD and Current MP counts for Excused, Unexcused, and Unex. Tardy, along with various grades and progress status.
- Comments Section:** A list of 12 knowledge comments, with '04-Attention to detail needs improvement' selected and highlighted in blue. Below the list, there are input fields for the selected comment.

**Numbered Callouts:**

- 1: Course selection in the left panel.
- 2: Marking Period dropdown.
- 3: Student selection in the left panel.
- 4: Selected comment in the comments section.
- 5: Edit button in the top navigation bar.
- 6: Submit by Student option in the dropdown menu.



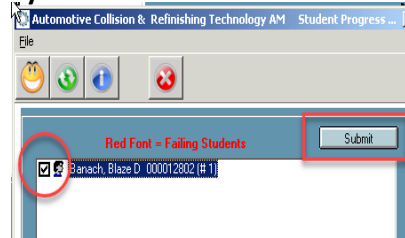
# Admin Progress Reports

## Submitting Progress Reports

Only students with progress reports currently saved will be displayed on the list for selection.

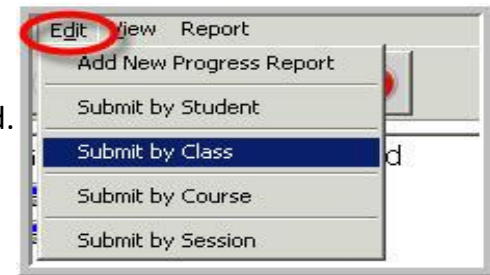
### Submit by Student option (individual students)

Select the **Student Name** from the provided list.  
 Click the box to the left of the student name.  
 A black check mark will display when selected.  
 Click the **Blue Submit** button



### Submit by Class (Entire Class) / by Course (ALL Classes within Course)

Select the **Submit by Class /Course** option and the entire class/course will be Submitted.  
 (only those with progress reports created & saved)



### Submit Session option (individual Classes)

Select the appropriate session (s) by clicking in the box to the left of the session.  
 A black check mark will display when selected.  
 The entire class/course will be Submitted (only those with progress reports created & saved)  
 Click the **Blue Submit** button



### Important Note:

After a Progress Report has been submitted the Student's Name will display in **BLUE** indicating the report has been successfully submitted

To add 2<sup>nd</sup> Progress Report for a student, click Edit > **Add New Progress Report**



# Admin Progress Reports

## Unsubmitting Progress Reports

Occasionally it may be necessary to unsubmit a progress reports for editing or corrections. This function can only be performed by a member of the administrative team as teachers do not have access to this functionality. Once the progress report has been unsubmitted, it may then be edited. Once the edits are complete, the report must once again be submitted to be eligible for printing.

The progress report is a snapshot of student's grades at the date & time the report is submitted. If you grade an assignment or change a grade **AFTER** submitting the progress report the new grades will not be reflected on the progress report. You will want to evaluate the circumstances surrounding a request to unsubmit a progress report. If a correction needs to be made then unsubmitting a progress report is perfectly acceptable. However, if the student has had changes in overall performance due to new grades or a change in attendance, perhaps an additional progress report should be created to reflect these changes.

## Unsubmit Selections

To view the unsubmit options Click on the work **Edit**, located along the top of your screen.

Unsubmit options include:

UnSubmit by **Student**

UnSubmit by **Date**



# Admin Progress Reports

## Unsubmitting Progress Reports

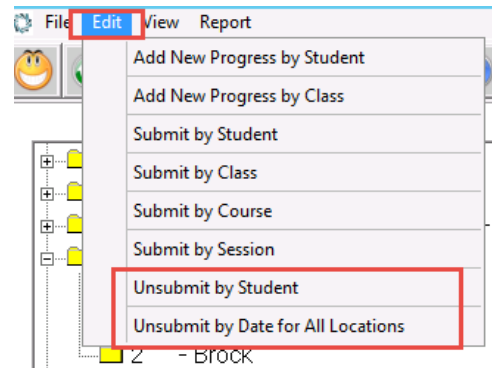
1. Select the **Course & Class** by clicking on the class name and session. The selected class will be highlighted in blue.
2. Verify the **Marking Period**, the system will automatically default to the current Marking Period.
3. Click the word **Edit** located along the top of the screen and select appropriate method:  
**Unsubmit by Student**  
**Unsubmit by Date for ALL Locations**
4. **Unsubmit by Student** (Only those students with submitted progress reports will display)  
Select the **Student Name** from the provided list > Click the box to the left of the student name. A black check mark will display > Click the **Unsubmit** button > a message will display indicating the process was completed successfully.
5. **Unsubmit by Date for ALL Locations** (You do not have to select a course or class to use this functionality. All student progress reports submitted on the date will be unsubmitted across all courses & classes.)  
Select **Unsubmit by Date for ALL Locations** > Click the **Unsubmit** button > Enter the date in the following format: **DD/MM/YYYY** > Click **OK** All progress reports submitted on date provided will be unsubmitted.

