



## Create IPRs



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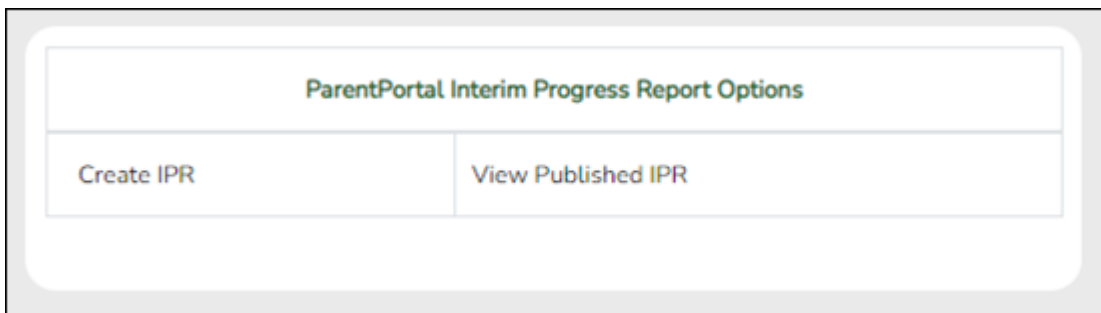
## Create IPRs

### **Grade Reporting > Utilities > ParentPortal Interim Progress Report**

This utility allows you to create and print Interim Progress Reports (IPRs) for students that will be available to parents/guardians electronically via ASCENDER ParentPortal. You can also view previously published IPRs.

The IPRs include courses and working cycle averages from ASCENDER TeacherPortal.

Only one record is created per student, and it will always have the last posted data.



The screenshot shows a web interface titled "ParentPortal Interim Progress Report Options". Below the title, there are two buttons: "Create IPR" and "View Published IPR".

☐ Click **Create IPR**.

Fields are displayed allowing you to specify criteria for generating and printing IPRs.

- Bold fields are required.

Return To ParentPortal IPR Options

Create IPR

Enter Criteria to Create IPR:

Ending School Year (YYYY)

2023

Campus ID

:

Attendance Track (Blank for all)

Grade Level (Blank for all)

:

Semester (1,2,3,4)

Cycle (1,2,3)

Address (S=Student,P=Parent)

Print Auto Grade

☐

Include Self Paced Courses

☐

Include Non Graded Courses

☐

Print Course Attendance

☐

Include only ADA Codes in Course Absences

☐

Print ADA Attendance Summary



☐

Tardy Period (Blank for all)

Student IDs (Blank for all)

:

<b>Ending School Year (YYYY)</b>	The ending year of the school year you are logged onto is displayed and cannot be changed.
<b>Campus ID</b>	Type the three-digit campus ID, or click <b>:</b> to <a href="#">select the campus</a> .
<b>Attendance Track (Blank for all)</b>	Type the two-digit attendance track. Leave blank to select all tracks.

<b>Grade Level (Blank for all)</b>	Type the two-character grade level, click  to <a href="#">select the grade level</a> , or leave blank to select all grade levels.
<b>Semester (1,2,3,4)</b>	Type the one-digit semester.  Valid semesters are 1 and 2.  For a four-semester campus, valid semesters are 1, 2, 3, and 4.
<b>Cycle (1,2,3)</b>	Type the one-digit cycle code.
<b>Address (S=Student, P=Parent)</b>	S - Print the student's address from <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Demo1</a> . If the report is run for the student's address, only one English language IPR is printed.  P - Print the address for the guardian contact who has the lowest relationship code (e.g., 1). If the parent address is blank or no guardian contact exists, the student address is used.  If you select P, an IPR is printed for each parent/guardian who is selected to receive mailouts on <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Contact</a> . IPRs are printed in the language (English or Spanish) specified for the parent/guardian on the Contact tab.
<b>Print Auto Grade</b>	Select if you wish to print the value from the <b>Auto Grd</b> field in the district master schedule if a working cycle average does not exist for the course in TeacherPortal.
<b>Include Self Paced Courses</b>	Select if you wish to include self-paced courses.  A self-paced course is included on the report if a semester average has not been posted for the course. <ul style="list-style-type: none"> <li>• If the self-paced course has a working cycle average in TeacherPortal, the current average is displayed on the report.</li> <li>• If the self-paced course does not have a working cycle average or semester average, the course is included on the report with a blank current average.</li> </ul>
<b>Include Non Graded Courses</b>	Select if you wish to include non-graded courses.
<b>Print Course Attendance</b>	Select if you wish to print course attendance for the selected semester-cycle.
<b>Include only ADA Codes in Course Absences</b>	Select if you wish to include only ADA codes. If not selected, all absence codes are included.
<b>Print ADA Attendance Summary</b>	Select if you wish to include the <b>ADA Attendance</b> section on the IPR.  If selected, a row appears above the course information which provides counts of days present, days absent, and a breakdown of excused, unexcused, and tardies within the specified grading cycle. The counts are based on the number of membership days in the specified grade reporting cycle.
<b>Tardy Period (Blank for all)</b>	Type the two-digit period to use for calculating tardies. If blank, all periods are considered when calculating tardies.
<b>Student IDs (Blank for all)</b>	Type the six-digit student ID number, including all leading zeros. Separate multiple IDs with a comma (e.g., 098321,096476). Or, click  to <a href="#">select the students</a> . Leave blank to select all students.

