

Teacher IPR Instructions

Define assignments and enter scores to be included on the student's progress report – check box to publish scores like you normally do.

From the My Classes screen – check the IPR run date: should say example: 9-17-2014.

After all assignments and scores are entered – **run Missing Scores Report** (top row of buttons) to make sure nothing has been missed. Then do the following:

1. Go to IPR link from My Classes screen
2. Click on Load from Gradebook button on top row
3. Verify that these grades are correct and what you want to parents to see. (This will take the place of the verification sheets.)
4. Once you have verified your grades – click the save button – this will upload your grades to eschool.

High School: You will need to follow steps 1 through 4 for each class period.

Elementary: You will do 1 through 4 for each subject.

Please send your counselor an email stating that you have verified all grades and loaded in to eschool.

You will have until (specified date) to load and verify all grades. After 4 p.m. the teacher access will then be changed to View Only. No changes can be made. If you see any errors after this time, please contact your counselor