

# Introduction to: Progress Reports *A Teacher's Guide*

February 2021



# Teacher Progress Reports



Teachers are able to generate Progress Reports for students assigned to their classes.

Progress Reports can be created at quarterly, weekly or anytime a progress note is required.

ClassMate allows teachers to generate as many Progress Reports as necessary for any given student during a Marking Period.

At the beginning of each new Marking Period, a new set of Progress Reports is established for all students.

Administrative staff can easily view Progress Reports generated by Teachers at any time.



# Teacher 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 Site Defined by Admin and can include: Excellent, Satisfactory, Needs Improvement, Unsatisfactory, Failing.

**Progress Topics:** Admin 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 Administrative settings.

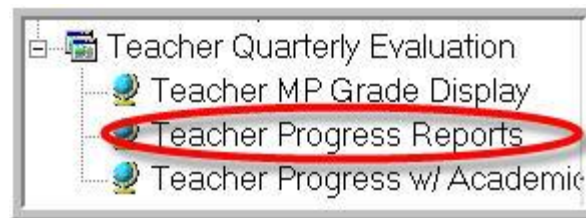
**YTD:**Year to Date attendance



# Teacher Progress Reports

## Creating Progress Reports Getting Started

**Teacher Quarterly Evaluation > Click Teacher Progress Reports**



- Progress Reports are easily created and stored within ClassMate.
- Instructors can create an unlimited number of progress reports each marking period for all students.

**Best Practice:** Create Progress Reports for all students at the mid-marking period date. This allows those students who are performing well to be recognized and those that may be in need of improvement and help to be identified early.



# Teacher Progress Reports



## Creating Progress Reports

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 the + to expand and then 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. Select a Progress Status from the dropdown menu.  
Please take note the progress status display window includes:

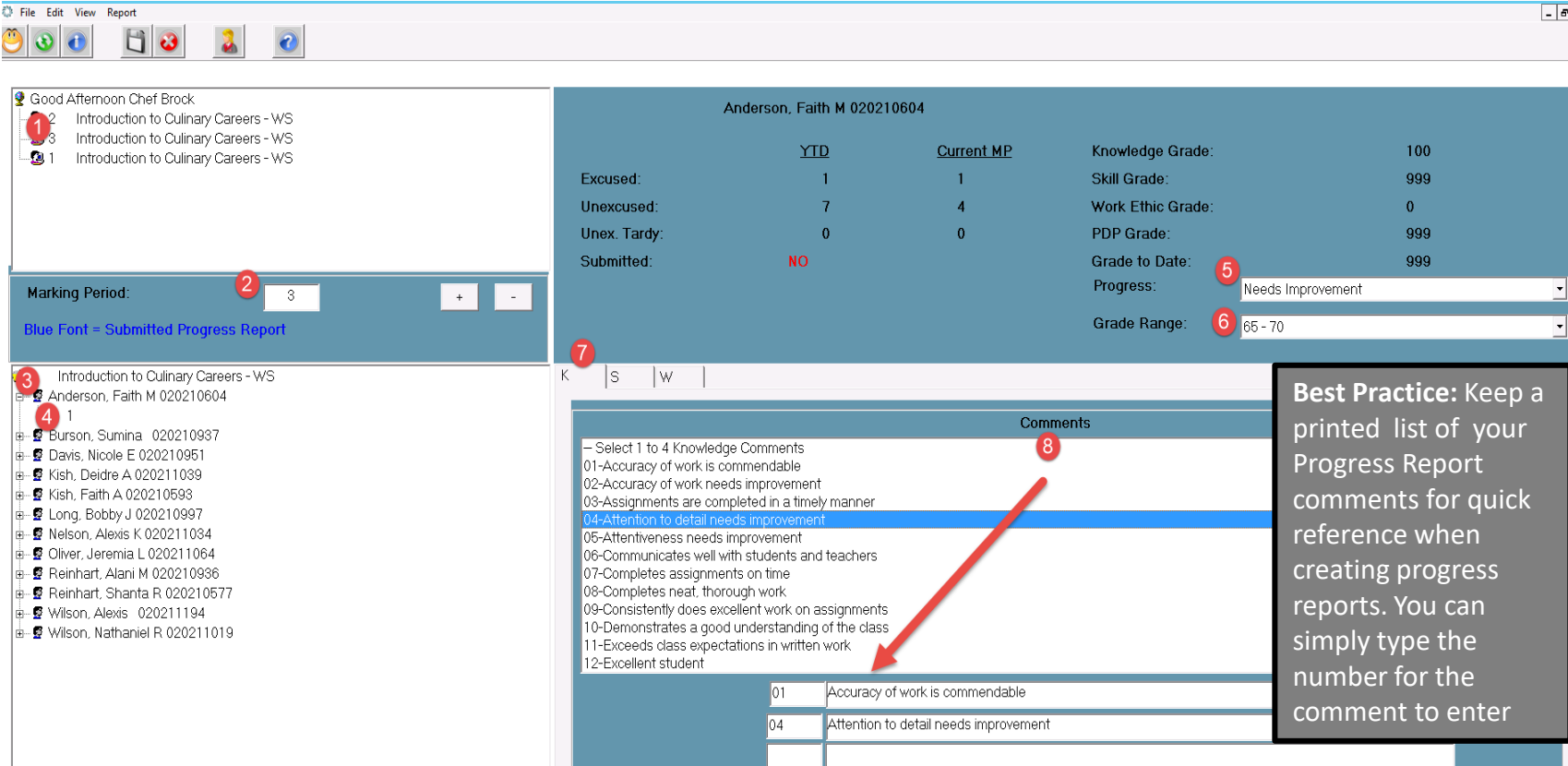
**Real Time Grading:** Includes grade components along with an overall Grade to Date  
**Year To Date Attendance :** Includes Excused, Unexcused & Unexcused Tardy  
**Current Marking Period Attendance :** includes Excused, Unexcused & Unexcused Tardy

