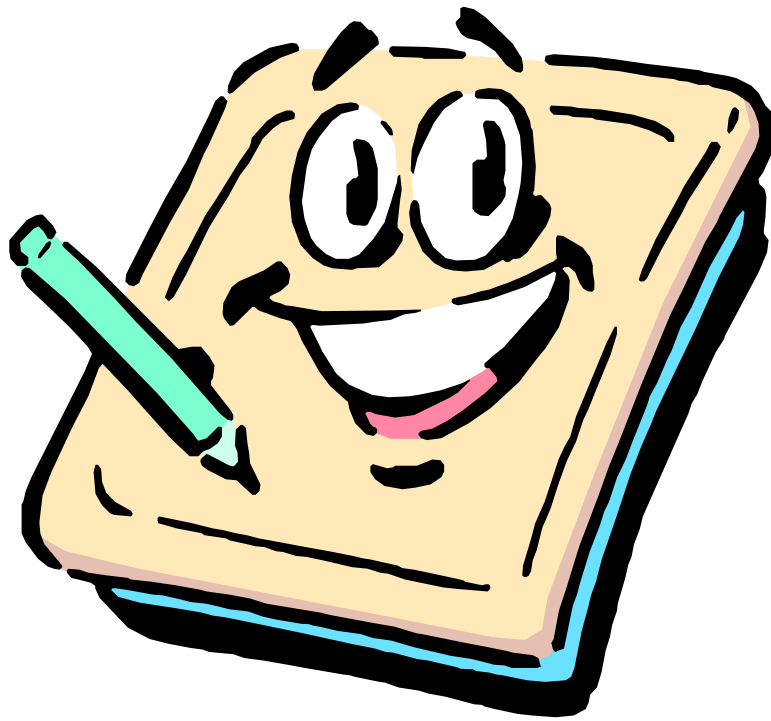


**Elementary Report Cards  
Printed from Progress Books**



**T.C.C.S.A.**  
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**330-264-6047**

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## Entry of Grades by Teachers

An Example of a grade entry screen for a teacher for elementary report cards being printed out via Progress Books:

**MATHEMATICS - 4** Report Cards: DEMO - Elementary

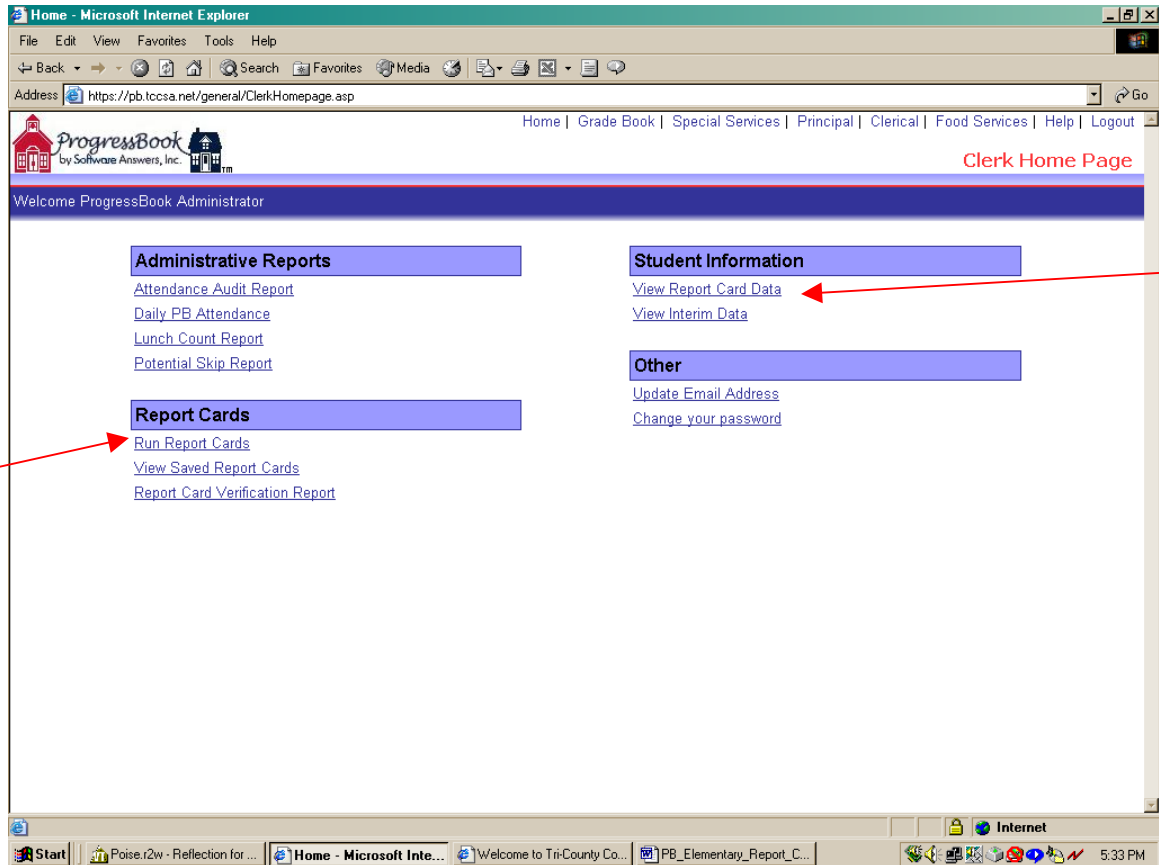
Check the columns to calculate, then press the = button.

