Cycle Midpoint

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Student Year-at-a-Glance

Fall

Cycle Midpoint

The following tasks must be done halfway through each grade reporting cycle (e.g., IPRs).

Task	Resource
Grade Reporting	
❏ Compute attendance data for grade-course records and post absences. This report should be run before printing IPRs to ensure that correct attendance data is printed on the IPRs.	SGR1800 - Compute Attendance in Course Records
❏ Update comments for IPRs. **NOTE:** IPRs use report card messages.	Secondary campuses: Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Messages Elementary campuses: Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Msg Elementary Or, instructors can enter comments in txGradebook.
❏ Print and distribute IPRs.	SGR1160 - Interim Progress Report Or, teachers can print IPRs from txGradebook.

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