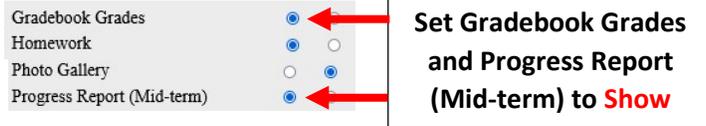
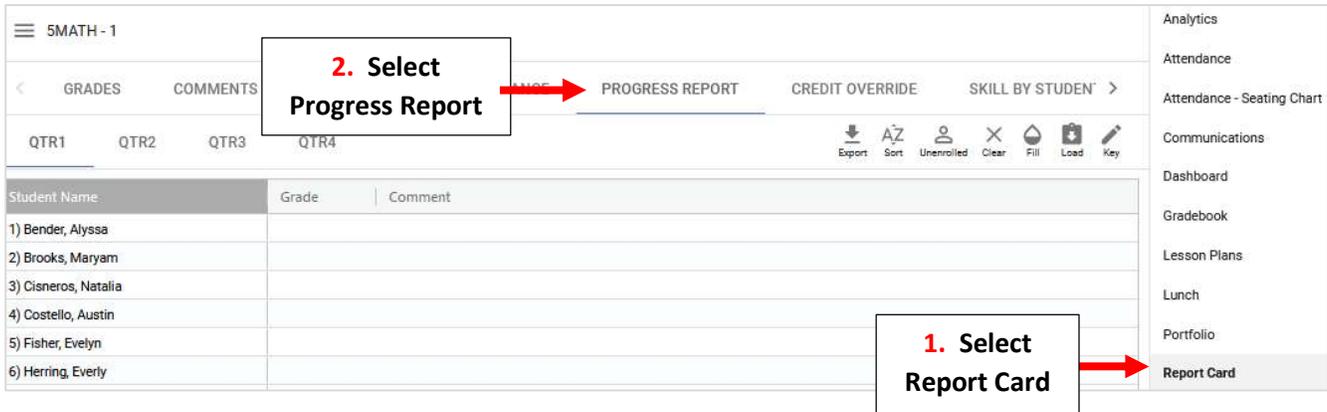


Create a Progress Report and Post to Family Portal

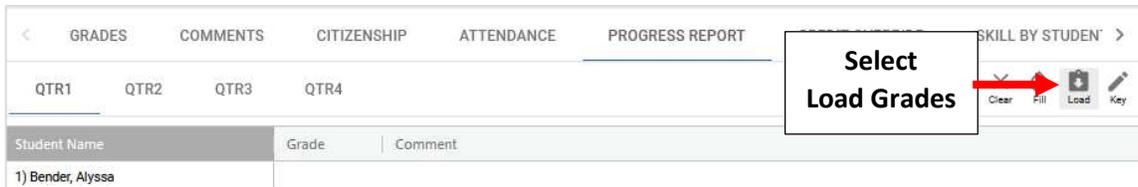
****In Order to View Progress Reports on the Family Portal Select Main Menu > Family Portal > Configuration and set *Gradebook Grades and Progress Report (Mid-term)* to Show**



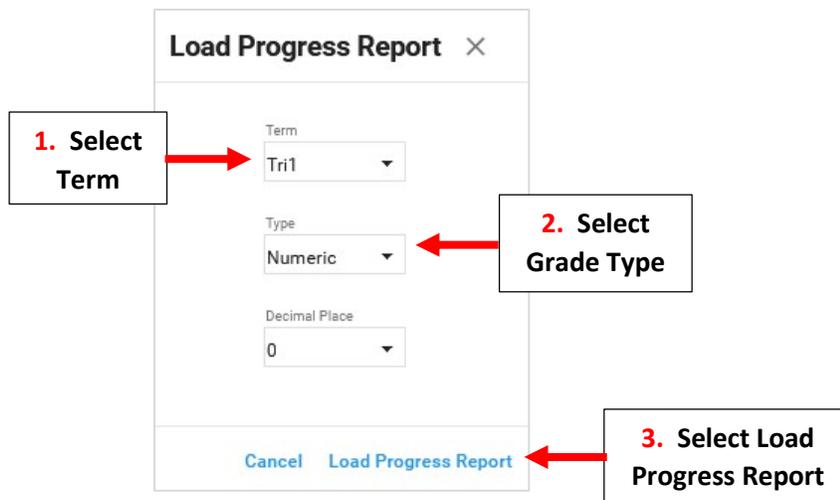
From the Gradebook, please select **Report Card > Progress Report**



Select **Load Grades**



Select **Term** and **Grade Type** (Numeric or Alpha) from dropdowns. 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

Classroom

Confirmation of Saved Changes

Progress report saved successfully!

5MATH - 1

Report Card

GRADES COMMENTS CITIZENSHIP ATTENDANCE PROGRESS REPORT CREI

TRI1 TRI2 TRI3 QTR4

Student Name	Grade	
1) Bender, Alyssa	97	ss 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 work
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.

1. Click on Grade to change value

2. Enter Student Comments

3. Select Save to Save your Changes

