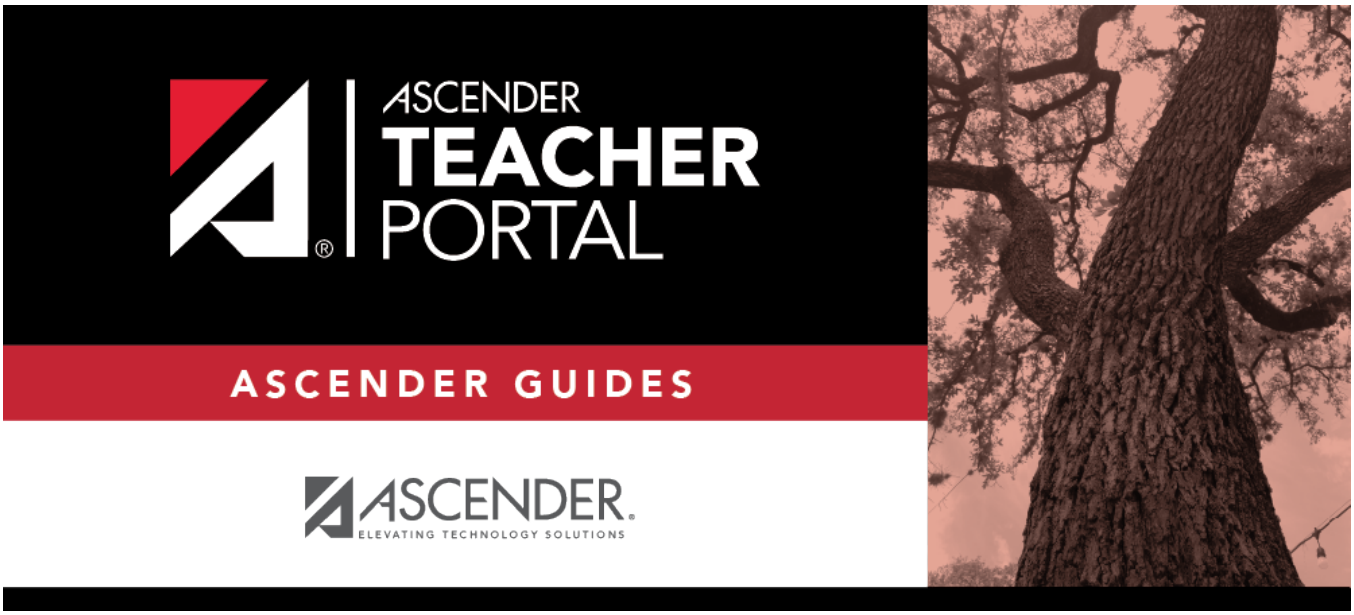
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Interim Progress Reports 1

Interim Progress Reports

From this page you can print IPRs for the students selected on the IPR Selection page. The page can only be accessed through the Print IPR or Print IPR by Average page when you click **Print selected IPRs**.

Printing tips

Report cards are designed to print with the parent/guardian address positioned so that it appears in the window of a standard envelope if the paper is folded into thirds. (This also applies to elementary skills-based IPRs printed via Grades > Elementary Report Cards > Print Elementary Report Card.)

Background colors may not automatically print, depending on your browser settings. For more information, click here.

Before printing report cards or IPRs, you may want to change the Page Setup options to enable or disable printing of headers and footers. **Be aware** that if the headers and footers are disabled, page numbers are not printed, and there is a risk of the report pages (i.e., the actual papers) getting out of order inadvertently. This could potentially result in a student receiving the wrong subsequent pages of the report card or IPR if there are multiple pages. However, you may want the headers and footers disabled for a neater appearance.

- In the browser from the File menu, select Page Setup.
- Under **Headers and Footers**, ensure that one of the **Headers** or **Footers** fields is set to display the page number. Or, clear all **Headers** and **Footers** fields to print report cards without this data.

  IMPORTANT: Make note of any data that you are deleting so you can reset the headers and footers after you print the report cards or IPRs.

- Click **OK** to save the settings and close the Page Setup dialog box.

View data:

The page displays IPRs for all students selected on the Print IPR page.

Assignments on the IPR are sorted by due date within each category. If a due date is not entered, the assignments are sorted alphabetically by assignment name.

Posted Average	If a posted or override average exists for the current cycle, it is displayed at the top of the IPR (below **Subject**).
Calculated Average	The working cycle average is displayed for the cycle for which the IPR is printed.
***M/D/YYYY* Transfer Average from prior course (Weight *N*%)**	For students who transferred into the class, the transfer date, average, and weight are displayed on the first row of IPR data.

