



Raven Completing Progress Reports

1) Once logged in, click PR icon for a student (either on the Dashboard or Enrollments tabbed page) to go to the student's PR Summary page.

Raven Correspondence School

Dashboard Enrollments Resources

2008-09 Active

Name	ID	Grade	Status	Year	ILP Status	PR A+
Ravenfamalenski, Melvin	000000	3	Active	2008-09	Approved	
Ravenfamilenski, Marilyn	0000	12	Active	2008-09	Approved	

2 records found

Progress Report Icon

2) Click to +Add Grades for the correct school term.

Ravenfamilenski, Marilyn

Year 2008-09 ID 0000 Grade 12 ILP Status Approved Total Credits 5.0

Progress Report List

Term	Status
Q1	
Q2	
Q3	
Q4	

Course Grades

Course	Q1			Q2			Q3			Q4			Curriculum
	Grade	Credit	Sample	Grade	Credit	Sample	Grade	Credit	Sample	Grade	Credit	Sample	
English — English IV	NC	0.0		NC	0.0		NC	0.0		NC	0.0		BYU
Foreign Lang — French III	NC	0.0		NC	0.0		NC	0.0		NC	0.0		Rosetta Stone

3) Use drop-down menu to select appropriate grade for each course.

Ravenfamilenski, Marilyn

Add Grades

Grades

Course	Credit	Grade	Progress Summary (?)
English — English IV	0.25	B+	
Math — Pre-Calculus I	0.25	A-	
Foreign Lang — French III	0.25		
Social Studies — World History I	0.25		
Science — Physics I	0.25		

No Work W/F INC P

Uploaded

+ Add Work Sample



Completing Progress Reports

4) Add a Progress Summary for each course:

- #lessons completed/#total
- Time spent
- Major topics covered

Ravenfamilenski, Marilyn

Add Grades

Course	Credit	Grade	Progress Summary ?
English -- English IV	0.25	B+	11/50 lessons completed; 40 hours spent; Major topics covered were - reading and analyzing The Odyssey,
Math -- Pre-Calculus I	0.25	A-	

5) Add electronic Work Samples by doing the following:

- Click "+Add Work Sample". This will open the upload area above it.
- Choose the student's Course from the drop-down and browse for the Work Sample file on your computer.

Science -- Physics I 0.25 B-

No Work Samples Uploaded

Select the Work Sample's associated course, and then browse for the file on your computer. When you click the **Save** button at the bottom of the page, the system will automatically upload your selected file. To add more than one file, click + **Add Work Sample** again, and repeat procedure.

Course: English - English IV Choose course from the drop-down

File: /Users/kersch/Desktop/OdysseyAnalysis Browse... Browse to associated electronic file of Work Sample stored on your computer

Cancel

+ Add Work Sample

**** NOTE: Each file must be no larger than 2MB**

6) Add Parent Comments. Use the tool palette at the top to bold text, bullet items, add website links, etc.

7) SAVE your work! Click the big green Save button to save everything you added/edited on the Progress Report form.

+ Add Work Sample

Add any comments in the text field below.

Parent Comments

Source Format: Normal Font: Size: B I U ABC x₂ x₁

In English, Marilyn is especially enjoying the classical reading and analysis projects. She has been struggling a bit with Physics, and we will spend a little more time on:

- Newton's Laws of Motion equations
- Practical applications

Save You MUST click this Save button to save any changes, after you add to or edit any part of this PR form at any time!

Cancel



Completing Progress Reports

8) After saving, you will return to the PR Summary page. On this page, can **Edit** or **View** the PR information. **Once you are satisfied that the PR is complete, click the SUBMIT button to submit the PR to your Contact Teacher.**

Progress Report was successfully created.

Ravenfamilenski, Marilyn

Year 2008-09 ID 0000 Grade 12 ILP Status Approved Total Credits 5.0

Progress Report List

Term	Status	
Q1	Building	<input type="button" value="Submit"/>
Q2		+ Add Grades
Q3		+ Add Grades
Q4		+ Add Grades

Click pencil to edit PR form

Click eye to view complete PR

When PR is complete, Submit student's PR for this term to your Raven Teacher

Course Grades

Grades you input display here at-a-glance

Course	Q1			Q2			Q3			Q4			Curriculum
	Grade	Credit	Sample	Grade	Credit	Sample	Grade	Credit	Sample	Grade	Credit	Sample	
English — English IV	B+	0.25		NC	0.0		NC	0.0		NC	0.0		BYU
Foreign Lang — French III	B+	0.25		NC	0.0		NC	0.0		NC	0.0		Rosetta Stone
Math — Pre-Calculus I	A-	0.25		NC	0.0		NC	0.0		NC	0.0		ALEKS
Science — Physics I	B-	0.25		NC	0.0		NC	0.0		NC	0.0		Prentice Hall
Social Studies — World History I	A	0.25		NC	0.0		NC	0.0		NC	0.0		McGraw Hill

9) **View PR** shows a complete summary of the PR.

On the Progress Report summary page, you can also see the grades and Work Sample approvals at-a-glance.

