

4 ½ AND 13 ½ WEEK PROGRESS REPORTS APSCN PLUS

STEP 1: CHECK IPR CONFIGURATION

Menu Path: **Applications > Building Administration > Interim Progress Reports > IPR Card Setup**

IPR Card Setup: Search

File Edit Favorites Help

Search

Building: 22 - KIMMONS JUNIOR HIGH

Grade: [Blank]

Marking Period: [Blank]

Find

Results

Building	Grade	MP
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Choose a building

OK Back Copy

2. **Building** should be your building
3. Leave **Grade** blank
4. Choose the correct **marking period** from the drop down choices (1 for the first IPR card)
5. **Select OK**

IPR Card Setup: Search

File Edit Favorites Help

Search

Building: 22 - KIMMONS JUNIOR HIGH

Grade: [Blank]

Marking Period: 1

Find

Results

Building	Grade	MP
22 - KIMMONS JUNIO MS - MASTER SETUP		1

1 records found

OK Back Delete Row Copy

6. Your choice will be highlighted, **Select OK.**

4. This screen has tab choices **Header**, **Course**, **Free Text**, **DAT**

- a. Header is used for school information on black paper.
Ex. Setup: Kimmons Junior High School
 2201 North 50th Street
 Fort Smith, AR 72904
 (479) 785-2451
 [two blank lines]
 4 ½ Week Progress Report
 - b. Choose **Course** to verify the placement of grades and attendance on the report card.
 - c. Choose **Free Text** for entering a message at the bottom of the report card. Be sure to check that no messages from last year appear there.
 - d. **DAT** should be correct according to the marking period chosen.
 - e. Select **OK**.
5. Choose the **Back** button until completely out of the setup screens.

STEP 2: BUILD IPR RECORDS

Menu Path: Applications > Interim Progress Reports > Processing > Build IPR Records

This Control Table MUST be run for the current marking period before you can pull grades from Pinnacle.

WARNING: DO NOT rebuild the IPR Records once it is completed.

2. The building should default to your building.
3. Choose the current Marking Period.
4. IPR Run should read "1".
5. Active Schedule Date needs to be 8/8/05. (The first day of registration for 1st marking period)
6. It will be the 1st day of each marking period after that (i.e. 10/24/05 for 2nd marking period)
7. IPR Run date will default to the current date.
8. Choose **Select Students**:
 - a. Create an "Active Students" search by using the following fields: (If you already have this created, skip to #d).
 - b. Select "Demographics" → "Student Status Code → Equals → A (must be capital A)→End.

- c. If you have not saved this search you may choose Save and name it "Active Students".
- d. Choose "Load" and highlight your "Active Students" search.
- e. Choose **OK**.

STEP 3: CONTROL TABLE/MARK ENTRY SHEETS

Note: This step must be done regardless if you want to print the mark entry sheets.

Menu Path: **Reports > Interim Progress Reports > IPR Mark Entry/Verification Sheets**

2. Building will default.
3. Choose the correct Marking Period.
4. IPR Run should default to "1".
5. **Check** _ "Create Control Table". **This must be done to create the table.**
6. Choose **Sort Students**: (it should default this way)
7. Reg Student Name Ascending
Reg Student ID Ascending
8. Choose **Sort Courses**:
 - a. The default may have the course, crs_section, and session.
 - b. Choose Insert Row if needed so the finished looks like this:

<u>Table</u>	<u>Column</u>	<u>Type</u>
teacher	tea_name	Ascending
master_schedule	crs_period	Ascending
master_schedule	course	Ascending
master_schedule	crs_section	Ascending
master_schedule	session	Ascending
9. Choose **OK**.
10. Choose **OK**.

STEP4: GRADE EXPORT FROM PINNACLE GRADEBOOK

(This process pulls the grades from the Gradebook.)

First locate your Remote Desktop Icon on your computer.

It looks like this.