6. Select a Grade Range – if applicable
7. Click the appropriate **Grading Component Tab**.  
For example: Knowledge  
A list of comments that pertain specifically to the knowledge grading component will display.  
This list is completely customizable.
8. 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.



# Teacher Progress Reports

## Creating Progress Reports



Good Afternoon Chef Brock

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

Marking Period: 3

Blue Font = Submitted Progress Report

Anderson, Faith M 020210604

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

Introduction to Culinary Careers - WS

Anderson, Faith M 020210604

Burson, Sumina 020210937

Davis, Nicole E 020210951

Kish, Deidre A 020211039

Kish, Faith A 020210593

Long, Bobby J 020210997

Nelson, Alexis K 020211034

Oliver, Jeremia L 020211064

Reinhart, Alani M 020210936

Reinhart, Shanta R 020210577

Wilson, Alexis 020211194

Wilson, Nathaniel R 020211019

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

### Helpful Hints:

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

# Teacher Progress Reports



## Creating Progress Reports

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.





# Teacher 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”**



# Teacher 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.

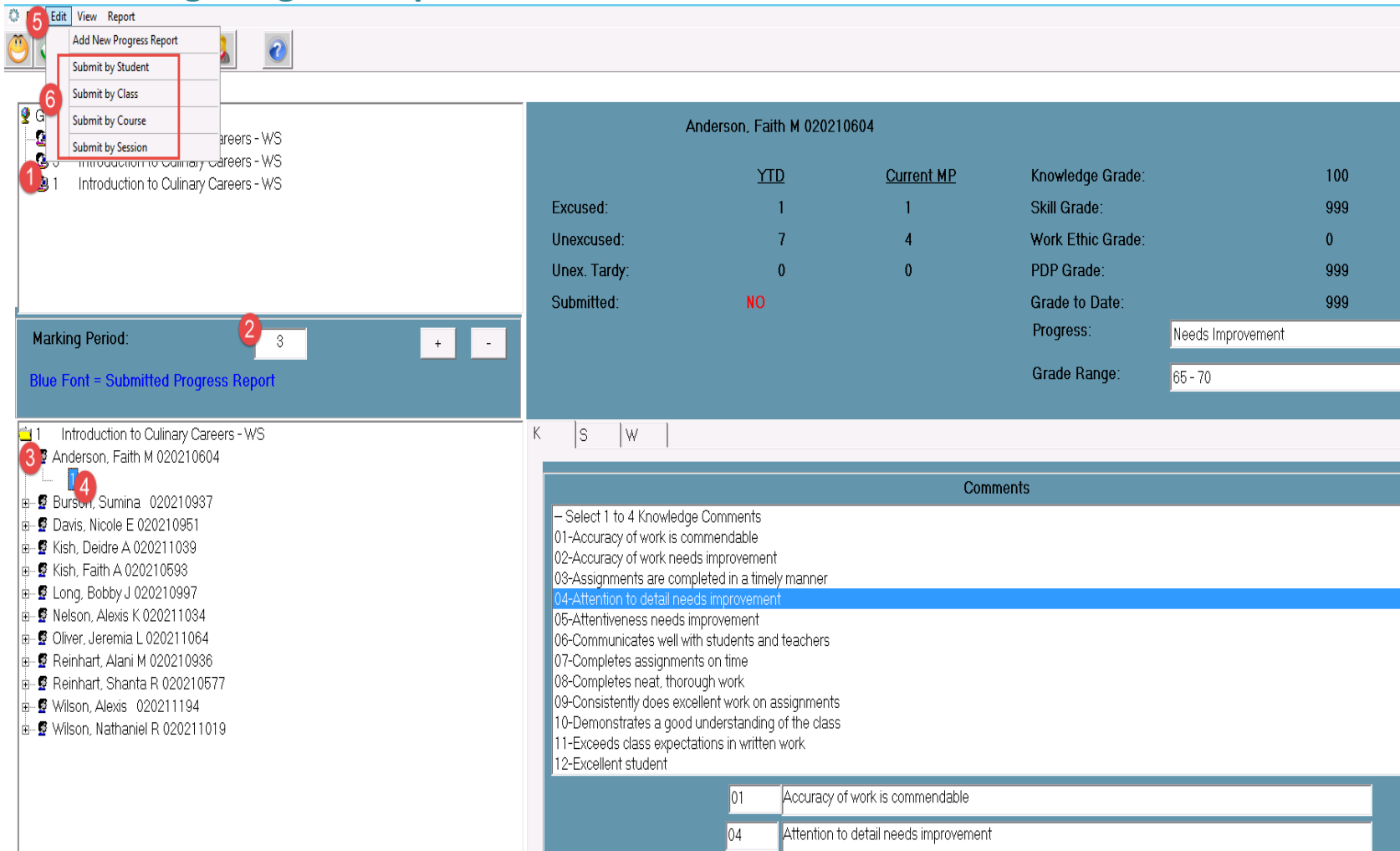
**Note:** The number of Progress Reports are listed by Marking Period. Each new Marking Period the first Progress Report will be a “**1**” regardless of the number in a prior period

