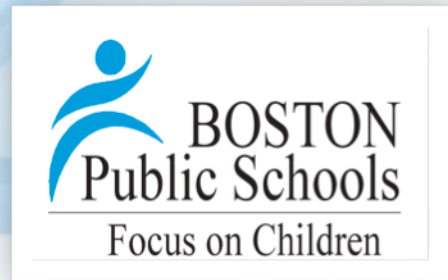


Progress Report/ Warning Notice



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 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 | 10: Courteous and cooperative |
| 2: Comes Prepared | 11: Demonstrates leadership |
| 3: Positive Attitude | 12: Please arrange a conference |
| 4: Irregular Attendance | 13: Failing Tests |
| 5: Unprepared for class | 14: Poor homework |
| 6: Poor test preparation | 15: No make-up work |
| 7: Disturbing influence | 16: Poor class work |
| 8: Not working to capacity | 17: Poor attendance |
| 9: Homework not completed | |