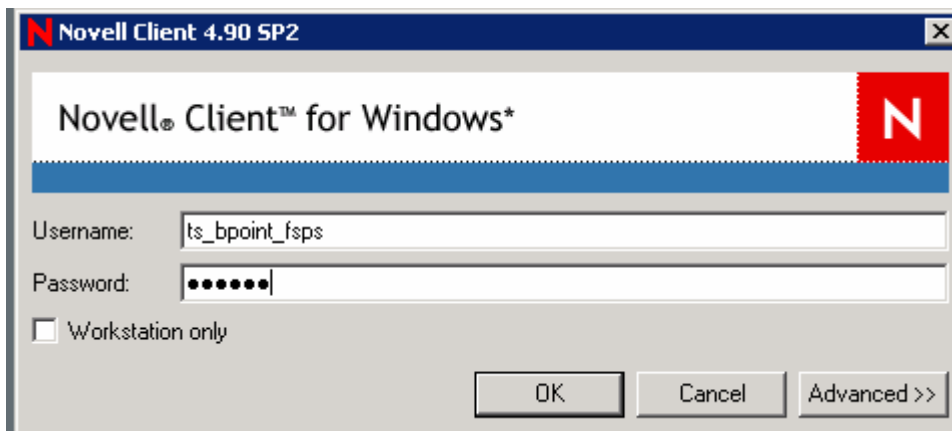


Double-Click on the icon and the following box will appear.



- Click Connect

The following Screen will appear.

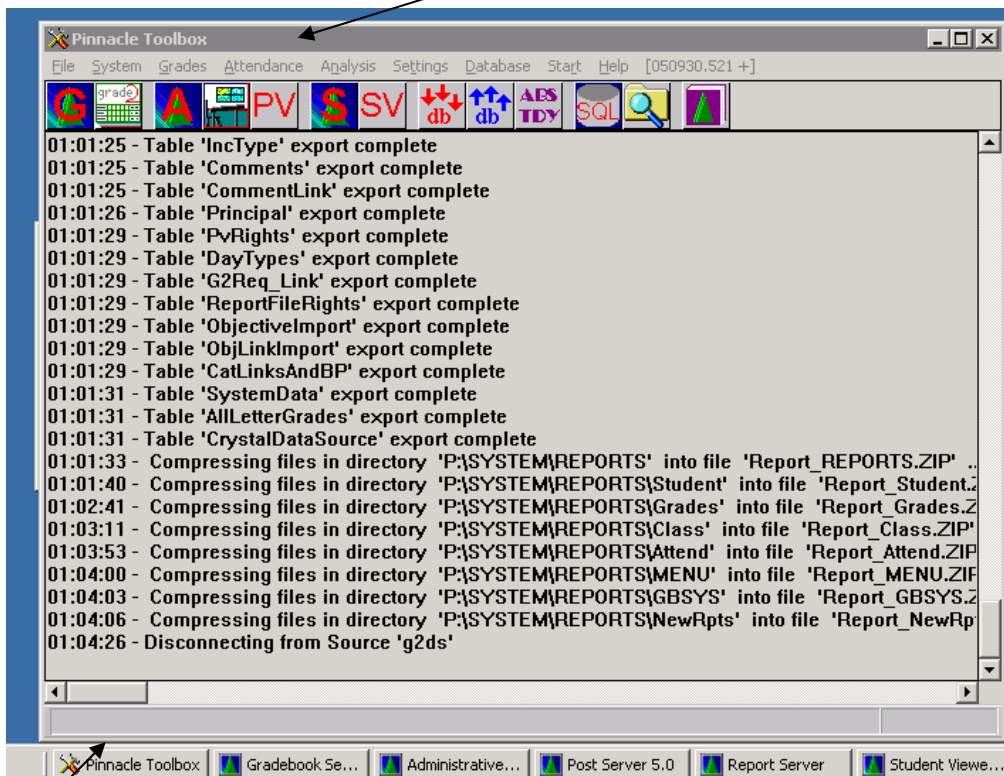


- Type your schools abbreviation in the username area in between the ts_ and the _fsp.
- The password is pe6600

