

Skyward: Progress Detail Progress Report

Benefits:

- Breaks up information into categories
- Ability to customize for specific grading period
- Ability to add signature line for parents
- Includes average for class
- Best looking
- Ability to customize template

To Create:

1. Login to skyward
2. Click "Gradebook"
3. Choose the class by clicking the **Gradebook** link
4. At the top of the screen hover over "**Reports**" to see the tan list of options
5. Click on "Enhanced Multi-Class Progress Report"

Solomon/Plains Junior High
Teacher: LEAH COCHRAN Class: 0820 / 04 Prd:2 ENGLISH 8

Navigation: Home | Main Screen | My Print C

Menu: Issues | Assignments | Attendance | Categories | Grade Marks | Posting | **Reports** | Charts | Display Options | Quick Scoring | E

	No Atnd Entry Today	Term Grade	O1	O2	SE1	S1	Joun 01/2 Hwr 10 8.7	Attendance
MAR		95 95.00%	95	95	93	95		Detail Report
CHA		93 93.21%	94	91	93	93		Summary Report by Class
HLE		94 94.29%	97	92	93	94		Grade Sheet Report
VID		91 91.11%	91	89	80	88		Assignment Listing - By Student
IFE		92 92.14%	95	93	100	95		Assignment Master Report
AE		89 88.93%	89	84	85	86		Missing Assignments
TLY		95 95.36%	96	92	99	95		Email Progress Report
AND		95 95.36%	97	93	95	95		View Emailed Reports
RAH		94 94.29%	97	95	98	97		Category Summary Report
CHA		90 90.00%	93	90	83	90		Online Assignment Analysis Report
HN		93 93.21%	95	88	88	91		Progress Reports
Y		93 93.21%	95	87	85	90		Progress Detail
RIL		96 95.71%	95	89	88	91		Enhanced Multi-Class Progress Report
OMA		98 97.50%	94	89	88	91		Progress Summary
EA	Abs	95 94.64%	95	93	88	93		Multi-Class Progress Report
ITH		99 98.93%	97	96	100	97		Partial Progress Reports
TRI	Abs	100 101.79%	98	97	95	97		Partial Progress Detail
RY		98 98.21%	97	98	98	98		Partial Progress Summary
YSO		89 89.29%	93	87	90	90		Partial Multi-Class Progress Report
ST		82 82.14%	94	91	93	93		Class Information
...			Class Roster
...			Student Information
...			Custom Forms Report

6. Highlight the first option so it is tan. Then click "Print"

Report: **Enhanced Multi-Class Progress Report**

Seq. #	Report Template name	Print
900	Curr Term;No Count;Ungraded;Comments;Sig;Attn Totals	Print
910	Curr Term;No Count;Comments;Sig;Attn Totals	Back
920	Curr Term;No Count;Ungraded;Comments;Sig;No Attn	Add a new Template
930	Curr Term;No Count;Comments;Sig;No Attn	View parameters of Template
		Clone Template

7. The print queue will display. It will first need to run the report. This usually takes less than a minute.

Date	Time	Report Description	Class	V	W	Status	Time
02/16/2012	Thu 12:25 PM	Enhanced Multi-Class Progress Report	0820/04 ENGLISH 8	N		Running	00:00:12
02/15/2012	Wed 3:33 PM	Enhanced Multi-Class Progress Report	0820/04 ENGLISH 8	Y		Completed	00:00:27
02/15/2012	Wed 3:31 PM	Enhanced Multi-Class Progress Report	0820/04 ENGLISH 8	Y		Completed	00:00:33
02/15/2012	Wed 3:30 PM	Progress Summary Report	0820/04 ENGLISH 8	Y		Completed	00:00:18
02/15/2012	Wed 3:24 PM	Progress Report	0820/04 ENGLISH 8	Y		Completed	00:00:09
02/15/2012	Wed 3:22 PM	Progress Report	0820/04 ENGLISH 8	Y		Completed	00:00:08
02/15/2012	Wed 3:21 PM	Progress Report	0820/04 ENGLISH 8	Y		Completed	00:00:10
02/15/2012	Wed 3:17 PM	Progress Report	0820/04 ENGLISH 8	Y		Completed	00:00:21
02/15/2012	Wed 3:06 PM	Assignment Listing Report	0820/04 ENGLISH 8	Y		Completed	00:00:07

8. Once it says "Complete" a popup will come up to display your report.

Report Finished Processing
The report Enhanced Multi-Class Progress Report has finished processing.

Display Report Back

9. A PDF will display with the information for all of the students in the section. Assignments will be listed by the name they are given when you enter it in Skyward.
10. You can print this to send home with students or to disburse to parents during conferences.

Solomon/Plains Junior High							
Progress Report for M3 (01/26/12 - 02/28/12)							
Student: ██████████				Date: 02/16/12			
Class: ENGLISH 8 / 04		Period: 2		Teacher: LEAH COCHRAN			
Attendance Totals:		Excused: 0		Unexcused: 0		Tardy: 0	
Category	Assignment	Due Date	Special Code	Score	Out of	%	Grade
Clas							100
	Read "Lincoln" Vocab, Q-1to 7	02/07/2012		10	10	100.00	100
	Civil War Background	02/13/2012		10	10	100.00	100
Hwrk							100
	Journal Charlie's change	01/26/2012		10	10	100.00	100
	Grammar Skillbuilder	01/31/2012		10	10	100.00	100
	Subject-Verb Agreement pack	02/02/2012		10	10	100.00	100
	Test Review	02/03/2012		10	10	100.00	100
	O Captain! My Captain! wksh	02/10/2012		10	10	100.00	100
Proj							100
	Figurative Language	02/14/2012		10	10	100.00	100
Quiz							97
	"Lincoln" Multiple Choice	02/07/2012		36	40	90.00	90
	RR letter to president	02/09/2012		20	20	100.00	100
	RR Reasons for Assassination	02/09/2012		20	20	100.00	100
	Compare "O Captain" & Lincoln	02/13/2012		40	40	100.00	100
Test							90
	"Flowers for Algernon"	02/03/2012		90	100	90.00	90
Current Class Grade: 95.33% / 95							