

## 2024-25 Interim Progress Report (IPR) Quarter 3 ~ Teacher Preparation

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

| Important Dates                                    | Activity  |
|--|---|
| Friday, March 28, 2025                             | End of Quarter 3  |
| Thursday, April 3 at 3 pm                          | Due date for teachers to update grades and comments in Gradebook  |
| Friday, April 4 until<br>Tuesday, April 15 at 3 pm | Teachers can start grade and comment proofreading in Teacher Access Center (TAC) upon receiving an email from your school office staff.<br><br><b>For any grade or comment discrepancy, please fix it in Gradebook and TAC.</b> |
| <i>Monday, April 7 – Friday, April 11</i>          | <i>Spring Break</i>   |
| Monday, April 21, 2025                             | Printed IPR grade reports will be mailed home. IPR grades will be available to parents/students in Home Access Center (HAC).  |

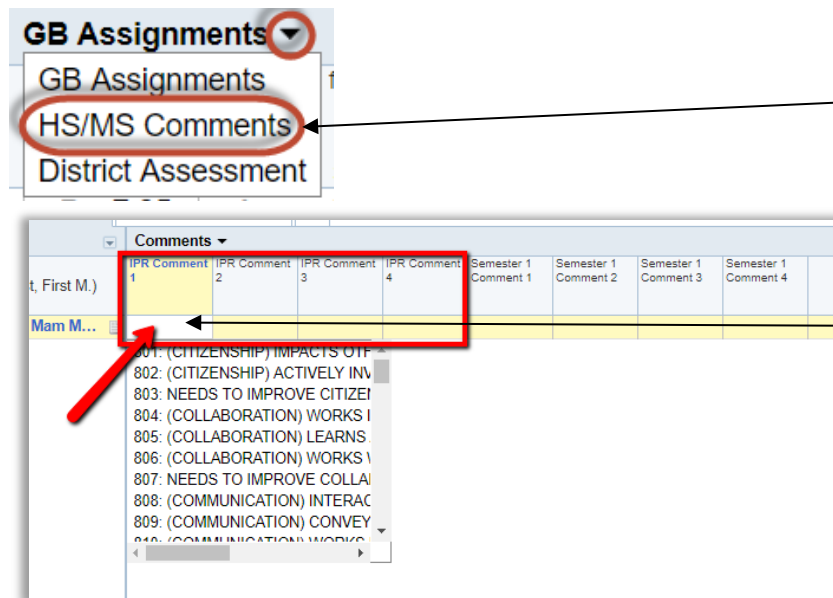
Reminders:

- There are four (4) options for comments in each reporting period which include room for the **21<sup>st</sup> Century Skills Comments** are part of an 800 series at each school. These tie in to 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:

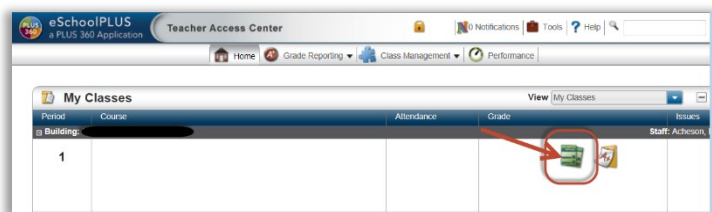
**IPR Comment 1**  
**IPR Comment 2**  
**IPR Comment 3**  
**IPR Comment 4**

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

















\* See end of document for comment

## 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](#).