NEVER check the Workstation only box

- Click **OK**

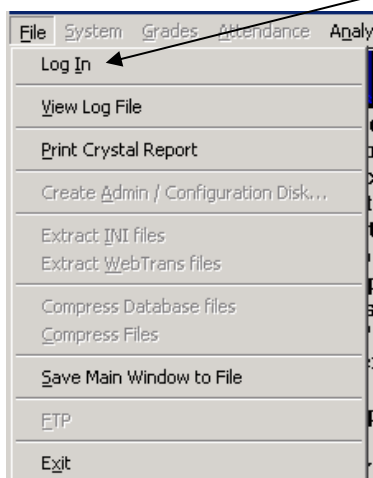
The following screen will appear.



If you do not notice the Pinnacle Toolbox, you can find it minimized on the start bar at the bottom of the screen. Just click on it once to open it.

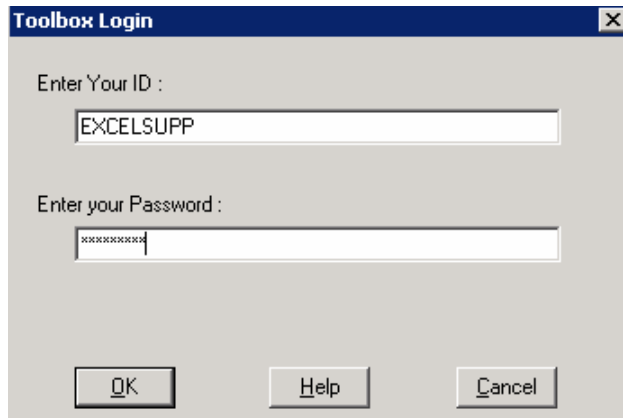
- Click **File > Login**

(if the Toolbox Login screen is not already open)

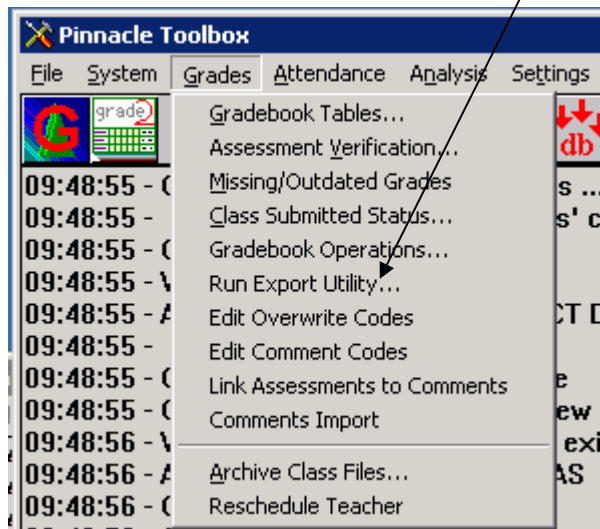


This login screen will appear.

