Loading grades to Interim Progress:

1. From the **My Classes** page, select the appropriate **IPR Date** from drop down selection.

My Classes							
View:	Current MP	∨	Attendance Date:	4/14/2010 ∨	RC Run:	3 ∨	IPR Date:	04/21/2010 ∨

2. Click the **IPR** link from **My Classes** page for the selected class. The Enter Interim Progress page will display.

2	110 - 1	English 2	118	M, T, W, R, F	M1, M2, M3, M4	List	Att All P	Pic	Def	Score	IPR	RC

Note: Teachers can select or change an IPR Run Date from the Enter Interim Progress page by selecting Existing IPR Run Dates and choosing a date from the IPR Run Date drop-down box.

3. Click **Load from Gradebook**. Teachers must have entered scores for at least one assignment for this button to appear.

   The averages from the Score Assignments page will be posted to the student's IPR mark slot. ~~The student's percentage average will be translated to a valid mark if using a Gradebook Scale.~~ Teachers can override the categories to be included in the IPR average from the IPR Average tab on the Assignments page.

Enter Interim Progress				
[Save]	My Classes	Show Notes	~~Spell Check~~	Load From Gradebook

4. Teachers may override student marks as necessary, such as an Incomplete mark. It is recommended that teachers override student marks on **Score Assignments** page instead by changing the average on the tab for the IPR date. If the mark is changed on the Enter Interim Progress page, and Load from Gradebook is clicked again, the change made there will not be retained. The mark will be updated to match the IPR average from the Score Assignments page.

5. ~~In the **Comments** column(s), use the drop down selection box to highlight a comment and click **OK**.~~

Code	Description
4C	Conduct needs improvement
4E	Effort needs improvement
5C	Unsatisfactory conduct
5E	Unsatisfactory effort
C01	Pleasure to have in class
C02	Keep up the good work
C03	All work completed
C04	Showing improvement

6. The **Absences** column will display the attendance totals for the designated absence slot. ~~The ability to edit attendance total fields is based upon district policy.~~ If the district opts to transfer class information to interim progress reports, the attendance totals will reflect the total absences for the marking period up to the IPR date selected.

7. To enter free text notes for a student, click **Show Notes**. Enter information in the **Notes** field.

Student Name	Marks MID	Comments CM1	CM2	EFF	CDT	Absences AB	TDY
Braun, Sarah N	B+ ⬇	C01 ⬇	C11 ⬇	⬇	⬇		
Notes:		Sarah contributes well to class activities.					

8. **When IPR Marks and Comments entry has been completed, click Save.** Clicking Save "submits" the marks to the eSchoolPlus Mark Reporting application and a green checkmark will appear next to the IPR link in the My Classes page next to the selected class.

6	501 - 1	Spanish 1	118	M, T, W, R, F	M1, M2, M3, M4	List	Att All P	Pic	Def	Score	IPR ✔

~~Entering an Individual IPR~~

~~The New Individual IPR option should be used sparingly. Since it is not possible to print an IPR from within TAC, teachers will need to notify an administrator that a student has an IPR waiting to be printed for a date other than the school's standard IPR date.~~