

2024-2025 Interim Progress Report (IPR) Quarter 1 ~ Teacher Preparation

Below is a summary of important dates and activities related to IPR:

Important Dates	Activity
Friday, November 1	End of quarter 1
Thursday, November 7 at 3 pm	Due date for teachers to update grades and comments in Gradebook
Friday, November 8 until Tuesday, November 12 at 3 pm	Teachers can start grade and comment proofreading in Teacher Access Center (TAC) upon receiving an email from your school office staff. For any grade or comment discrepancy, please fix it in Gradebook and TAC.
Thursday, November 14 after 3 pm	IPR grades will be available to parents/students in Home Access Center (HAC).
Monday, November 18	Printed IPR grade reports will be mailed home.

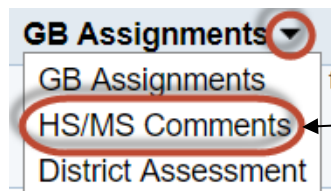
Reminders:

- There are four (4) options for comments in each reporting period which include room for the **21st Century Skills Comments** are part of an 800 series at each school. These tie into the [rubrics found on the district website](#). These can be used at IPR and semester reporting. See the approved comment list for your school.
- Grades for IPR will be pulled directly from the gradebook.
- Comments are added directly within the gradebook (directions with screenshots below).
- IPR will be mailed home and viewable in Home Access Center (HAC). Click [HERE to access IPR viewing instructions in HAC](#).
- Gradebook Basics available in [Secondary Gradebook Portal Access](#) (<https://everettsd.instructure.com/courses/28882>)

First time accessing Gradebook Portal?

Self-enroll using these links to join: [Secondary Gradebook Join Link](#)

How to add comments directly in the Gradebook?



a. Arrow leads to a drop-down menu from GB Assignments

Select **"HS/MS Comments"**

b. Use the space bar key to see list of comments OR type in number from scale*.

Enter comment code in columns titled:

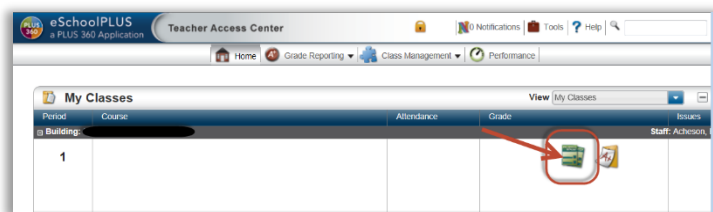
IPR Comment 1
IPR Comment 2
IPR Comment 3
IPR Comment 4

b. If comment is to be repeated – Shift 8 or "*" can be used.

















* See end of document for comment codes specific to your school.

How to proof progress grades in TAC?

From the Home Page - Select the IPR icon.



You will see your roster and be able to proof/update your grades from this screen.

Marks	Comments			
IPR	CM1 	CM2 	CM3 	CM4 
				
				
				

When completed – select Save in the upper right corner.



You can run reports to verify grades match in the two systems using [IPR Grade Review](#).