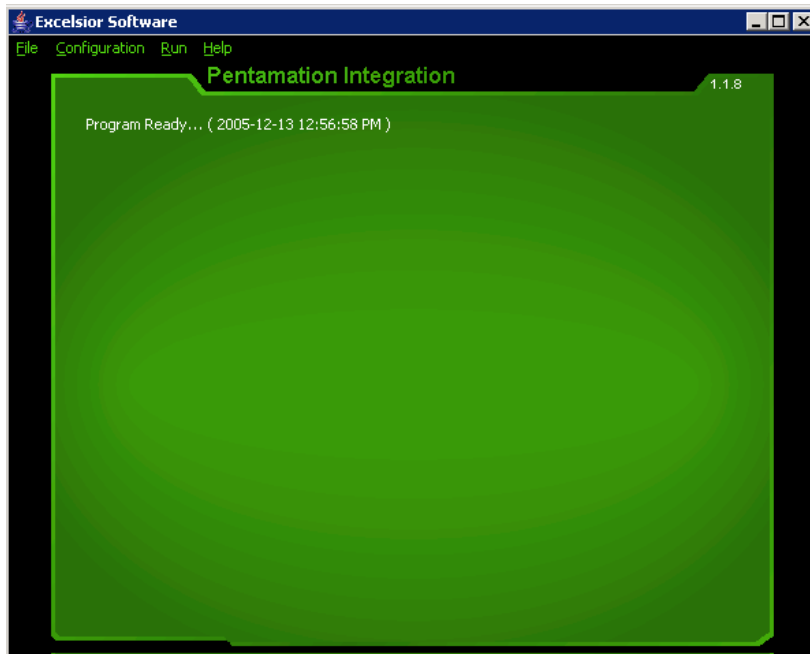
- Type in **EXCELSUPP**
- Password **PINNACLE1**
- Click **OK**



