

Online Student Progress Reports

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Introduction

Due to frequent questions about how teachers can control data viewed in the online progress reports accessible from the RUSD Connect application via Webblockers, we have put together the following brief explanation. The explanation describes what data is imported, how frequently, and how teachers can control the information displayed in the student progress reports on the web.

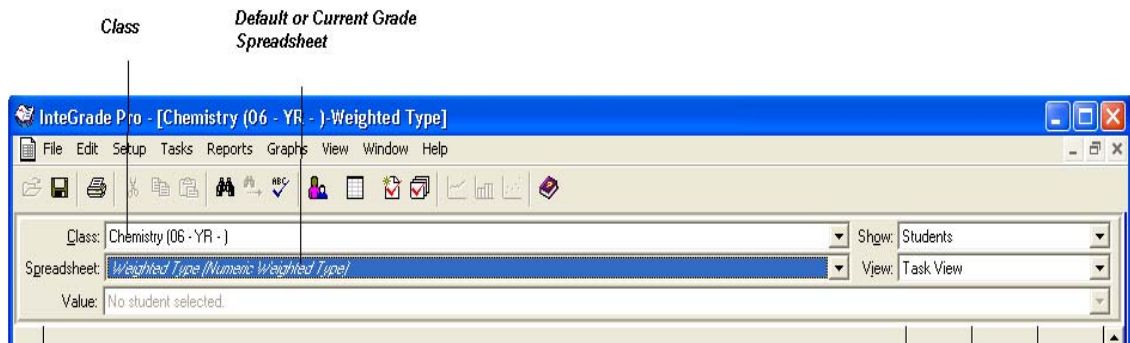
Importing Data from IGPro

The IGPro application is used by teachers at the secondary schools in RUSD to keep track of student progress. The application stores data in files. The files are stored on local desktops or on a flash drive and frequently copied onto the school servers.

The RUSD Connect application imports information every weekday night from the school servers at each of the secondary schools. The data is imported into a database maintained by Network and Information Systems (NIS). The application then displays this data when requested.

Note: In order for parents and students to view updated progress reports, teachers must copy their IGPro files to the school server daily or whenever the files are updated. If the files are not copied to the school server, changes *will not be reflected on the online student progress reports*.

By default, the data displayed on the online student progress report comes from the default or the current grade spreadsheet. Although teachers can create a number of spreadsheets for a specific class, there is only one spreadsheet called the current grade spreadsheet for a class. This spreadsheet is identified by having its name in italics font when viewed within the IGPro application. Please see the example on the next page.



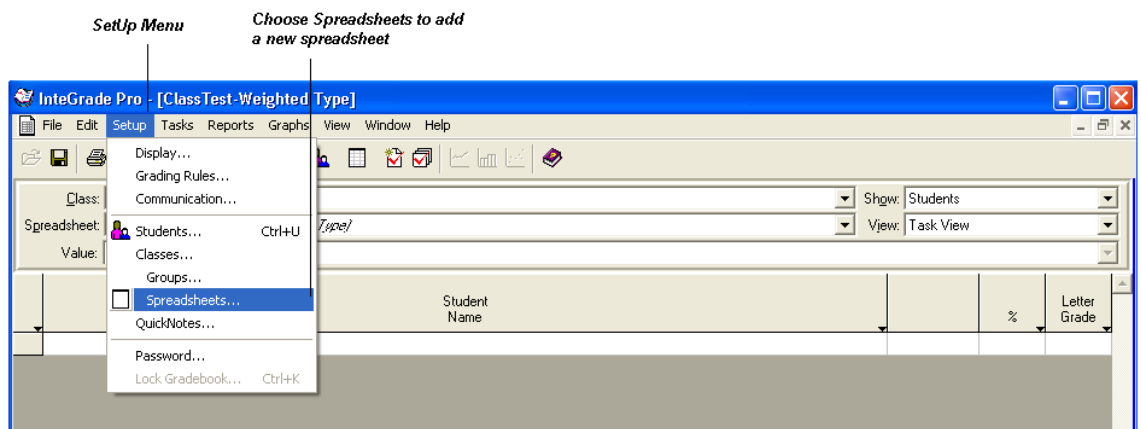
Modifying which Spreadsheet is the Current Grade Spreadsheet

Teachers can modify which spreadsheet is the current grade spreadsheet or the default spreadsheet for a class. To do this, you can either create a new spreadsheet and specify it as the current grade spreadsheet or specify an existing spreadsheet as the current grade spreadsheet. The following directions show the steps necessary to change the current grade spreadsheet.