Student	Assessment	RP1	RP2	RP3	RP4	Final
<b>AARON HENRY</b> Avg. Mark: Points: 0/0 Absent: 0 Tardy: 0	Progress	E				
	Number Sense & Operations					
	Measurement					
	Geometry & Spacial Sense					
	Patterns/Functions & Algebra					
	Data Analysis/Probability					
<b>DOGG GOOFY</b> Avg. Mark: Points: 0/0 Absent: 0 Tardy: 0	Progress	E				
	Number Sense & Operations					
	Measurement					
	Geometry & Spacial Sense					
	Patterns/Functions & Algebra					
	Data Analysis/Probability					
<b>FELLER BOB</b> Avg. Mark: Points: 0/0 Absent: 0 Tardy: 0	Progress	S				
	Number Sense & Operations					
	Measurement					
	Geometry & Spacial Sense					
	Patterns/Functions & Algebra					
	Data Analysis/Probability					

The teacher must enter the grades and comments/assessments and then hit the SAVE button at the bottom of each class list of students for you to be able to “grab” the information to print out on the report cards.

## Verifying grades have been entered

You will need to have your teachers notify you that they have entered the grades, and you can spot check a few to be sure they have saved them.

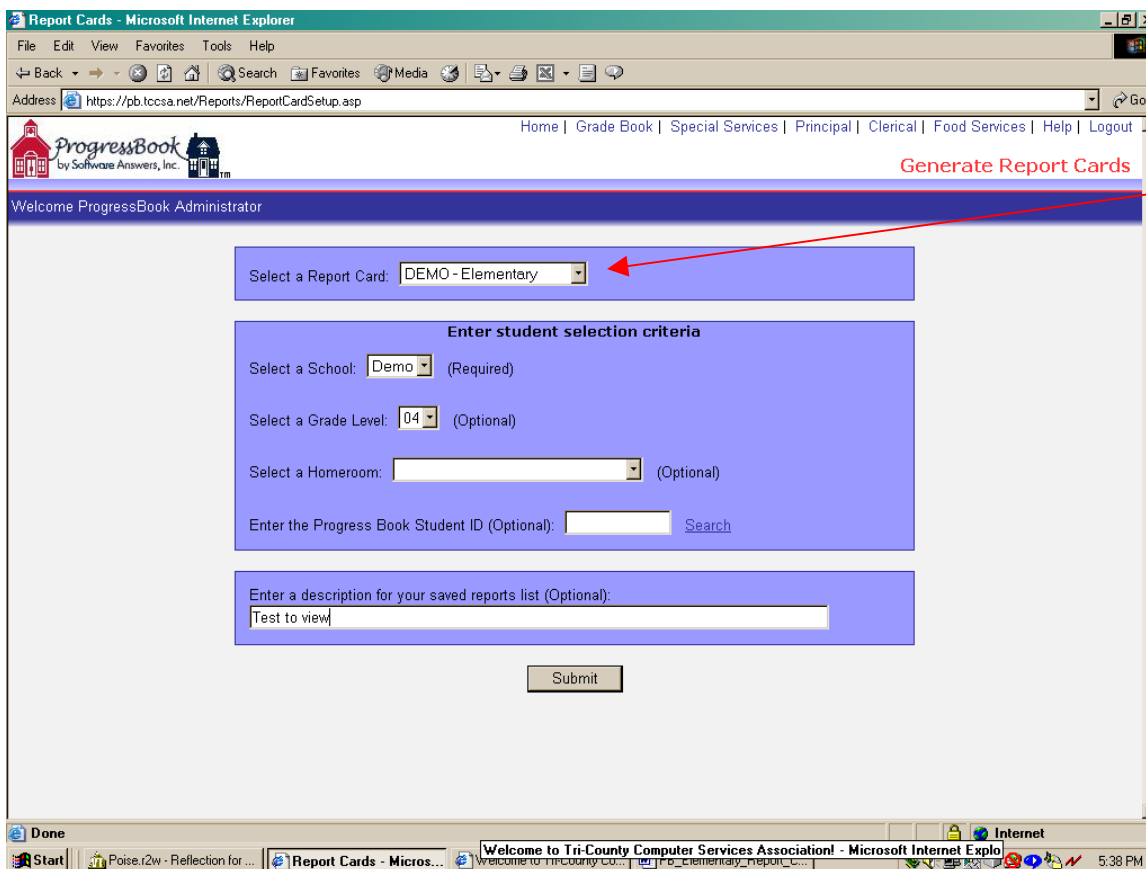


You will select the View Report Card Data, and select your teacher, and class, and you will see the screen that the teacher has to enter the grades.