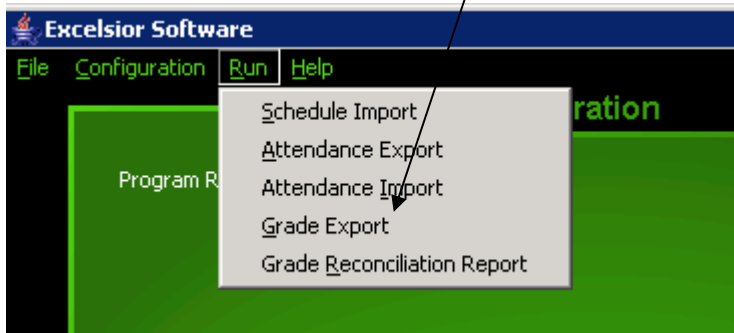
- Go to **Grades > Run Export Utility**



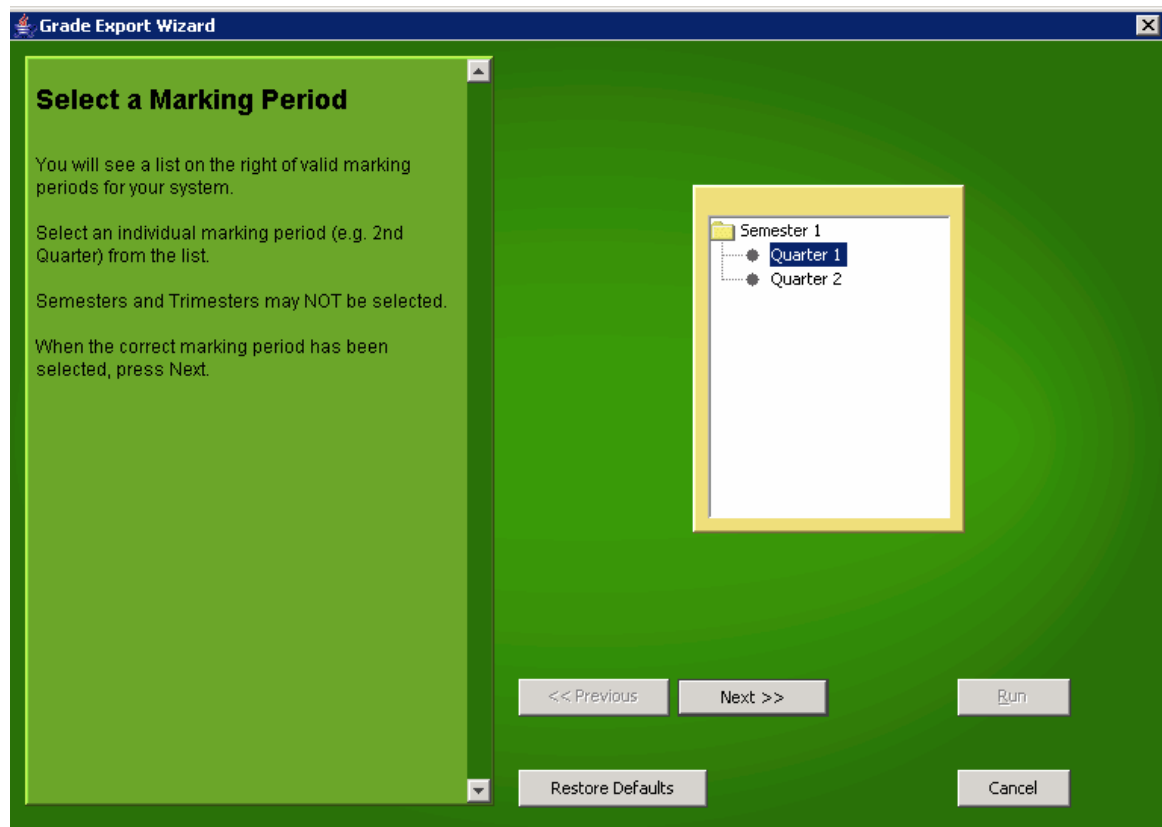
The next screen will appear



- Go to Run > Grade Export



Screen 1 choose the correct Semester (1 or 2); then **Next**



Screen 2 choose the correct term (1, 2, 3, 4) by clicking the dot

The screenshot shows a dialog box titled "Grade Export Wizard" with a green background. On the left, a scrollable text area contains the following instructions:

Select a Term to Report

This option can be used if you want to explicitly set the term that is sent to Pentamation.

To override the default, click the **Select Term** button, and select the term number you want to send to Pentamation

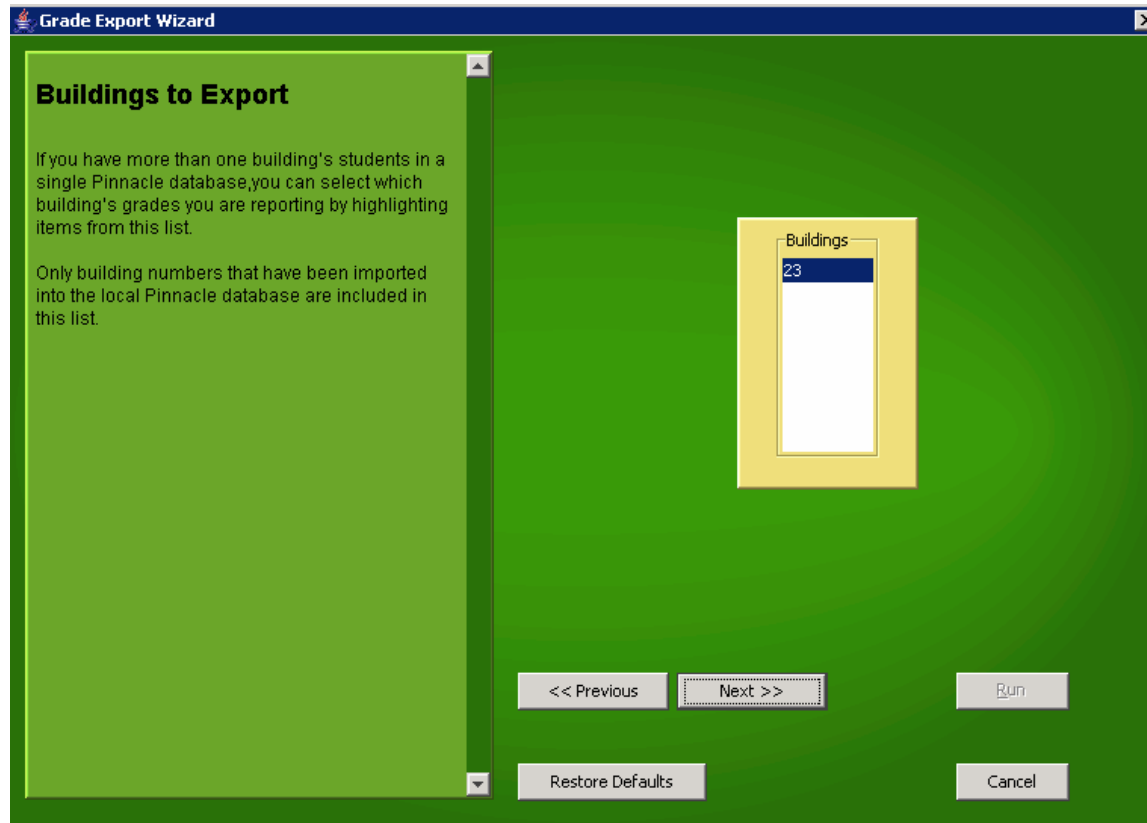
When the correct term number has been selected, press Next.

