

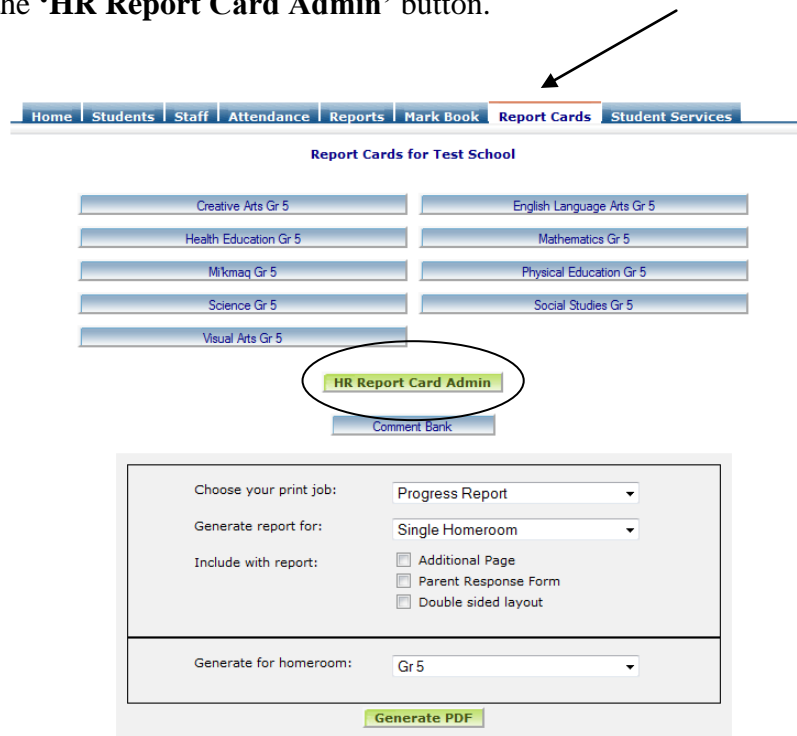
ELEMENTARY PROGRESS REPORT

An Elementary Progress Report is available for teachers to write progress reports using the Ontario Ministry of Education template:

Homeroom Teachers write progress reports. Should other teachers wish to include comments on the reports, they either submit their comments to the homeroom teacher who will enter them or work with the homeroom teacher when writing reports.

To Write A Progress Report:

1. Click on the 'Report Cards' tab at the top of your screen
2. Click on the 'HR Report Card Admin' button.



Report Cards for Test School

[Creative Arts Gr 5](#)
[English Language Arts Gr 5](#)
[Health Education Gr 5](#)
[Mathematics Gr 5](#)
[Mikmaq Gr 5](#)
[Physical Education Gr 5](#)
[Science Gr 5](#)
[Social Studies Gr 5](#)
[Visual Arts Gr 5](#)

HR Report Card Admin

[Comment Bank](#)

Choose your print job:

Generate report for:

Include with report:

Additional Page
 Parent Response Form
 Double sided layout

Generate for homeroom:

Generate PDF

3. A listing of all your students will appear. Each student will have a [+] to the left of their name. Click on the [+] for the first student.
4. Look to the messages below the student's name, and locate the 'Progress Report' link

Details	Last Name	First Name	Provincial ID
[-]	Christmas	Sarah Mary	3002196636
Edit Learner Profile Edit Learner Profile General Comments You are currently viewing IPPs from Term 1. Support Received (IPP): <input type="checkbox"/>			
[+]	Dennis	Emma	3002196750
[+]	Fiddler	Keenan	2110154701
[+]	Jeddore	Kaley Patricia May	2002198616
[+]	Johnson	Kaylea B.	2002198558
[+]	Julian-Gould	Brandon Michael	3002196602
[+]	Lafford	Taylor	3002196727
[+]	Stevens	Anastasia Leodia	2002198673
[+]	Young	Leah Madison	3002196693

[Return to Report Cards](#)

