



Cycle Midpoint

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

Task	Resource
Grade Reporting	
<input type="checkbox"/> 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
<input type="checkbox"/> Update comments for IPRs.	<p>NOTE: IPRs use report card messages.</p> <p>Secondary campuses: Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Messages</p> <p>Elementary campuses: Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Msg Elementary</p> <p>Or, instructors can enter comments in txGradebook.</p>
<input type="checkbox"/> Print and distribute IPRs.	SGR1160 - Interim Progress Report Or, teachers can print IPRs from txGradebook.



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