On the right side of the dialog, there are two radio button options:

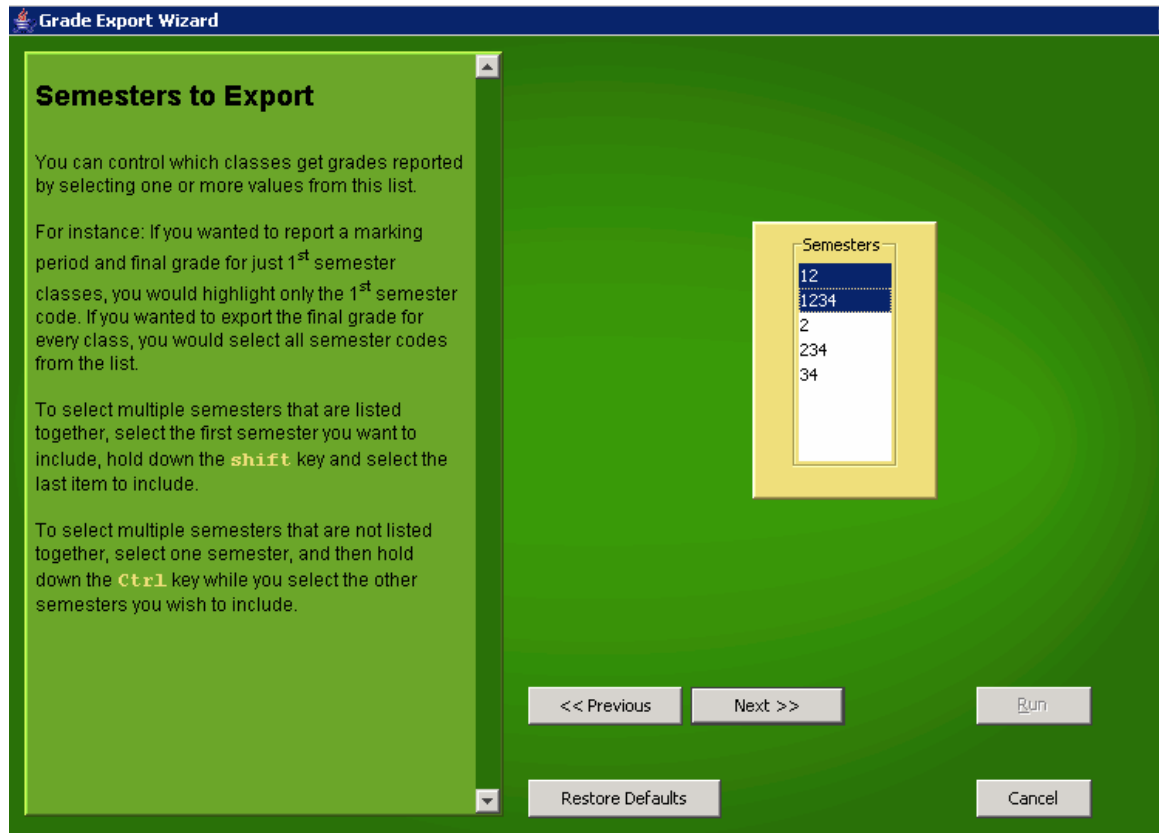
- Use Default Term:
- Select Term: [2]

At the bottom of the dialog, there are five buttons: "<< Previous", "Next >>", "Run", "Restore Defaults", and "Cancel".

