

# Interim Progress Reports

1. Log into TAC
2. Go to the **SCORE** page of a class.
3. Click on the **PR** tab in the gradebook for the correct IPR run date. This will show the cumulative student average up through the IPR date.

Selected Mark Type: Progress Report (10/19)  
 Assessment Description: Weekly Grammar Sentences  
 Show Withdrawn Students: None  
 Show Only Selected Row:

Assn HmWk Quiz Test **All** PR (9/21) PR (9/25) **PR (10/19)** T

Student Id	Student Name	Notes	Grading Scale	Student Average	9/20 Quiz Pts:48	9/20 HmWk Pts:10	9/24 HmWk Pts:10	9/26 HmWk Pts:20	9/26 HmWk Pts:10	9/27 HmWk Pts:10	9/27 Assn Pts:100	9/27 Quiz Pts:22
1	Caleb Scott		1 - A-F Grading Scale	88.42	24.00	10.00	10.00	20.00	10.00	10.00		18.00

If you have entered grades past the IPR date, they will not be included in the student average. Click on the ALL tab to return to the student cumulative average to date.

4. Return to the **My Classes** page and click on the **IPR** link for the class. This will open the IPR entry page.

1	0240 - 1	AP COLLEGE ENGLISH A	G-4	M, T, W, R, F	T1	List	Att ✓	Pic ✓	Def	Score	<b>IPR</b>	RC	-
2	0240 - 2	AP COLLEGE ENGLISH A	G-4	M, T, W, R, F	T1	List	Att ✓	Pic ✓	Def	Score	IPR	RC	-
3	0181 - 1	PROGRAMMED ENGLISH 11 A	G-4	M, T, W, R, F	T1	List	Att All P	Pic	Def	Score	IPR	RC	-

5. Select the correct IPR date from the drop down menu. It is **VERY** important to select the correct date, otherwise your IPR grades will not go through.

Enter Interim Progress

Save My Classes **Show Notes** Spell Check **Load From Gradebook**

Existing IPR Run Dates  New Individual IPR

IPR Run Date: 10/5/2007 12:00:00 AM Show Course

6. Click the **Load from Gradebook** button. This will take the cumulative student average from the gradebook up through the IPR date and convert it to a letter grade from the board adopted grading scale. (You may override a loaded letter grade by clicking on the down arrow and selecting a choice from the list.)

7. To add comments, click on the drop down arrow next to the CM1 cell to select from a list of preset comment codes. You may choose up to 3 comments per student. (You may also write your own comment to display on the student IPR by clicking on the **SHOW NOTES** button. This will display a text box to type in a comment for a student. These notes will display on the final printed IPR, but at this point, they do not display on HAC.)

Enter Interim Progress

Save My Classes Hide Notes Spell Check Load From Gradebook

Existing IPR Run Dates  New Individual IPR

IPR Run Date: 10/5/2007 12:00:00 AM Show Course

01470-230 7 ENGLISH SC Date: 10/5/2007

105 - Bedford Junior High School Primary Staff: Marking Periods: Q1,Q2,Q3,Q4 Perio

Student Name	Marks	Comments			Absences	
	PR*	CM1	CM2	CM3	I-ABS	I-TAR
	A	12	25			

Notes: Did exceptional work on the project

8. When you are finished, you must click the **SAVE** button at the top of the window.

You can then click on the **My Classes** button to move back to the homepage. When you return to the My Classes page you will see a green check mark next to the IPR link indicating that you have saved your IPR info for that class.