It should show with the grades, comments and/or assessments filled in.

## Printing of the Report Cards

You will select the Run Report Cards option from the menu, and then answer the following questions.



The screenshot shows a Microsoft Internet Explorer browser window displaying the ProgressBook web application. The address bar shows the URL: <https://pb.tccsa.net/Reports/ReportCardSetup.asp>. The page title is "Report Cards - Microsoft Internet Explorer". The navigation menu includes: Home | Grade Book | Special Services | Principal | Clerical | Food Services | Help | Logout. The main content area is titled "Generate Report Cards" and includes a "Welcome ProgressBook Administrator" message. The form contains the following fields:

- "Select a Report Card:" dropdown menu with "DEMO - Elementary" selected. A red arrow points to this dropdown.
- "Enter student selection criteria" section with the following fields:
  - "Select a School:" dropdown menu with "Demo" selected (Required).
  - "Select a Grade Level:" dropdown menu with "04" selected (Optional).
  - "Select a Homeroom:" dropdown menu (Optional).
  - "Enter the Progress Book Student ID (Optional):" text input field with a "Search" button next to it.
- "Enter a description for your saved reports list (Optional):" text input field with "Test to view" entered.
- "Submit" button.

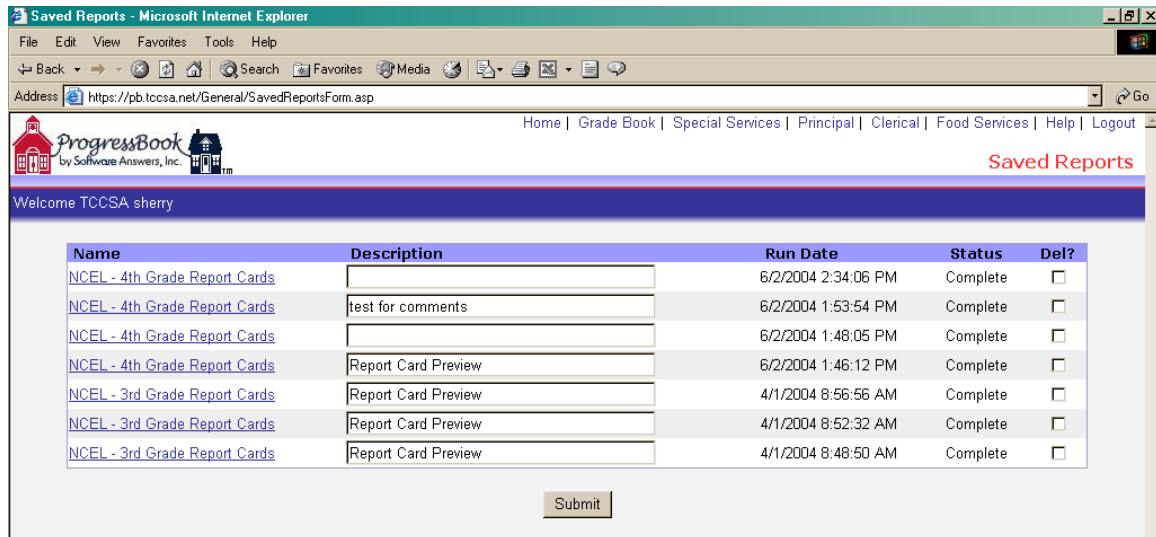
You will need to select the appropriate grade card – there may be a different one for each grade level in your building, so you may need to select the grade levels to match the report card you are running. If for all grades in your building, you may leave the Select Grade Level field blank. Also optional, you may select a specific homeroom or child.

If you wish to select a homeroom, you may use the drop down arrow to see your choices.

