



SISK12 Elementary Progress Report

Below are step-by-step directions for printing a progress report in SISK12 Gradebook:

- Progress reports need to be printed for each subject.
- Subjects cannot be merged for progress reports.
- You will need to print a progress report for each child in each gradebook.

MY CLASSES

Show: Sem1 Sort: Subject Ignore Empty Sections Update Display

1. Choose the gradebook you are printing a progress report for.

Per	Term	Subject	Title	#Std
1	S1	E4050-02	4TH HOMEROOM-SPELLING	19
2	S1	E4100-02	4TH LANGUAGE ARTS	19
3	S1	E4120-02	4TH READING	19
4	S1	E4200-02	4TH MATH	19
5	S1	E4300-02	4TH SCIENCE	19
6	S1	E4400-02	4TH SOCIAL STUDIES	19

Attendance Date: Thursday, 09/16/10(R Day) Semester: 1 Term: 1

(MTWHF) Y 4TH HOMEROOM-SPELLING #19/19

2. Select "Actions".
3. Choose "Reports".
4. Click on "Progress Report".

View: -- All -- Scale: Elementary Grade Scale

Select View **Assignments** Total Points Term Grades Objectives

Done Edit Cancel

Start Report

Date Printed on Report: 9/16/2010

Report Title: Grade Book Progress Report

19. Choose "Start Report".

Student Selection

Enroll Status: All Students Currently Displayed in Gradebook
 Select Specific Students from List

Percentage = 1.0

Marks

Student Selection:
5. Choose "All Students".
6. Uncheck "Percentage"
7. Uncheck "Marks"

Assignment Selection

Term Term & Sem

Assignment Selection by: Type Individual Assignments

Select	Assignment	Due-Date	
<input checked="" type="checkbox"/>	Test-1	08/27/10	Week #1 Spelling Test
<input checked="" type="checkbox"/>	Classwork-1	08/30/10	Dictionary Work
<input checked="" type="checkbox"/>	Homework-1	09/03/10	Week #1 Spelling Log
<input checked="" type="checkbox"/>	Homework-2	09/03/10	Week #2 Spelling Loa

Assignment Selection:
8. Check "Term".
9. Check "Term & Sem"
10. Select "Individual Assignments".
11. Check all the assignments, progress, and term grades you want to be visible.

Progress Report Options

Letters - With Address (Print or Email) Group By Assignment Type Average/Mean

Print Grid-Lines around information Show Assignment Date

Only Totals and Term Cols (no assignments) Show Assignment Number

Print Assignment Notes

Print%/Grades for Individual Assignments

Show Students Comments

Parent Signature Line

Footer Message: (can use \SGT001\ or \SGS001\ etc to merge grade info)

Progress Report Options:
12. Check "Print Grid".
13. Check "Print Assignment Notes".
14. Check "Print % Grades for Individual Assignments".
15. Check "Show Students Comments".
16. Check "Parent Signature Line".
17. Check "Group By Assignment Type".
18. Check "Show Assignment Date".

