

4 ½ AND 13 ½ WEEK PROGRESS REPORTS APSCN PLUS

STEP 1: CHECK IPR CONFIGURATION

1. Choose Applications → Building Administration → Interim Progress Reports → IPR Card Set Up
2. **Building** should be your building
Leave **Grade** blank
Choose the correct **marking period** from the drop down choices (1 for the first IPR card)
3. **Select OK**
Your choice will be highlighted and **Select OK** again.
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 **Back twice**.

STEP 2: BUILD IPR RECORDS

1. Choose 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)
It will be the 1st day of each marking period after that (i.e. 10/24/05 for 2nd marking period).
6. IPR Run date will default to the current date.
7. 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.

1. Choose 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)

Reg	Student Name	Ascending
Reg	Student ID	Ascending
7. 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
 - c. Choose OK.
8. Choose OK.

STEP4: GRADE EXPORT FROM PINNACLE GRADEBOOK

(This process pulls the grades from the Gradebook.)

1. Open Remote Desktop by clicking on the Icon on your computer Desktop.
2. A connect choice will come up and choose it.
2. Enter login: ts_kimmons_fsps (Your school name will be in place of kimmons. Check with Todd Cross if you need your school login)
3. Enter password: pe6600.
4. Open Pinnacle Toolbox (either from the icon or the choice along the bottom of your screen).
 - a. Choose File
 - b. Enter login: EXCELSUPP (all caps)
 - c. Enter password: pinnacle1
5. Choose Grades from the Menu → Run → Export Utility
On green screen menu choose Run →Grade Export
 - a. On Screen 1 choose the correct Semester (1 or 2); then **Next** after each screen.
 - b. On Screen 2 choose the correct term (1, 2, 3, 4) by clicking the dot
 - c. Screen 3 will default to your building
 - d. On Screen 4 choose according the the scheduled courses by using Ctrl & mouse click (Ex: choose 1234 **and** 12 for the first 2 marking periods)
 - e. Screen 5 will default.
 - f. Screen 6 will default.
 - g. Screen 7 - **be sure the choice is Progress for IPR Cards.**
 - h. Screen 8 & 9 will default.
 - i. Screen 10 will default and read Send Progress Grades.
Choose Run.
6. Continue until it runs and says Complete on the "green screen".
7. Close this program with the X at the top of the screen.

(Note: I have written these instructions from my memory because I can't look at it. Please call me if you have any problems or questions. I will adjust the instructions if necessary.)

STEP 5: ODBC GRADE POST
(This process posts the grades into the APSCN IPR report slots.)

1. Choose Applications → Interim Progress Reports → ODBC Interim Progress Report Post
2. The building should default.
3. Choose the current Marking Period.
4. The IPR Run should read "1".
5. Choose **OK**.
5. It will show the progress and completion.
6. 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.

STEP 13: PRINT IPR REPORT CARDS

STEP A: PREREQUISITE: To print IPR report cards in a given order.

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

Choose Fort Smith Applications → Registration Teacher Assignments
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 CARDS

1. Choose Reports → Interim Progress Reports → Generate IPR Cards
2. Building will default
3. Select the Current Marking Period
4. IPR Run needs to be "1".
4. Date will default but you may change to reflect the day cards will be given.
5. The other choices are defaulted.
6. Choose **Select Students** and Load the Active Students Search and Choose OK.
7. 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**.

Choose **OK**.

8. If all criteria are correct. Choose **OK**

9. Choose Report → View Files → Reports → choose iprcards.rpt for printing cards on blank paper.
10. Be sure to view the file to verify the correct cards are ready.
11. Print Report Cards