Screen 3 will default to your building



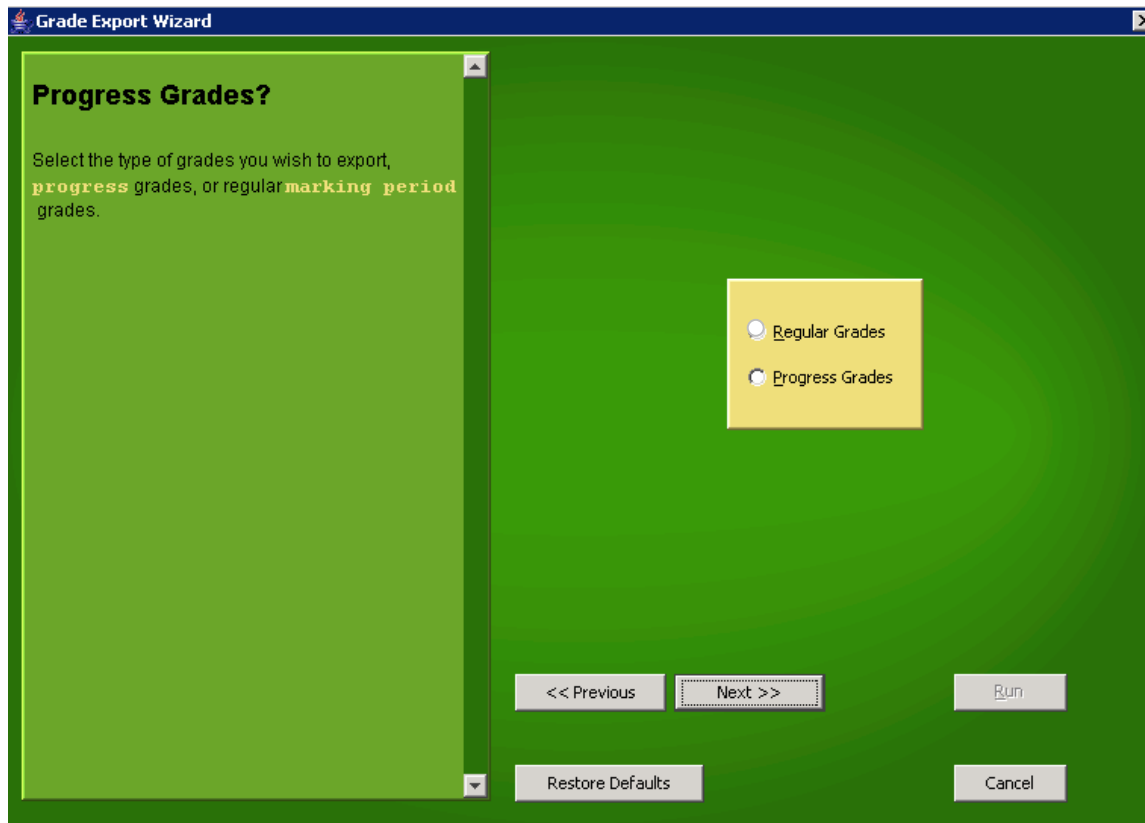
Screen 4 choose according the scheduled courses by using Ctrl & mouse click
(Ex: choose 1234 **and** 12 for the first 2 marking periods)



Screen 5 will default.