☐ Click **Create IPR**.

A list of students whose IPR was created is displayed.

Return To ParentPortal IPR Options
☐ Publish ParentPortal IPR

Show 10 entries
Search:

Student ID	Name	Created On	Created By	
Campus: 001 Semester: 1 Cycle: 1				Published: No
303277	ABBOTT, SHAWN ALEJANDRO	10-24-2022		<a href="#">View IPR</a>
302810	ABRAHAM, LAUREN CHRISTOPHER	10-24-2022		<a href="#">View IPR</a>
306083	ACUNA, DEANDRA ANTOINE	10-24-2022		<a href="#">View IPR</a>
299942	AGUERO, ABRAHAM ALEXA CABALSE	10-24-2022		<a href="#">View IPR</a>
319040	AGUILAR, ALEXANDRA ADRIAN	10-24-2022		<a href="#">View IPR</a>
292543	AGUILAR, ANTHONY	10-24-2022		<a href="#">View IPR</a>
297800	AGUILAR, JESSE NICHOLAS	10-24-2022		<a href="#">View IPR</a>
309386	AGUILAR, NOAH GARZA	10-24-2022		<a href="#">View IPR</a>
300689	AGUILAR, VALERIA MAJORA	10-24-2022		<a href="#">View IPR</a>
311578	AGUILLON, ASHLIE ELISA	10-24-2022		<a href="#">View IPR</a>

Showing 1 to 10 of 1,665 entries
Previous
1
2
3
4
5
...
167
Next

- ☐ The **Published** field displays **No** until the IPRs are published.
- ☐ In the **Search** field, begin typing characters to retrieve only students whose name or ID *contains* the characters you typed.
- ☐ Click **View IPR** to view the report for each student.

The IPR opens in a separate window where it can be saved or printed.



TEXAS ISD					Student: 303277 ABBOTT, SHAWN ALEJANDRO					Sem: 1 Cyc: 1	
001 School					Grade: 09 Track: 00					Ctrl Nbr: 289	
798 001 Street					Address: 7945 VERMONT					Sch Yr: 2022-2023	
Alamo City, TX 47498					Alamo City TX 47477					Dt: 10/24/2022	
Course Nbr	Course Title	Period	Teacher Name	Curr Avg	Overall Avg	Cycle Abs			Comment Codes	Notes	
4216	WORLD HISTORY	01 - 01	SORIANO, SANDRA	082		Exc	Un	Sch			
9440	PRIN HOS & TOUR	02 - 02	ZUNIGA, ZELMIRA	100		0	4	0			
5216	FRENCH 1	03 - 03	RODRIGUEZ, RANDY	096		0	4	0			
3316	BIOLOGY	04 - 04	VERNON, URIEL	072		0	3	0			
2516	ALGEBRA 1	06 - 06	URIEGAS, SYLVIA	064		0	3	0			
1935	CREATVE WRITING	07 - 07	DUNN, DIANA	045		0	4	0			
8452	PEP1 DANCE PROD	08 - 08	SANCHEZ, RONALD			0	0	0			
1136	ENGLISH 1	09 - 09	ZEPEDA, YVONNE	081		0	3	0			

☐ Select **Publish ParentPortal IPR** once you are ready to post the IPR for the displayed students, and the **Publish** button appears. Click **Publish**.

**NOTE:** All retrieved IPRs are published, including those that are not displayed according to the **Search** field.

Once published, a link to the electronic version of the student's IPR is provided in ASCENDER ParentPortal.

A message at the top of the page indicates that the IPRs are published. The **Published** field is set to **Yes**.

Return To ParentPortal IPR Options
ParentPortal IPR successfully published.

Show  entries
Search:

Student ID	Name	Created On	Created By	Published
Campus: 001 Semester: 1 Cycle: 1				Published: Yes
303277	ABBOTT, SHAWN ALEJANDRO	10-24-2022		<a href="#">View IPR</a>

**NOTE:** If clicking **View IPR** results in a blank document, verify the student's Priority 1 contact on Registration > Maintenance > Student Enrollment > Contact has both Parent/Guardian and Receive Mailouts checkboxes selected.

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<b>Return To ParentPortal IPR Options</b>	Click to return to the main page.
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