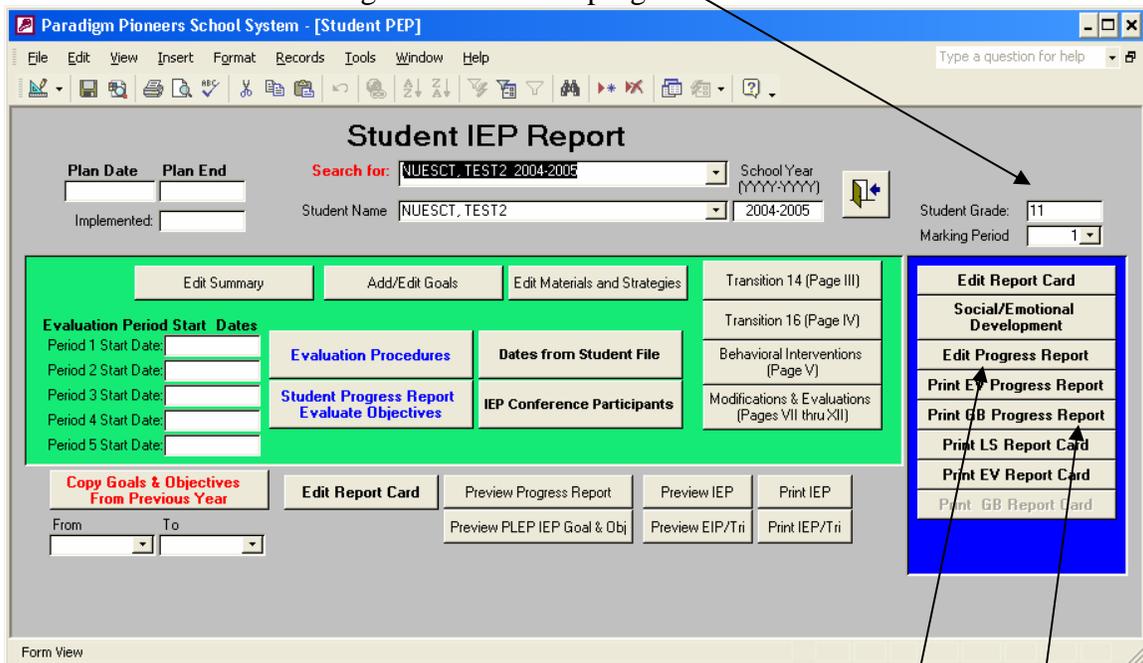Select Student IEP/Progress Report

Then Select the Student from the Search for Combo box.
Enter the Grade and Marking Period on the top right.

Select the appropriate area of the Progress report or report card you want to work on.

Reports are also previewed from this form by clicking on the Print buttons here.

When you Select Progress report you get this form.
Select the Subject on the Left for each subject you want to add to the Progress Report.
Make sure the Display on Progress Check Box is checked for subjects you want to have displayed on the progress report.

Selecting a Course and Teacher are optional depending on your schools procedures.

Marking Period Progress comments are typed in on the right. There is one box for each marking period. Also enter the number of Detentions and Suspensions for each marking period.

Mark progress in various areas, there is one column for each marking period.

When you Select Social/Emotional Development you get this form.

There are 4 comment blocks, one for each marking period.

Add multiple Development areas by choosing from the drop down list.

Mark progress by selecting or typing a value in the Progress Box for the corresponding marking Period.

Mark Actual/Report Card by typing or selecting from the Actual drop down for the corresponding marking period.

On the bottom of this from there are 4 areas for each marking period to comment on counseling and attendance. This display on the GB Progress report.

When you select edit report card this is the form that is displayed.
Note the progress report subject chosen will automatically display here for you to grade.

On the left you will see 3 drop down fields to select Subject/Course and Teacher.

There is a column for each marking period to mark achievement. If you need to add to the value from the drop down you may, to add a grade.

Final Grades are entered here along with credits. Information in this area is carried to the transcript.
There are 4 comment areas for marking period remarks.

The Detentions and Suspensions are entered here if not entered while doing the progress report.