

Teacher Access Center – Interim Progress Reports (IPR)

Follow the instructions below to Load Grades for Progress Reports.

1. Click on the **Progress Report icon**.



2. Click **Load From Gradebook** located at the top of your screen.

Load From Gradebook

3. Click on one of the three drop down arrows in the **Comments** column to mark **Dyslexia, Accomodated or Modified**.

Comments		
EC1	EC2	EC3
<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>
# - Dyslexia	<input type="text" value="v"/>	<input type="text" value="v"/>
a - Accommodated	<input type="text" value="v"/>	<input type="text" value="v"/>
m - Modified	<input type="text" value="v"/>	<input type="text" value="v"/>

5. Click **Save**.

Save

6. To type Free Text Comments click **Show Notes**.

Show Notes

7. Type note in **Notes** box.

Student Name	Marks	Comments		
	IPR	EC1	EC2	EC3
	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text" value="v"/>
	Notes:			

8. Click **Save**.

Save

9. A check mark will be displayed over the IPR icon that indicates grades have been loaded for progress reports.

