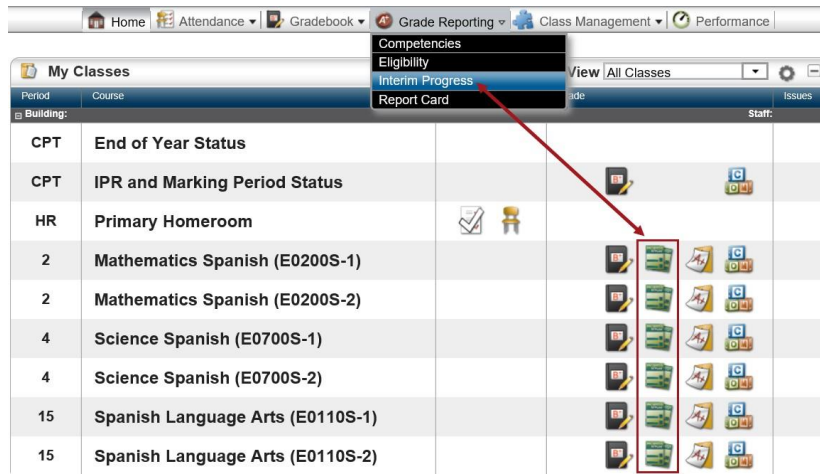


eSchoolPlus FSS Kindergarten Interim Progress Reporting



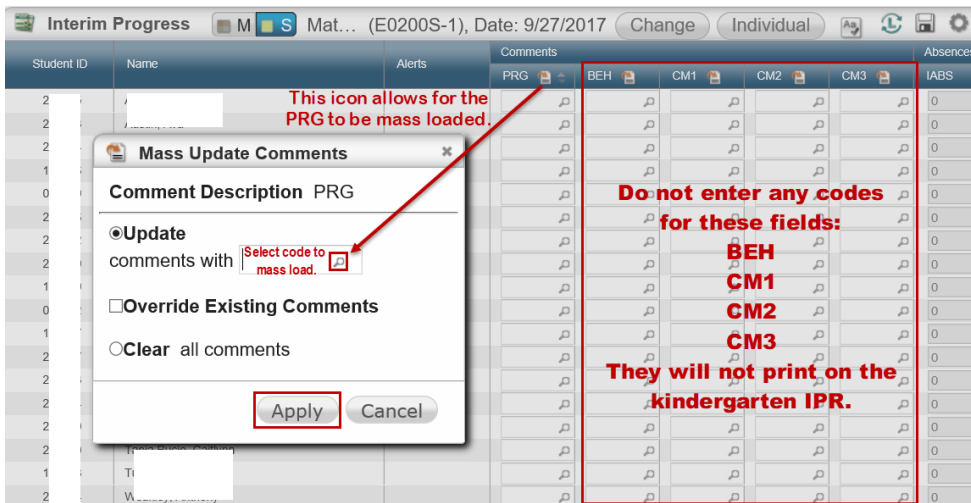
Log into eSchoolPlus Teacher Access Center.

Select the icon from the home screen or use the Grade Reporting menu to select Interim Progress.

Confirm the month and year are applicable to the current IPR period.



Step 1

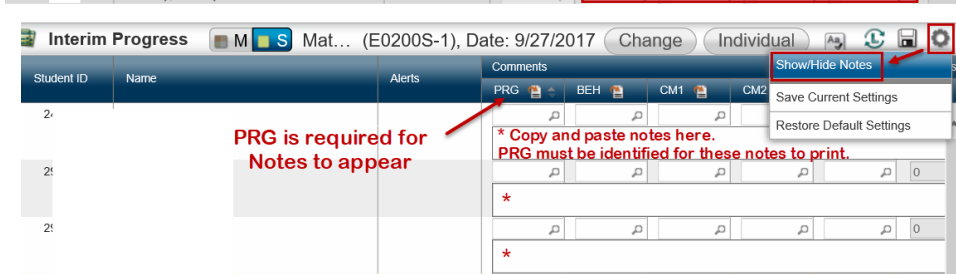


Use the magnifier to select desired comments or use the mass load icon to mass load comments for:

PRG (Interim Progress)

Note: If you know the code, you can type it directly into the field.

Code	Description
ES:	Exceeds Standards
MS:	Meets Standards
BP:	Working Below Potential
PD:	Performance Declining
DF:	Danger of failing
F:	Failing



Click the gear icon and select Show/Hide Notes.

Copy and paste comments into the note area.

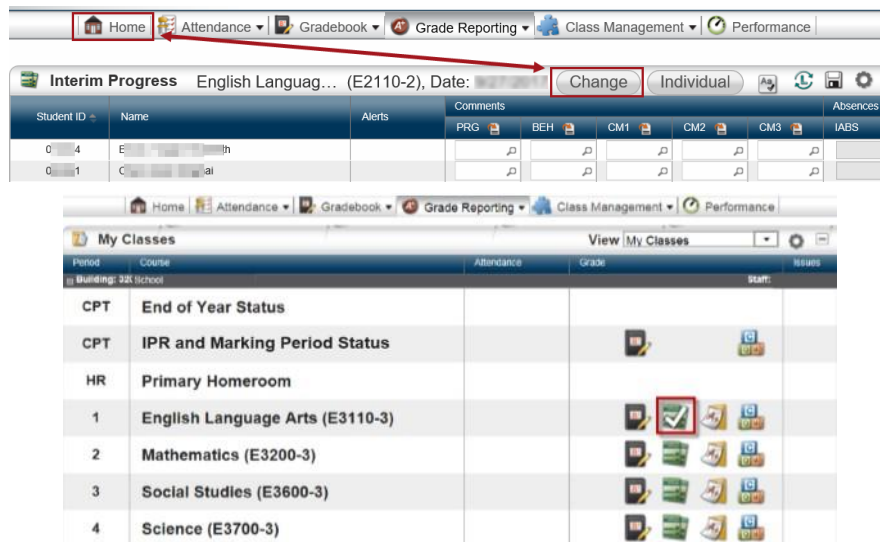
Note: **PRG is required** for comments to print.

Click the **Save** button

Step 2

Important:

- ◆ Do not type an IPR date. If necessary, select from the dates available to match the correct IPR reporting period.
- ◆ Do not select "Individual".
- ◆ PRG code is required for notes to print. If PRG is not identified notes will not print.
- ◆ Do not select codes for: BEH, CM1, CM2, or CM3. They do not print on the kindergarten IPR.
- ◆ Do not attempt to Load from Gradebook.



Once the IPR is saved for the identified class, click the **Change** button to select another class or **Home** if you are finished all classes.

On the **Home** page, a white check mark will appear on the IPR icon.

Step
3

BEFORE LOCKDOWN

MARKING PERIODS 1 THROUGH 4

Before lockdown remember to provide Megan O'Donnell the list of students you identified to receive an interim.

Step
4

To view interim comments visit the Red Clay Intranet: Working Here > Curriculum and Instruction > Grading. In the Online Gradebook area, under For Teachers, select the "KN Interim and Report Card Comments" document.

