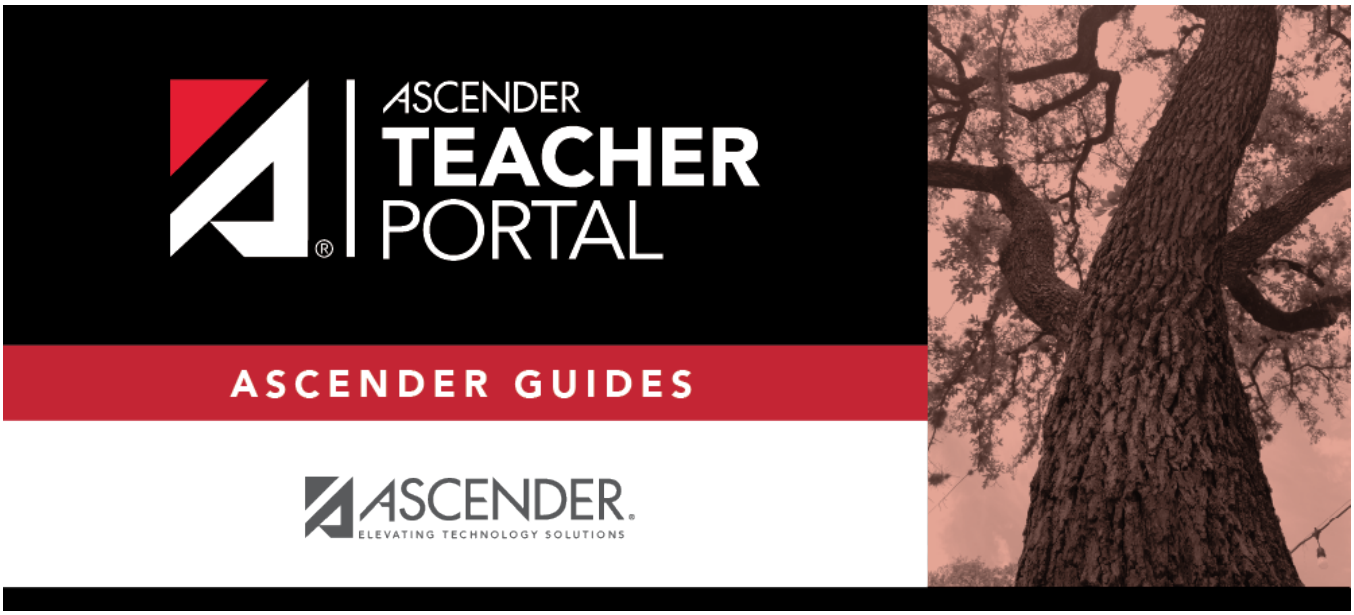
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Print IPR

