

Grades K-2 Progress Report Directions

Infinite Campus

The K-2 Progress Report will display Primary Overall Performance (AL, OL, BL) for the five core subject areas.

Hopkins County School District
 Grade 01 Report Card
 2009-2010
 Page 1 of 1

Student:	
Student ID:	
School:	
Teacher:	

Academic Performance Level for Primary Overall Performance		
AL Above Level	OL On Level	BL Below Level

PRIMARY OVERALL PERFORMANCE	Term		
	1	2	3
Math			
Reading	AL		
Science			
Social Studies			
Writing			

ATTENDANCE	1	2	3
Term			
Days Present	13	0	0
Days Absent	1	0	0
Periods Tardy	1	0	0

***Comments: This Progress Report shows the latest progress for the student in the core subject areas. A detailed Report Card will be sent home for final term grade at the end of the 12 week period.**





Teacher Signature

Parent Signature

Teacher Grade Entry

Beneath the appropriate term, select the first core subject area (in this example: Reading).

Beneath the Instruction module, select GRADING BY TASK.

-  Instruction
-  Attendance
-  Gradebook
-  Grading By Task

1) 7010101-3 Self Contained Grade 1

Term 1

- 1) 7010101-3 Self Contained Grade 1
- Gradebook) 0000013-3 Reading 1
- Gradebook) 0000014-3 Writing 1
- Gradebook) 0000015-3 Math 1
- Gradebook) 0000016-3 Science 1
- Gradebook) 0000017-3 Social Studies 1
- Gradebook) 0000018-3 Citizenship/Work Habits 1

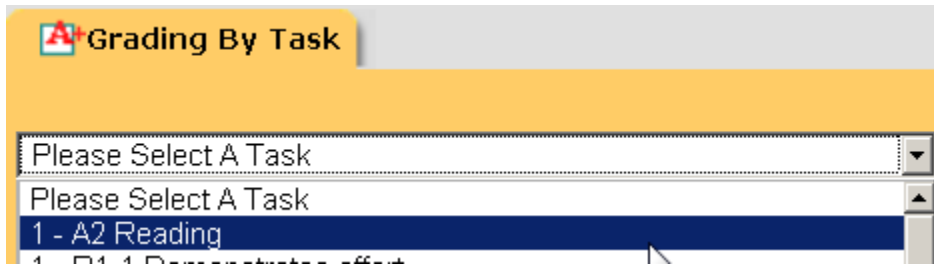
Term 2

- 1) 7010101-3 Self Contained Grade 1
- Gradebook) 0000013-3 Reading 1
- Gradebook) 0000014-3 Writing 1
- Gradebook) 0000015-3 Math 1
- Gradebook) 0000016-3 Science 1
- Gradebook) 0000017-3 Social Studies 1
- Gradebook) 0000018-3 Citizenship/Work Habits 1

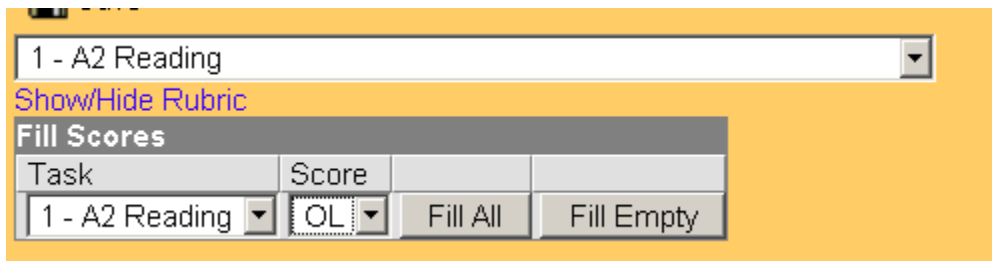
Term 3

- 1) 7010101-3 Self Contained Grade 1
- Gradebook) 0000013-3 Reading 1
- Gradebook) 0000014-3 Writing 1

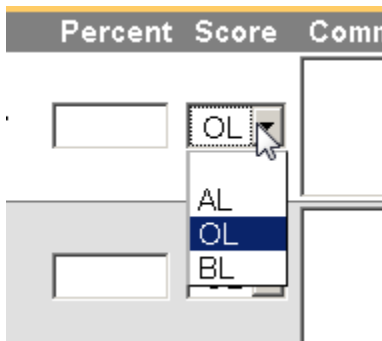
Pick the first task. (HINT: The task you will grade for the Progress Report will always be the first one that shows up for the subject area when you go to GRADING BY TASK.)



For the task, choose OL (On Level) for the score, and click the FILL ALL button. All students will receive ON GRADE LEVEL.



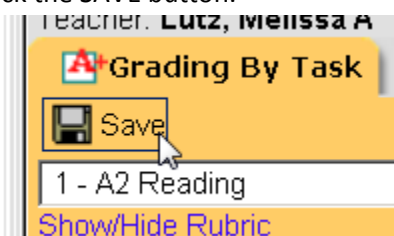
Now find the students who are working either ABOVE LEVEL or BELOW LEVEL, and individually change their score appropriately.



For any students working BELOW LEVEL, you must additionally add comments for explanation.



Click the SAVE button.



Do the same for the other four areas: Writing, Math, Science, and Social Studies.

Your progress reports should be ready to print. Notify your Curriculum Consultant so that they can print Progress Reports for your class.