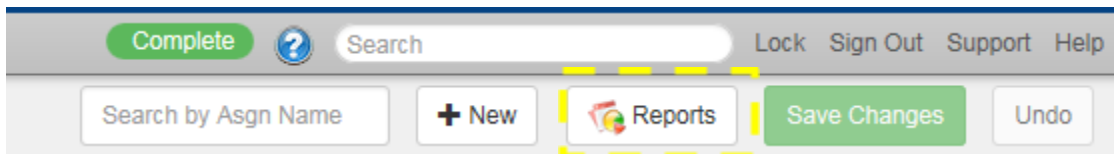


Printing Progress Reports-Summary Progress Reports

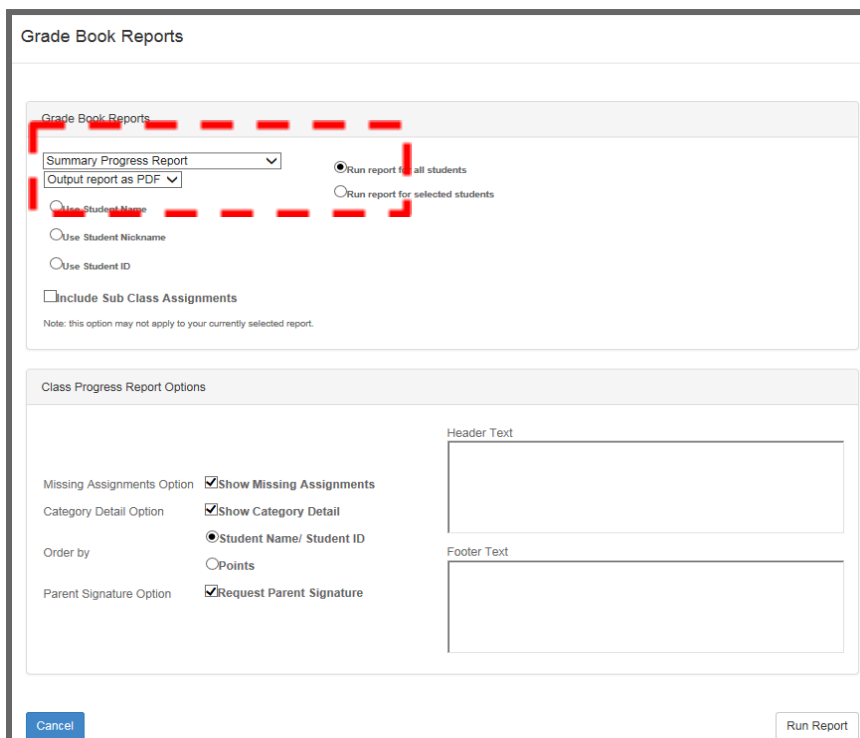
1. Login to TeacherVue at <https://sis-bradley.tnk12.gov/bcs/#>
2. Select **Grade Book** from the top menu.



3. Select Grade Book Main from the drop down menu. This will open up your grade book.
4. Select Reports button on the right top. (This can be done under any class or subject.)



5. Choose **Summary Progress Report** from the drop down list to print one page per student. You can add Footer Text to include grading scale or any note that you want to print on each progress report. You may want to uncheck the Request Parent Signature box if you do not want it signed and returned.

A screenshot of the 'Grade Book Reports' form. The form is titled 'Grade Book Reports' and contains two main sections. The first section, 'Grade Book Reports', has a dropdown menu set to 'Summary Progress Report' and an 'Output report as PDF' dropdown. Below these are radio buttons for 'Run report for all students' (selected) and 'Run report for selected students'. There are also radio buttons for 'Use Student Name', 'Use Student Nickname', and 'Use Student ID'. A checkbox for 'Include Sub Class Assignments' is present, with a note below it: 'Note: this option may not apply to your currently selected report.' The second section, 'Class Progress Report Options', includes checkboxes for 'Show Missing Assignments', 'Show Category Detail', 'Student Name/ Student ID' (selected), 'Points', and 'Request Parent Signature'. There are two text input fields for 'Header Text' and 'Footer Text'. At the bottom left is a 'Cancel' button and at the bottom right is a 'Run Report' button.

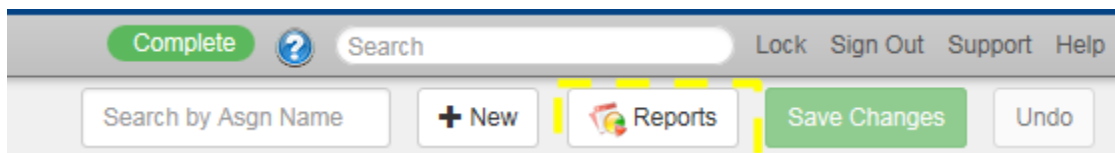
6. Select Run Report in the lower right corner. A PDF will open in either a new window or tab.
7. You can either save it or print it. *Please make sure you check it over carefully before printing.

Printing Progress Reports-Detailed Progress Reports

1. Login to TeacherVue at <https://sis-bradley.tnk12.gov/bcs/#>
2. Select Grade Book from the top menu.



3. Select Grade Book Main from the drop down menu. This will open up your grade book.
4. Select Reports button on the right top. (This can be done under any class or subject.)



5. Choose Detailed Progress Report from the drop down list to provide a more detailed look at student progress. For elementary teachers, this report will print out a page per subject per student-This means each student will have about 4 pages for a progress report. You can add Footer Text to include grading scale or any note that you want to print on **each** progress report. You may want to uncheck the Request Parent Signature box if you do not want it signed and returned.

Grade Book Reports

Detailed Progress Report

Output report as PDF

Font Size 8

Run report for current Class Run report for all students Run report for all Assignments

Run report for "at risk" students Run report for selected Assignments

Run report for selected students

Use Student Name

Use Student Nickname

Use Student ID

Include Sub Class Assignments

Note: this option may not apply to your currently selected report.

Student Progress Options

Report Detail Detailed Summary Only

Assignment Detail Show Notes

Options Show Comments Show Assignment Description Show Due Date

Display Options Include Not For Grading Asgmts Show Overall Class Grade

Page Orientation Landscape Show Chart(s)

Charts Show Chart(s)

Options Category Percentages Category Points Category Breakdown Student vs. Class Average

Selected 1. Category Summary

Show Score Type Options Show Mark Show Points Show Percentage

Request Parent Signature Show Signature Box

Header Text

Footer Text

6. Select Run Report in the lower right corner. A PDF will open in either a new window or tab. Then you can choose to save it or print it

***Common notes used in the Footer Notes:**

*Grade is based on unique, individualized accommodations but still reflects grade level standards.

*Grade is based on modifications and reflects standards below grade level for subject area.

****Remember footer notes will go on all reports if you have your whole class selected. To print on individual students, select students individually between step 5 and 6.**