Mark Reporting Center > Reports > Interim Progress
This document covers the Interim Progress reports which are used for Progress Reports.

Mark Reporting Center > Reports > Interim Progress > Missing Submission

Use this report to identify teachers who have not submitted IPR grades for the chosen IPR Date. This report lists which courses/sections have not been submitted for the chosen IPR Date.

Notifications are set up in your building. If you check the “Send Notifications” box, a notification will be sent to teachers who have not submitted grades for interim progress reports.

Mark Reporting Center > Reports > Interim Progress > Verification Sheets

The IPR Verification Sheets report prints the interim progress marks/comments information that have been entered for students and can be distributed to teachers for verification purposes. For students who have IPR information entered for the selected IPR date, the report also includes the IPR information for the IPR date prior to the selected IPR date so teachers can compare data for the student.
Mark Reporting Center > Reports > Interim Progress > Mark Summary Report

The Student Mark Summary report allows you to print mark and comment information for the selected IPR run date for students who have received specific marks. Additionally, you can select to print only the course(s) in which the student is receiving one of the selected marks or to print all courses for a student who is receiving one of the selected marks.

You may use this report to generate a list of students who have failing grades and/or blanks for the chosen IPR date. Additionally, you can select to print all courses for students who have at least one of the selected marks, so counselors can review how the student is progressing in all classes.

Mark Reporting Center > Reports > Interim Progress > Comment Usage Report

The IPR Comment Usage Report allows you to review how often specific comments have been used for a course, used by a teacher in all of the teacher's courses, and used in the building. You can select the comment types for which you want to analyze comment usage. You can select up to 15 comment codes for which you want to print the number of times a comment was used or the percentage that the comment usage represents. The last page of the report includes a total of the comment usage for the building and a comment key for the selected comments.

If you do not change the standard sort, the report lists comment usage by teacher, sorted by teacher name, and breaks to a new page after each teacher. If you specify a sort, the report lists comment usage based on the first sort field and breaks to a new page when the value of the selected field changes.
Mark Reporting Center > Reports > Interim Progress > Print IPR Cards

Use this report to print Interim Progress reports to distribute to students.

The IPR Card displays the marks and comments information. Additionally, your building administrator can define header and footer text in the IPR view to specify the text to print on the IPR card.

**NOTE:** The suggested filter seen below will generate an IPR for one student. Replace the following in the screen below to run the report for a selected student or group of students.

- **Run for 1 student:** Area: Demographic, Field Name: Student ID, Condition: = (equals), Value: StudentID#
- **To generate IPRs for one grade level:** Area: Demographic, Field Name: Grade, Condition: = (equals), Value: 01
  - Valid Grades: EE, PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12
- **To generate IPRs for more than one grade level:** Area: Demographic, Field Name: Grade, Condition: Is In (comma delimited list), Value: 01, 02, 03, 04, 05
  - Valid Grades: EE, PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12
Suggested sort criteria to obtain IPRs sorted by the homeroom teacher. (See note below if using this sort):

**NOTE:** If your campus has not requested the primary homeroom to be assigned nightly, you must run the ‘Homeroom Assignment by Period’ utility PRIOR to running the IPR Cards if you will be sorting by “Homeroom Primary”.

**Homeroom Assignment by Period Utility**

Use this utility to assign a Primary Homeroom to your students so you can use it to sort when running your progress reports.

From your eSchoolPLUS menu, navigate to Homeroom Assignment by Period by going to:

Utilities > Homeroom Assignment by Period

This process will mass assign the “Primary Homeroom” based on the course the student is scheduled into for the marking period, cycle day, and period you choose in the prompts. Choose to run this homeroom assignment based on the marking period, cycle day and period you will be distributing your progress reports.

Make sure you include a filter to search for active students as demonstrated in the screen shot below.

**NOTE:** Make sure the ‘Homeroom Assignment by Period’ utility is finished before running your IPR Cards using the “Primary Homeroom” as a sort choice.