Create a Progress Report and Post to Family Portal
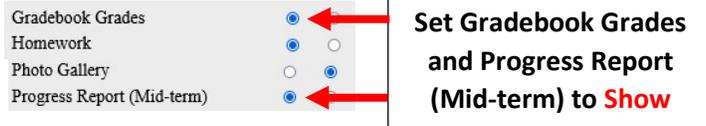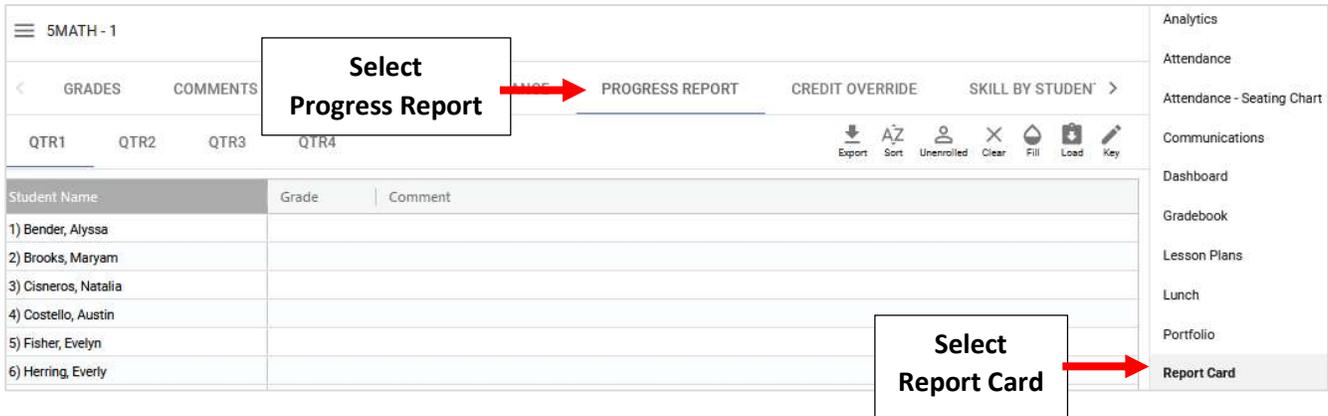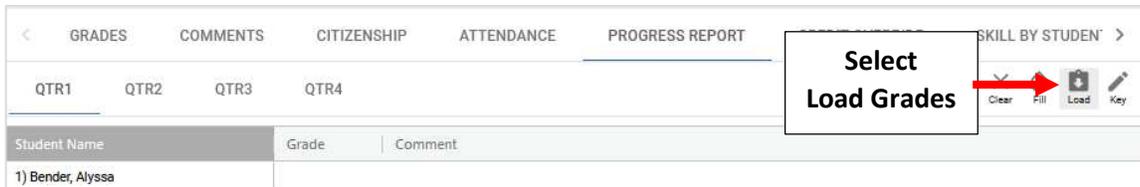
***To View Progress Reports in the Family Portal from the main menu please go to Family Portal > Configuration and set Gradebook Grades and Progress Report (Mid-term) to Show**
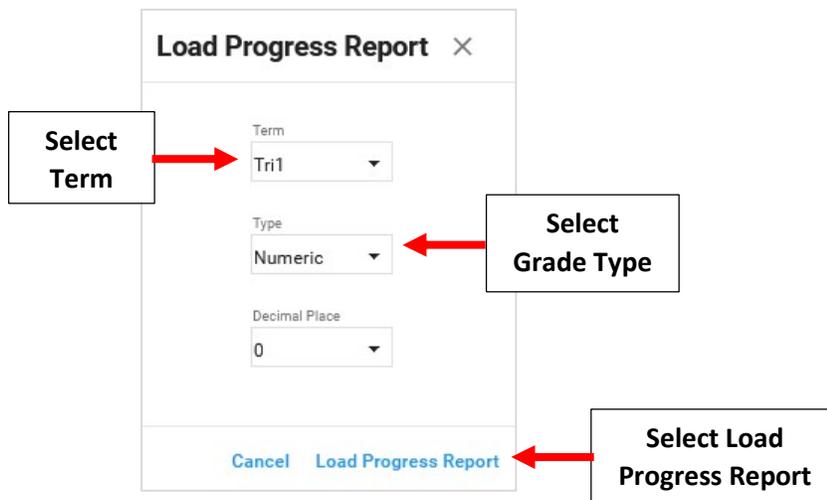
Gradebook Grades ●	Set Gradebook Grades and Progress Report (Mid-term) to **Show**
Homework ● ○	
Photo Gallery ○ ●	
Progress Report (Mid-term) ●	

The Gradebook please select Report Card > Progress Report

Select Progress Report

Select Report Card

Select Load Grades

Select Load Grades

Select Term and Grade Type (Numeric or Alpha) from dropdowns. Select Load Progress Report

Load Progress Report ✕

Select Term

Term
Tri1 ▼

Select Grade Type

Type
Numeric ▼

Decimal Place
0 ▼

Cancel   Load Progress Report

Select Load Progress Report

Grade will pull from Gradebook. Click on Grade to change value and Enter Student Comments. Select Save to Save your Changes

	Confirmation of Saved Changes	

Classroom

✓ Progress report saved successfully! ✕

≡ 5MATH - 1   Report Card ≡

< GRADES   COMMENTS   CITIZENSHIP   ATTENDANCE   PROGRESS REPORT   CREI >

TRI1   TRI2   TRI3   QTR4   ⋮ Actions

Student Name	Grade	
1) Bender, Alyssa	97	er class work.
2) Brooks, Maryam	80	
3) Cisneros, Natalia	72	It has truly been a pleasure having Anthony in my class
4) Costello, Austin	100	Has done a fine job this trimester.
5) Fisher, Evelyn	97	What a pleasure it has been to have her in my class this year
6) Herring, Everly	100	It has truly been a pleasure having Anthony in my class
7) Koch, Omar	97	She has certainly improved with her class wo
8) Lawson, Zion	100	Has done a fine job this trimester.
9) Levy, Catalina	88	Needs to put more effort into his work.
10) Mccray, Eva	82	What a pleasure it has been to have her in my class this year
11) Mcfarland, Presley	79	She has certainly improved with her class work.
12) Mcmillan, Ariana	80	What a pleasure it has been to have her in my class this year
13) Newton, Jason	100	Has done a fine job this trimester
14) Pate, Blake	100	Has done a fine job this trimester
15) Rasmussen, Vincent	68	She has certainly improved with her class work.
16) Rice, Princess	95	Has done a fine job this trimester
17) Smith, Austin	92	She has certainly improved with her class work.
18) Sosa, Josie	100	She has certainly improved with her class work.

Click on Grade to change value

Enter Student Comments

Select Save to Save your Changes

💾