

# eSchoolPlus FSS Grades 1-3 Standards and Competency Interim Progress Reporting Teacher QuickTips

The screenshot shows the eSchoolPlus Teacher Access Center interface. At the top, there are navigation tabs: Home, Attendance, Gradebook, Grade Reporting, Class Management, and Performance. A dropdown menu is open under 'Grade Reporting', showing options: Competencies, Eligibility, Interim Progress (highlighted), and Report Card. Below this is a 'My Classes' table with columns for Period, Course, and Staff. The table lists several classes, including 'English Language Arts (E2110-3)', 'Mathematics (E2200-3)', 'Social Studies (E2600-3)', and 'Science (E2700-3)'. At the bottom, there is a 'Change' button next to the date '9/27/2017'.

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

The screenshot shows the 'Mass Update Comments' dialog box. It has a 'Comment Description' field with 'PRG' entered. There are radio buttons for 'Update comments with' (selected), 'Override Existing Comments', and 'Clear all comments'. An 'Apply' button is highlighted. In the background, a table of student comments is visible with columns for PRG, BEH, CM1, CM2, CM3, and IABS. A red box highlights the 'BEH' column with the text: 'The BEH (behavior) comments are opposite what is on the Report Card so do not identify any BEH comments.' A legend on the right lists: PRG - Progress, CM1 - Comment 1, CM2 - Comment 2, CM3 - Comment 3, and BEH - Behavior do not enter for S&C grade levels.

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

- PRG (Progress)
- CM1 (Comment 1)
- CM2 (Comment 2)
- CM3 (Comment 3)

**Note:** If you know the code, you can type it directly into the field. **Do not enter BEH comments.**

Save

Step 2

### Important Reminders:

- ◆ Do not enter free text comments via the Show Comments button for these grade levels.
- ◆ Do not type an IPR date, select from the dates available to match the correct IPR reporting period.
- ◆ Do not attempt to Load from Gradebook.

The screenshot shows the 'Interim Progress' interface. At the top, there are navigation tabs: Home, Attendance, Gradebook, Grade Reporting, Class Management, and Performance. Below this, there's a section for 'Interim Progress' for 'English Language Arts (E2110-2)'. A 'Change' button is highlighted with a red box. Below that is a table with columns for Student ID, Name, Alerts, Comments, and various marking periods (PRG, BEH, CM1, CM2, CM3, IABS). Below the table is a 'My Classes' section with a table listing classes and their icons. A red box highlights a checkmark on the IPR icon for the 'English Language Arts (E3110-3)' class.

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

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 Interim and Report Card Comments document.

**DSC** Data Service Center  
**HELP!**  
 Have a question?  
 Call the DSC Help Desk  
 at: (302) 504-7222