Please note that only certain *kinds* of spreadsheets can become the current grade spreadsheets in the IGPro application. For further questions about the various kinds of spreadsheets in IGPro, please refer to the help documentation for IGPro accessible via the 'Help' Menu item in the application.

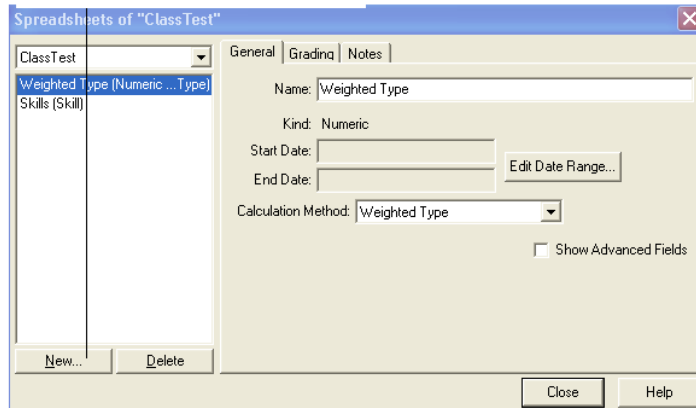
Create a New Spreadsheet

1. To create a new spreadsheet in IGPro, click 'Setup' from the menu near the top of the window and then click 'Spreadsheet' from the drop down Menu.



2. A window similar to the following will pop up. In the new window, click the 'New' button and follow the directions on the screen to create a new spreadsheet.

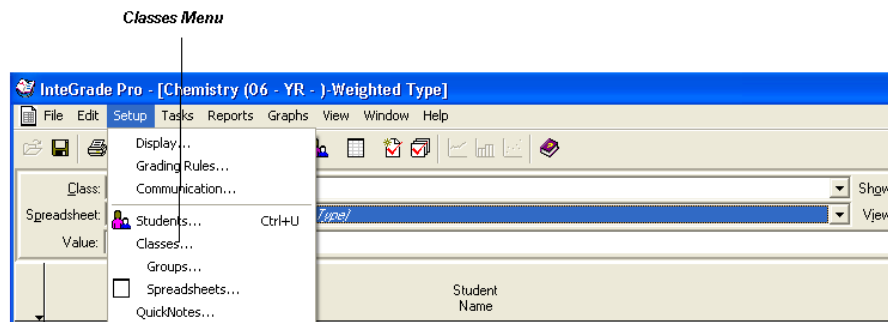
Click New button to create a new spreadsheet



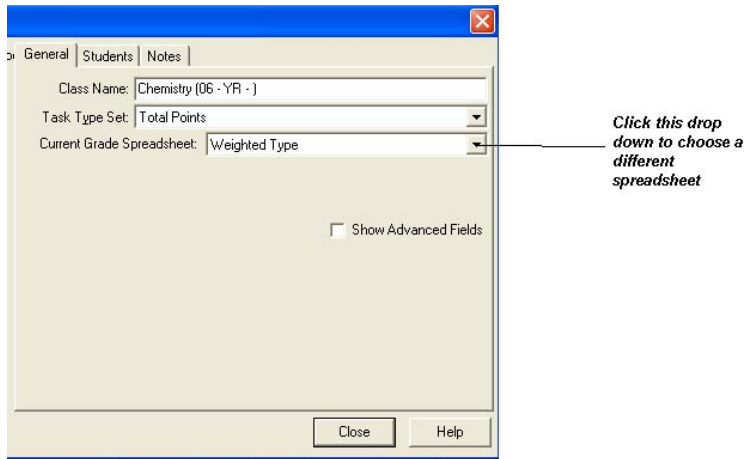
3. Once a new spreadsheet has been added, please click the 'Close' button.

Changing the Current Grade Spreadsheet

To change the current grade spreadsheet for a class, choose 'Class' from the 'Setup' Menu at the top of the screen in the IGPro application.



A new window will be shown where the current grade spreadsheet can be modified via drop down box. Please click on the down arrow in the drop down box (see picture on the next page) and click on the name of the spreadsheet that you want to specify as the new current grade spreadsheet.



When you are done, click the 'Close' button to close the window. The new current grade spreadsheet should appear in italics font.

Controlling the Data on the Online Progress Report

Teachers control the data displayed on the online progress reports by limiting the data on the current grade spreadsheet for a class. If teachers do not want student scores or assignments to be displayed on the online student progress report, they may copy the data onto another spreadsheet that is not the current grade spreadsheet. However if at anytime, teachers want to communicate a student's progress, they can enter it on the default spreadsheet and the data will be automatically displayed on the next business day. It is recommended that data on the current grade spreadsheets be updated often so that parents have access to current information.