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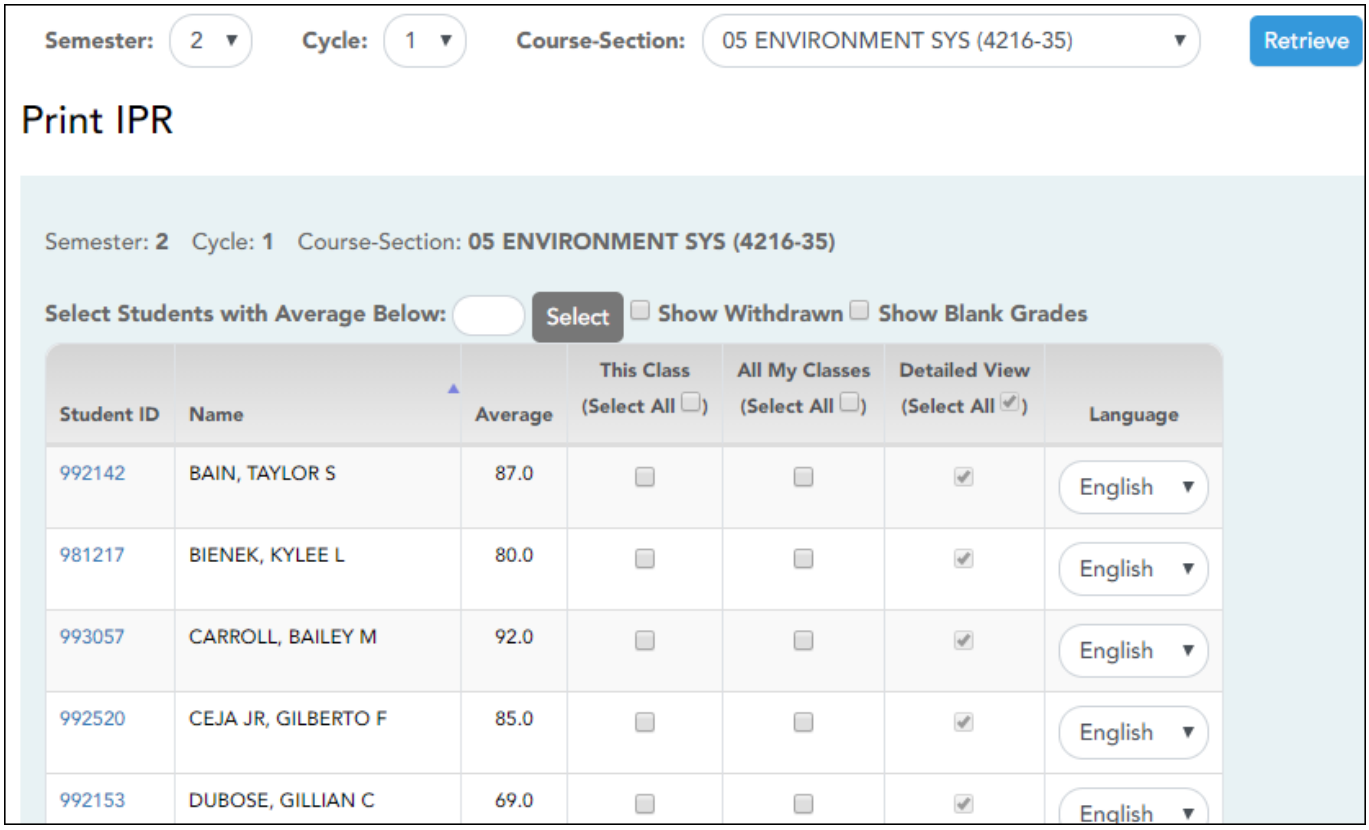
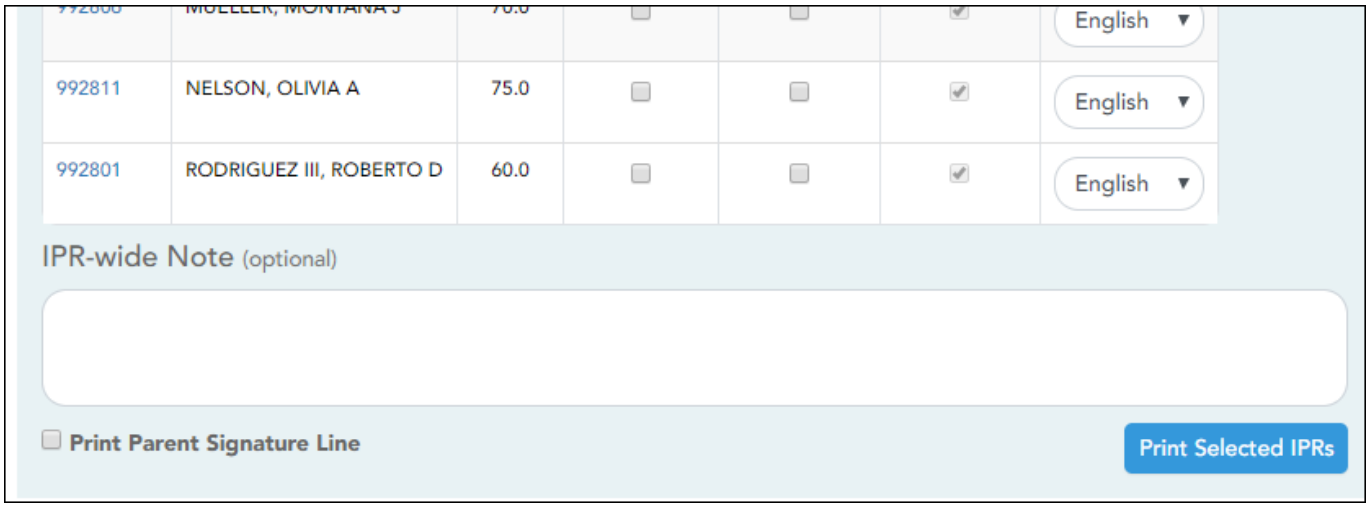
Print IPR