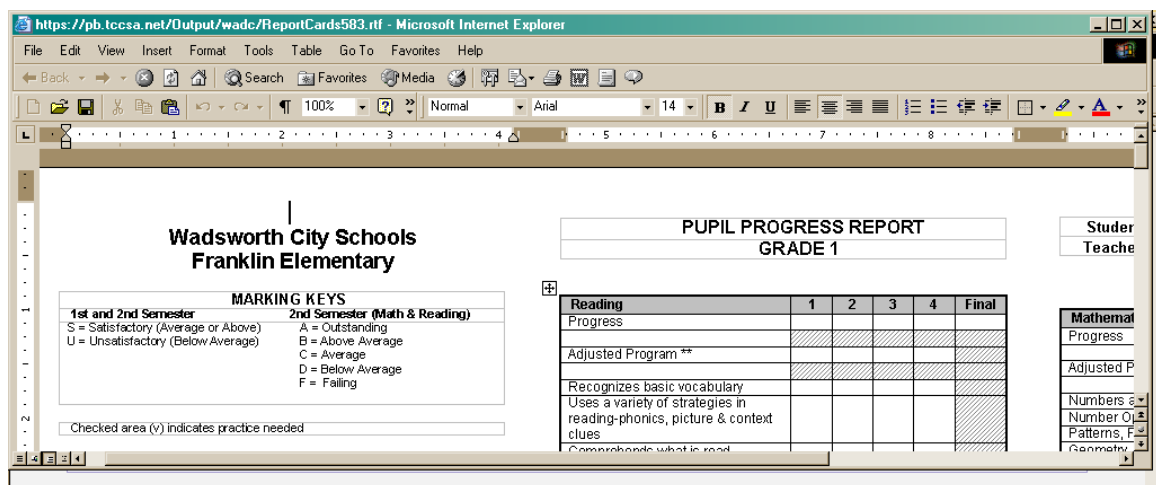
If you wish to select a specific child you will want to use the SEARCH option and then may select by name.

We recommend you put some type of description in that will make sense to you when you go to print the report cards. (You will need to go to another screen to be able to print it out),

When ready to print you will take the option to View Saved Report Cards to get to the following screen:



From this screen you will select the report card that you wish to print, by clicking on it and it will bring it up in web view (sort of like a Word document) you may make changes to the report card(s) themselves while in this mode before telling it to print, by using your File/Print options. If your report cards are on both sides of the paper, you must choose a printer that has duplex options and select that option when printing.



## Items to be aware of for Progress Books

**Scheduling Changes** – Any schedule changes you make in POISE, will be updated to progress book that evening. Progress books will add the students to their new classes but will NEVER delete them from the ones you have just dropped them from in POISE. The teachers will need to **HIDE** these students to keep them from showing up in their class lists.

**B105's** – You will need to check you P105 table to see how many terms are set up in your building, then check the P106 to see the corresponding terms and reporting periods. Once you have this information, this will help you determine when and how many B105's you will need to run. Once you are in the new school year on the P302, if you have set up all your CGRP's by homeroom ids, you can run the program HOMECLIS found on the EMIS\_LCL menu to create your first set of class list records (CLIS). From that point on you will need to run B105's to create a new set of class lists for each reporting period you will need to store a grade in for report card purposes.

We are recommending that you run the B105 for the next reporting period about a week prior to the end of the current reporting period you are in. For example, if your 2<sup>nd</sup> 9 weeks starts November 1<sup>st</sup>, you will want to run the B105 around October 25<sup>th</sup>. Below is an example of the B105 submission screen:

SIS - B105 [CHANGE]	TCCSA Test School Batch Job Requesting	Sep 16, 2004 05:58 PM
Batch Job ID: B105	SET UP CLASS LIST RECORDS	
Version: 01	B105 - DEFAULT VERSION	
Version Date: 05/13/04	Run Day or Night (D/N): N	
----- Batch Job Control -----		
School Year:	04/05	
Previous Term:	1	
Previous Report Period:	1	
New Term:	1	
New Report Period:	2	
----- Print Control -----		
Density: H	Suppress Message (Y/N): N	
Spacing: 1	Auto Status Change (Y/N): N	
Copies: 1	Active Status Code: A	
Printer: P1	Inactive Status Code: I	
Save (Y/N): Y		
Submit For Processing (Y/N): Y		
Message:		

**Window changes for grade entries** – These dates are given to us by your administrators and we have entered them in. This is a date and time range that your teachers have to enter the grades for the report card information in. They may update and make changes and re-save during this “window” of time.

If this time frame needs to be changed, you will need to contact [mail\\_help@tccsa.net](mailto:mail_help@tccsa.net) to have this done.

**Calendar Changes for reporting periods** – These dates also have been given to us by the administrators and we have used them to set up the reporting period time frames in Progress Book. These dates need to be accurate, as all teachers assignments have a due date, whichever reporting period timeframe that the due date falls into is where it is calculated for. So, if you have to change reporting period dates you will need to contact us for this also. An example of this being a change from the original dates, is going over the snow days limit, so you now have to go extra days at the end of the school year. You will need to notify us if this occurs.