Progress Report/ Warning Notice



The new BPS Progress Report combines the warning notice and progress report into a simple process that allows teachers to input their progress grades online and school administrators to print out reports that an

and school administrators to print out reports that automatically warn parents if their child is in danger of failing a course for the year. Use the following instructions to enter progress grades for students in grades 6-12.

Teachers

- 1. Click on the **Gradebook** tab and enter the **Scores** side tab to see the post columns for your classes.
- 2. In the top bar, click the "Grade Columns" drop down and switch to "Post Columns Progress".
- 3. Make sure the "Term" drop-down is showing the correct term.
- 4. The post-columns will show a column for a **Grade** and a **Comment.** Enter a grade and comment for students in your class in need of a progress grade. To see a list of available comment codes, type **Control-L** when your cursor is in a comment cell.
- 5. Click "Options" and "Post Grades" to write the grades to the progress report. If a student receives an "F" for a grade, an automatic warning notification will be printed on the progress report that explains the child is in danger of failing the course.

Comment Codes

- 1: Improvement Noted
- 2: Comes Prepared
- 3: Positive Attitude
- 4: Irregular Attendance
- **5:** Unprepared for class
- **6:** Poor test preparation
- **7:** Disturbing influence
- 8: Not working to capacity
- 9: Homework not completed

- **10:** Courteous and cooperative
- 11: Demonstrates leadership
- **12:** Please arrange a conference
- 13: Failing Tests
- **14:** Poor homework
- **15:** No make-up work
- **16:** Poor class work
- 17: Poor attendance