Grades > Print IPR

This page allows you to select the students to print IPRs for. The IPR is generated for a specific point in time during the current semester-cycle to provide a report of a student's grades up to that point. You can run IPRs any time throughout the semester, including occasions when you are meeting with a student's parents and want to show them a detailed report of the student's grades. You can also print IPRs for previous semesters-cycles.

For each student, you can select the semester and cycle, the courses you want to print IPRs for, and the level of detail you want to include on the report.





Print data:

❑ Select the course-section you want to print IPRs for:

Semester	The current semester is displayed by default. You can select another semester.
Cycle	The current cycle is displayed by default. You can select another cycle.
Course-Section	Select the course-section you want to print IPRs for. If the course is marked as ready to post on Grades > Cycle Grades, the message "[READY]" is displayed next to the course. **NOTE:** IPRs cannot be produced for elementary skills-based courses.

❑ Click **Retrieve**.

The grid displays all students currently enrolled in the course-section. Students are sorted by last name, unless you have specified a custom sort order on Settings > Arrange Student Order.

The columns can be re-sorted.

The columns can be sorted according to your preferences.

- An up arrow ▲ indicates the column and order by which the table is currently sorted.
- If a column can be sorted, a sort box ⇕ is displayed in the column heading.
- To resort the list by another column heading, click ⇕ in the column heading. The column is sorted in ascending order, as indicated by ▲ in the column heading.
- To sort the column in descending order, click ▲ again. The sort arrow changes direction ▼.

If you sort by the last name column, the table sorts by last name, then first name. If you sort by the first name column, the table sorts by first name, then last name.

NOTE: Sorting the columns overrides the custom sort order established on the Arrange Student Order page. However, if you leave this page and return, the students are displayed in your custom sort order. (This does not apply on the Post/View Attendance page.)

Show Withdrawn	Withdrawn students are displayed in a blue row, and the message “Withdrawn” and the withdrawal date are displayed by the student's name. The withdrawal date may be the student's withdrawal date from school or his withdrawal date from the class.
Show Blank Grades	Select to include all assignments on the IPR, including assignments with blank grades. This does not apply for courses that use standards-based grading.

Student ID	The student's ID is displayed. Click the student ID to view the student's profile.
Average	The student's working cycle average is displayed. For more information on calculating averages, view the online Help for **Weighting Type** on Settings > Manage Categories.