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**



# Teacher Progress Reports

## Submitting Progress Reports



**Anderson, Faith M 020210604**

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

Marking Period: 3

Blue Font = Submitted Progress Report

**Anderson, Faith M 020210604**

**Comments**

- Select 1 to 4 Knowledge 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



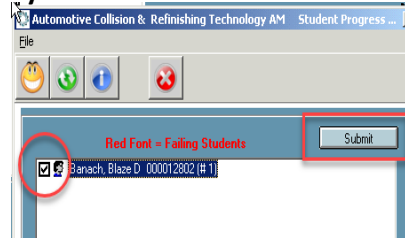
# Teacher Progress Reports

## Submitting Progress Reports

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

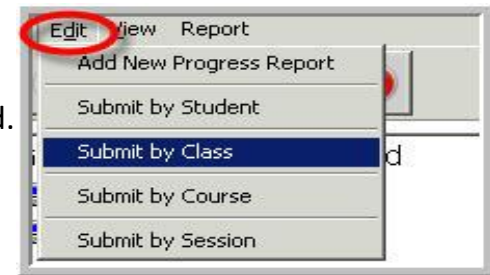
### Submit by Student option (individual students)

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**



# Teacher Progress Reports



## Printing Progress Reports

Teachers have the ability to print Progress Reports at anytime. Only Progress Reports from the current school year are available to teachers, Admin can print prior year as well.

Once Submitted, Progress Reports are produced in the same manner as other ClassMate reports. Remember you will **NOT** be able to view and print Progress Reports until they have been **submitted**.

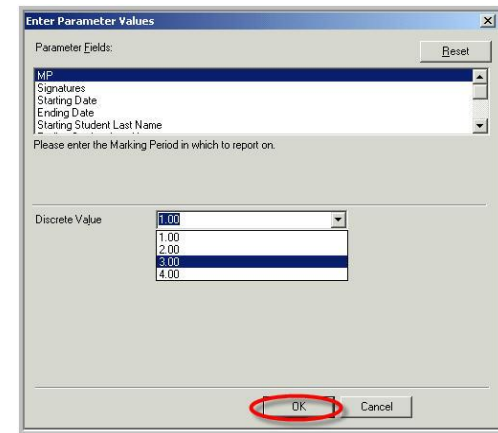
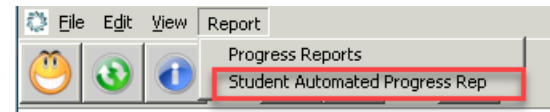
Click on **Report**, located along the top of your screen.

### Select Student Automated Progress Report

Select the Class you want to generate the Progress Reports for

You **MUST** Select the appropriate Marking Period from the drop down menu. (By selecting a previous Marking Period you could view and print a Progress Report for any student that had a report created.)

Click “OK”

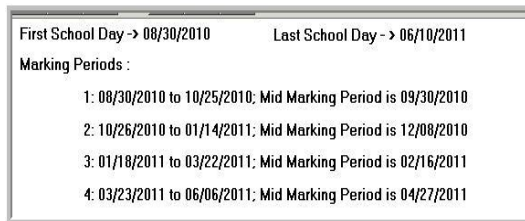
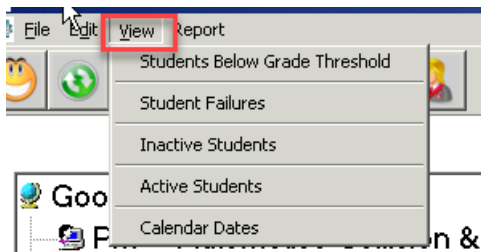




# Teacher Progress Reports

## Helpful Hints

- The Progress Report 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.



# ClassMate

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