5. When you click on the '**Progress Report**' link, the input screen for the Elementary Progress Report Card opens.
6. In the **Teacher field**, type your name. Some fields in the top section of the report will automatically be filled in. As the OEN is not recorded in Outcomes, this field will not be filled in.
7. The space for Board Information may or may not be filled in by the school administration.
8. Scroll to the first section, which is Learning Skills and Workplace Habits. Using the dropdown menus, select the appropriate letter for each section.
9. Additional notes may be typed in the box '**Strengths/Next Steps for Improvement**'.
10. Now move on to the next section, using the boxes and circles to indicate the student's level of progress
11. Additional notes may be typed in the box '**Strengths/Next Steps for Improvement**'
12. Click '**Save**' at the bottom of the screen to save this progress report
13. To do the next student's progress report, click on the button at the bottom of the screen '**Return to HR Report Card Admin**'

For Teachers to Print Their Progress Reports:

1. Click on the '**Report Cards**' tab at the top of your screen
2. In the print menu box, locate *Choose your print job* and select '**Progress Report**' from the dropdown menu
3. You can generate reports for single student, multiple students, or your homeroom by locating *Generate report for* and selecting the appropriate selection from the dropdown menu
4. To print your reports, click on the green '**Generate PDF**' button

Teacher's Signature _____ Principal's Signature _____

[Space Designated for Board]

Save

Delete this Record

Return to HR Report Card Admin

For Admin Assistants to Print Progress Reports:

1. Click on the 'Admin' tab at the top of your screen
2. Click on the 'Report Cards' button located under the Reporting Tools section at the bottom of the screen
3. In the print menu box, locate *Choose your print job* and select 'Progress Report' from the dropdown menu
4. You can generate reports for single student, multiple students, single homerooms, or multiple homerooms, by locating *Generate report for* and select the appropriate selections from the dropdown menus
5. To print your reports, click on the green 'Generate PDF' button
6. To print progress reports from previous terms, select the appropriate term from the dropdown menu

The screenshot shows a form for generating progress reports. It is divided into two main sections. The top section contains three rows of controls: 'Choose your print job:' with a dropdown menu set to 'Progress Report'; 'Generate report for:' with a dropdown menu set to 'Single Homeroom'; and 'Include with report:' with three unchecked checkboxes: 'Additional Page', 'Parent Response Form', and 'Double sided layout'. The bottom section contains two rows: 'Generate for homeroom:' with a dropdown menu set to '7'; and 'Term:' with a dropdown menu set to 'Current Reporting Term'. Below these sections is a prominent green button labeled 'Generate PDF'.

To Enter Information into the Board Information Boxes:

For Individual Students:

1. Click on the 'Report Cards' tab at the top of your screen
2. Click on the 'HR Report Card Admin' button. A listing of all your students will appear. Each student will have a [+] to the left of their name.
3. Click on the [+] for the first student.
4. Look to the messages below the student's name, and locate the 'Progress Report' link
5. When you click on the 'Progress Report' link, the input screen for the Elementary Progress Report Card opens.
6. You can now type directly in the Board Information Boxes

Information for all Students:

1. Click on the ‘**Admin**’ tab at the top of your screen
2. Click on the ‘**Progress Report Admin**’ button located under the Reporting Tools section at the bottom of the screen
7. Select the homeroom from the homeroom dropdown menu. If you wish to put the same message in more than one homeroom Board Information Boxes, you can select more than one by holding down your Ctrl key while clicking on the homeroom name
3. Enter the information
4. Click ‘**Execute**’ button
5. It will now be entered in every student’s progress report.
6. If you don’t want to overwrite information already written in individual student’s progress reports, a window will open giving you the option to not overwrite them

The screenshot displays the 'Progress Report Admin' web interface. At the top, it says 'Progress Report Admin'. Below that, there is a section for 'Progress Report for Term 1' with a dropdown menu set to 'Term 1' and a 'Change Term' button. A 'Homeroom' dropdown menu is set to 'Gr 3'. There are two large text input areas labeled 'Space for Board Information' and 'Space Designated for Board Information'. A modal dialog box titled 'Progress Report Update' is centered on the screen, asking 'Do you want to overwrite all existing records with these changes for students in the selected homeroom.' with 'Yes', 'No', and 'Cancel' buttons. At the bottom of the main interface, there is an 'Execute' button and a 'Return to Admin' button.