Grade

The following may be displayed in place of a grade:
• “Incomplete” - if the assignment is incomplete
• “Missing” - if the assignment grade is missing

The following may be displayed next to a grade:
• “(Excluded)” - If the assignment grade is excluded from the grade average calculation
• “(Dropped)” - If the assignment was dropped
If the course is using points-based weighting, the points earned and possible points are displayed. For example, 9/10 is displayed if the student earned 9 points and the assignment is worth 10 points.
If the course is using the percentage weighting type, and the possible points for a numeric grade is not 100, the possible points for the assignment is displayed. For example, 90/95 is displayed if the student earned 90 points and the assignment was worth 95 points. In this case, the grade does not calculate as 90.

Late	If the assignment was turned in late, the column displays an X.
Redo	If the assignment was re-done, the column displays an X

Standards-based classes
If the course uses standards-based grading, assignments are associated with specific standards. The standards are grouped together into standard sets. For these courses, the assignment grades are sorted by standards, and the standards are displayed under the standard set heading. Note that an assignment may be associated with more than one standard, so you may see the same assignment listed under multiple standard set headings.

The assignment grades are displayed for the semester-cycle only; however, the final scores and calculated average are cumulative for the semester.

For each standard, a final score is displayed.
• The score displayed is the highest score of the following:

• The student’s current average for the standard, which is calculated by adding all scores for all assignments associated with the standard, and dividing by the number of assignments.

• The student’s score as calculated using the power law computation. See the Calculate Averages guide for more information.

• If an override grade is entered, the override grade is always displayed.

• The final standard score reflects skill scores for all cycles in the semester, even though only one cycle is displayed at a time.

• For each standard set, a final score is displayed. This is the average of all final scores for each standard. The final standard set score reflects standard set scores for all cycles in the semester, even though only one cycle is displayed at a time. The average does not include scores of zero, unless zero is a valid grade for the campus. The final standard set score is rounded to one decimal place.

Total Score	The average of the standard set final scores is displayed at the bottom, which takes into account all cycles in the semester. This grade is converted to a standard 100%-based grade using a conversion chart established by the district.

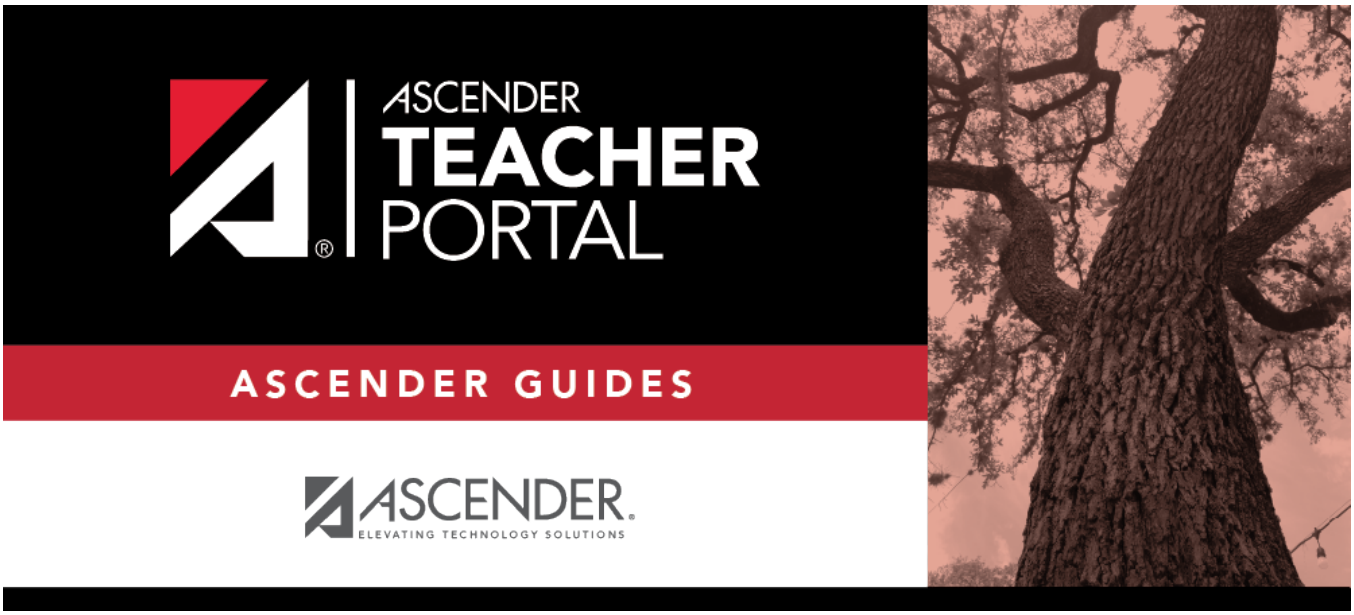
Previously Posted Averages	The posted cycle averages for previous cycles are printed at the bottom of the IPR (above **Comments**).
Comments	Any comments entered on the IPR Comments page are displayed at the bottom of the IPR.

Print IPRs:

❑ Click **Print**.

Although the IPRs are displayed on the page without page breaks, each IPR prints individually with page breaks between each IPR.

❑ To return to the IPR Selection page, click **back to IPR selection page**.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