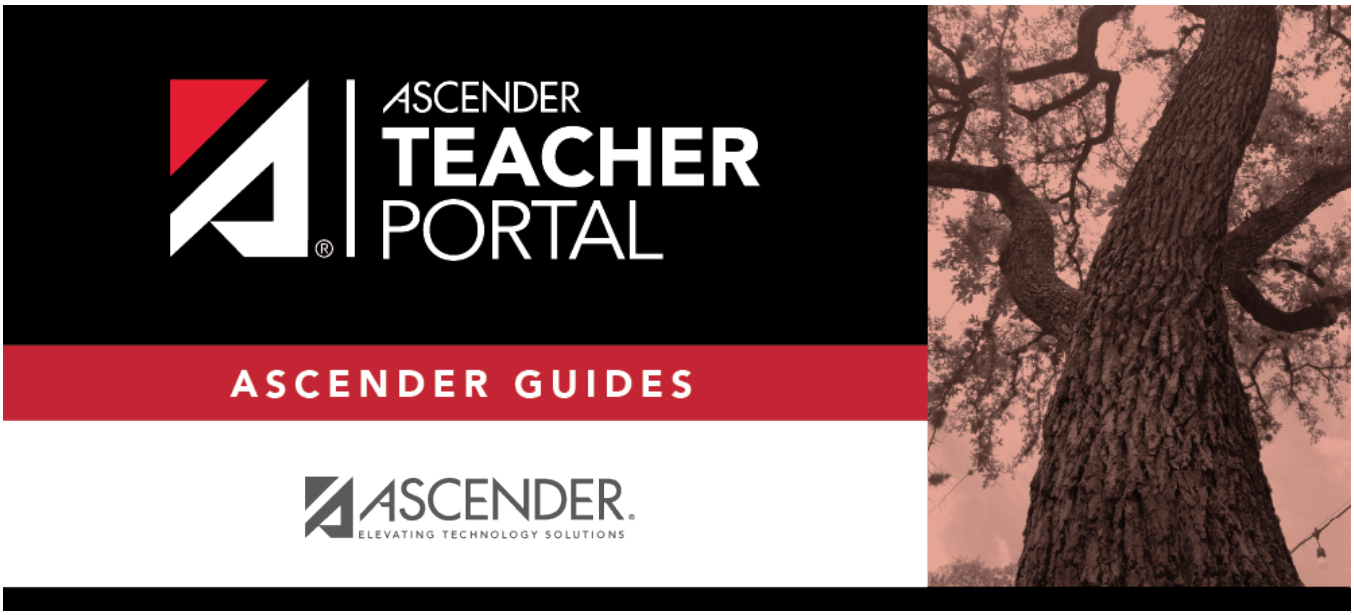
❑ Select the students and level of detail:

Select Students with Average Below		To print IPRs only for students with an average below a specific average for the course-section, type the average in this field and click **Select**. The students are selected for printing.
This Class		Select to print an IPR for the student for only the selected course-section. If selected, **Default View** is selected and cannot be changed.
	Select All	Select to apply this option for all students in the selected course-section. If selected, you cannot select **All My Classes** for the students.
All My Classes		Select to print IPRs for the student for all classes you teach in which the student is enrolled. If selected, the default view for the IPR is the summary view.
	Select All	Select to apply this option to all students in the selected course-section. If selected for any students, you cannot select **This Class** for the students.
Detailed View		Select to print the detailed IPR. If not selected, the summary IPR is printed. The summary IPR only includes the course name, period, current average, and comments. The detail IPR includes assignments and assignment grades, assignment due dates, posted and calculated average, previously posted cycle averages, comments, grading type, and more.
	Select All	Select to print the detail IPR for all students in the selected course-section.
Language		For each student, select the language in which to print the IPR. If you select a language other than *English*, the IPR headings and fields are converted to the selected language; however, the student and course comments are only printed in the selected language if they have been entered in that language in the Student system. User-defined fields are not converted.

IPR-wide Note	(Optional) Type a note to be displayed on all IPRs selected for printing. This note will be appended to any notes entered in the **Note** field on the IPR Comments page. (Notes entered on the IPR Comments page are student-specific.)
Print Parent Signature Line	Select to print a parent signature line at the bottom of the IPR.

❑ Click **Print Selected IPRs**.

The Interim Progress Reports page opens. Click **Return to IPR Selection** to return to this page.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