## **Multi-Enhanced Progress Report**

- 1. Log in to Skyward Educator Access Plus.
- 2. Click My Gradebook.

Educator Access Plus
E Teacher Access
My Gradebook
My Students
My Classes
Post Daily Attendance
🚟 👯 Teacher Access Tutorial
🖻 😁 Administrator Access
Student Search - By Entity
🔤 🧖 Administrator Access Tutorial

3. Click any class Gradebook link.

122 J	JL Everhart Magnet Academy Posting Status -						Posting Status 🗸
Dept	Subject	<u>Terms</u>	<b>Period</b>	Days Meet	<u>Class</u>	Description	
14		1 - 6	1	MTWRF	3WHbt / 03	3rd Work Habits	Gradebook
14		1 - 6	2	MTWRF	3Atn/C / 03	3rd Attendance/Conduct	Gradebook
	01	1 - 6	3	MTWRF	3Rdg / 03	3rd Reading	Gradebook
	01	1 - 6	4	MTWRF	3Wtg / 03	3rd Writing	Gradebook
	03	1 - 6	5	MTWRF	3Math / 03	3rd Math	Gradebook
	05	1 - 6	6	MTWRF	3SS / 03	3rd Social Studies	Gradebook
	04	1 - 6	7	MTWRF	3Sci/H / 03	3rd Science/Health	Gradebook
14		1 - 6	8	MTWRF	3Pen / 03	3rd Penmanship	Gradebook
14	10	1 - 6	11	MTWRF	3Art / 03	3rd Art	Gradebook

- 4. Click **Reports** at the top of the Gradebook.
- 5. Click Enhanced Multi-Class Progress Report.

Posting -	ſ	Reports - Charts - Display Options - Quick Scor
charac	Γ	Attendance
<u>W02-F</u>	l⊻	Detail Report
09/03 DW		Summary Report By Class
100		Gradebook
87.33	L	Grade Sheet Report
100		Assignment Listing - By Student
100		Assignment Master Report
70		Missing Assignments
70		Email Progress Report
100		View Emailed Reports
100		Category Summary Report
80		Progress Reports
70	Γ	Progress Detail
*		Enhanced Multi-Class Progress Report
100		Progress Summary
100	Γ	Multi-Class Progress Report
100		Partial Progress Reports
70		Partial Progress Detail
*	F	Partial Progress Summary
100		Partial Multi-Class Progress Report
100	F	Class Information
50	F	Class Roster
		Student Information
		Report Cards
		Grade Proof Sheet
		Trend Grading
		Benchmark Trend Report
	_	

6. Click Add a new Template.



## 7. Name the template and click **save**.

Add a new Report Template for the Enhanced Multi-Class Progress Report Report.

Sequence #: 20	Save
Report Template Name: Progress Report	Back

- 8. Select the **term**.
- 9. Choose your **preferences**. Below is a suggestion.

10	Type <b>comments</b> at the	bottom if needed	This will	print on all	students'	progress rei	oorts
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Spay Grades and Assignments for Term Current Terms 08/23/2010 - 10/01/2010 Cho	ose the term.	
Only print students with a grade mark of account of a percent		
Only print students with less M than absences		
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Jsplay Student Name Display Student ID Display Student Advisor	Display Attendance Totals	Only for Selected Term
ree Form Header		
abel 1:		
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leport Body		
Classes to Print for Selected Students	Category Options Display Category Totals	Group Assignments by Category
Or Or Or Or	Fields to Print	Croop resignments by category
signments to Print	Assignment Comments	Assignment Detailed Description
Do Not Print Any Assignments or Categories Do Not Print Assignments Marked as 'No Count' Do Not Print Ungraded (*) Assignments Do Not Print Assignments Not Posted to Family Access	Missing Indicator and Reason Percent Earned	Earned and Possible Points Grade Mark
Assignment Date Order	Special Codes	Special Codes Legend
Ascending (oldest to newest) Descending (newest to oldest)	Absences	Absences Legend
leport Footer		
Revent Footer	Class Footer	
⊻ Dyblay Signature Line	Display Current Class Grade	Display Grades for <u>Previous Terms</u> Display Term Comments
	Display Teacher's Log	
ree Form Footer		
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Type class comments here, such as, conference times or note to parents. 11. Click <b>Save</b> . 12. Highlight the <b>report</b> , and click <b>print</b> . 3Wtg / 03 Prd:4 3rd Writing - Karen Johnson		
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## 13. Wait for the report to Queue and finish running.

Print Que	ue for KA	KEN JOHNSON					
Date 🔻	Time	Report Description	Class	v	w	Status	Time
09/14/2010 Tue	9:10 AM	Enhanced Multi-Class Progress Report	3Rdg/03 3rd Rdg	Ν	1	Queued	00:00:04
09/14/2010 Two	8:50 AM	Enhanced Multi-Class Progress Deport	3Dda/03 3rd Dda	N		Completed	00.00.05

14. Click **Display Report** when it appears. A PDF document will appear. Sometimes you may have to open Adobe Reader first to see it. Then, print report.

Report Finished Processing 3 and Rdg	Y
The report Enhanced Multi-Class Progress Report has finished processing.	
	V
rog as Report The less a <mark>Display Report 6003</mark> and Hibt (Simore, Back	

This report p	prints all classes for one	e student.	
JL EV	verhart Magnet Acade	emy	
Multi-Class Progress	Report for MP1 (08/	23/10 - 10/0	01/10)
Student: JLE Student		D	ate: 09/14/1
Class: 3rd WHbt / 03	Period: 1	Teacher:	JLE Teacher
Class: 3rd Atn/Conduct / 03	Period: 2	Teacher:	JLE Teacher
Class: 3rd Rdg / 03	Period: 3	Teacher:	JLE Teacher
	Curr	ent Class Grade: 9	6.00% 96

Save Undo Back