Once the progress report has been unsubmitted, it may then be edited. Once the edits are complete, the report must once again be submitted to be eligible for printing.

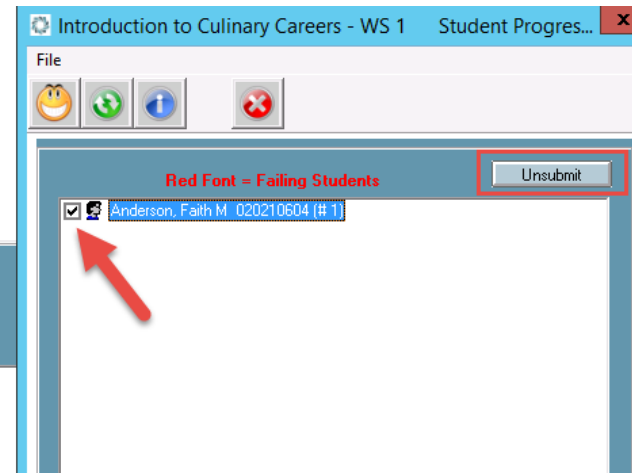


# Admin Progress Reports

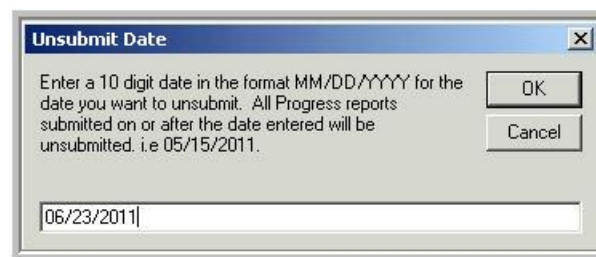
## Unsubmitting Progress Reports



### by Student



### by Date for ALL Locations

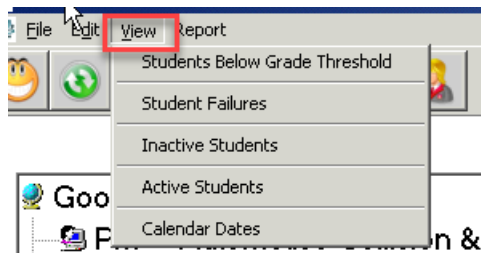




# Admin Progress Reports

## Helpful Hints

- The Progress Report it is a snapshot of student's grades at the time the report is submitted. If you grade an assignment or change a grade **AFTER** submitting the Progress Report the new grade will not be reflected on the Progress Report.
- Once a Progress Report has been submitted it is final. Error correction requires Administrator involvement.
- To view Progress Reports from previous Marking Periods, use the reporting module or simply edit the Marking Period to reflect the previous Marking Period in the middle field of the module.
- Many of our schools send Progress Reports to students when they are doing exceptionally well in school in addition to those student in danger of failing.
- Try to include at least one positive comment on the student Progress Report
- Using the View functionality located along the top of your screen. This functionality allows users to easily see Student Below Grade Threshold (if your site enables the functionality), Student Failures, Inactive Students, Active Students along with the Calendar Dates which identify Mid Marking Periods.



First School Day -> 08/30/2010	Last School Day -> 06/10/2011
<b>Marking Periods :</b>	
1: 08/30/2010 to 10/25/2010; Mid Marking Period is 09/30/2010	
2: 10/26/2010 to 01/14/2011; Mid Marking Period is 12/08/2010	
3: 01/18/2011 to 03/22/2011; Mid Marking Period is 02/16/2011	
4: 03/23/2011 to 06/06/2011; Mid Marking Period is 04/27/2011	



# Admin Progress Reports



## Optional - Grade Range Setup

ClassMate has additional functionality that can be set up by site allowing users to select a Grade Range. This must first have setup completed in Master Codes Management to identify selectable Grade Ranges and then the option must be enabled using Custom Control.

- Using Master Codes Maintenance > select Prgrss Grade Range 11001-11099 and enter Grade Ranges to display

- Using ClassMate Custom Control > Misc tab > Progress Report Grade Range > select On to enable





# ClassMate

1660 Valley Central Parkway  
Suite 500  
Bethlehem, PA 18017

855-984-1228 Help Desk: Option 1  
[www.classmate.net](http://www.classmate.net)