



RAVEN HOMESCHOOL Progress Report of Student Work Explanation

A Progress Report of Student Work along with a work sample from each course is required four times during the school year. The Progress Report provides the opportunity to check student progress and also serves as a means to issue credit and quarterly grades.

To submit quarterly progress reports online and upload work samples you will need to log on to: <https://raven.brightwayslearning.com>

Your user name is: _____ Your password is: _____

Once you have logged in you will see your family "dashboard." Under each student's name is an ILP button and a button with an A+ next to the words; "Progress Report". Click on Progress Report; then click on "**add grades**" next to the current quarter to enter your student's grades.

- 1) Enter the quarter grade.** If you have not yet reached the quarter point in your curriculum, please enter INC, for incomplete. If you have completed the quarter's work, please include the grade and percentage where applicable. This grade will be reviewed along with the work samples to allow your contact teacher to assign a final grade.
- 2) Enter the Summary of Progress**
 - # Lessons completed:** *Example: 32 out of 130*
 - Time Spent:** *Example: 1hour/day or 30 minute lessons MWF*
 - Skills Mastered:** *Enter the subjects/topics covered for the quarter*
- 3) Turn in one work sample for each class** your student is taking. Courses that produce paper, like traditional math with written practice exercises, simply choose one significant work paper or test as a work sample. For courses that may not produce paper such as: P.E., music, etc., you may submit documentation such as athletic schedules, letters from trainers/coaches, recital programs, photographs, recipes, or an essay written by the student documenting skills learned. You can upload work samples in your progress report on Bright Ways or you can mail/fax/email copies to your teacher. **Make sure you click the SAVE button at the bottom of the page.**
- 4)** After your grades have been entered, you can click submit so your contact teacher can check them. Please call or email your contact teacher advising them of your submittal.

2017-2018 Progress Report Due Dates

1st Quarter	October 31, 2017
2nd Quarter	January 31, 2018
3rd Quarter	March 31, 2018
4th Quarter	May 31, 2018

****Please note: Orders and reimbursements may be delayed or held if work samples and Progress Reports are not submitted for each student each quarter.**

Forms can also be found @ www.ravenhomeschool.com (click on forms; reporting forms)