Screen 6 will default.

Screen 7 - be sure the choice is Progress for IPR Cards.



Screen 8 will default.

Screen 9 will default.

Screen 10 will default and read Send Progress Grades.

Choose **Run**.

Continue until it runs and says Complete on the "green screen".
Close this program with the X at the top of the screen.

DO NOT CLOSE OUT ANY OTHER WINDOWS OR PROGRAMS. THIS WILL CAUSE THE GRADEBOOK TO SHUTDOWN AND ALL OF THE VIEWERS TO SHUT DOWN AS WELL. (principle, attendance, etc....)

STEP 5: ODBC GRADE POST

(This process posts the grades into the APSCN IPR report slots.)

Menu Path: **Applications > Interim Progress Reports > ODBC Interim Progress Report Post**

1. The building should default.
2. Choose the current Marking Period.
4. The IPR Run should read "1".
5. Choose **OK**.
6. It will show the progress and completion.

To check for grades go to **Applications > Interim Progress Reports > Entry > IPR Entry by Student....**

Look up a student and there should be grades for each class.

PRINT IPR REPORT CARDS

To print IPR report cards in a given order.

OPTION 1: Run this option if you want to print report cards by TEACHER.

Choose **Fort Smith Applications > Registration Teacher Assignment**.

- Choose the current Marking Period and the Class Period needed to choose the teacher. This option will place the teacher name in HRM Teach slot.

(Note: Do not use this option if your school uses this slot for anything else.)

- Choose **OK** and then **Run**.

OPTION 2: Run this option if you want to print report cards in order by **ROOM #**.

Choose > Building Administration > Demographics > Homeroom Assignment by Period

- Choose the current Marking Period
- (Note: make this Marking Period 3 for giving out 1st semester report cards for classes that have changed at semester.)**
- Leave Cycle Day as default
- Choose the Class Period you want to use for sorting report cards.
- Choose Advanced: Select Students
- Load the Active Students selection and choose **OK**.

- Choose **OK**

STEP B: PRINTING IPR REPORT CARDSChoose **Reports > Interim Progress Reports > Generate IPR Cards**

Generate IPR Cards

File Edit Favorites Help

Report Information

This report prints IPR cards for the selected building and run.
The format for IPR cards are defined in
Building Administration > Interim Progress Reports > IPR Card Setup.

Report Options

Building * 22 - KIMMONS JUNIOR HIGH

Marking Period * 2

IPR Run *

Report Date * 01/10/2006

Print Inactive Students

Inactive Withdrawal Date *

Print MSE

Print Without Marks

Alignment Forms * 1

Advanced

Select Students Select Courses Sort Students Sort Courses

Process Options

Alignment File Name * \$SMSRPTDIR/ipralign.rpt

Output File Name * \$SMSRPTDIR/iprcards.rpt

Log File Name * \$SMSRPTDIR/iprcards.log

Run as a Scheduled Process on at

Choose a building OVR

2. Building will default
3. Select the Current Marking Period
4. IPR Run needs to be "1".
5. Date will default but you may change to reflect the day cards will be given.
6. The other choices are defaulted.
7. Choose **Select Students** and Load the Active Students Search and Choose OK.
8. Choose **Sort Students**: If you want report cards to print:

Option 1: Alphabetically by TEACHER, click on Columns and replace "homeroom" with HRMTEACH

Option 2: Alphabetically by ROOM #, DO NOT change the defaulted sort order.

Option 3: Alphabetically by GRADE, click on Columns and replace "homeroom" with "grade."

Option 4: Alphabetically by the whole school (regardless of grade), click on "homeroom" and choose

Delete Row.

9. Choose **OK**.
10. If all criteria are correct. Choose **OK**

Choose **Report** → **View Files** → **Reports** → choose **iprcards.rpt** for printing cards on blank paper.

Be sure to view the file to verify the correct cards are ready.

Print Report Cards