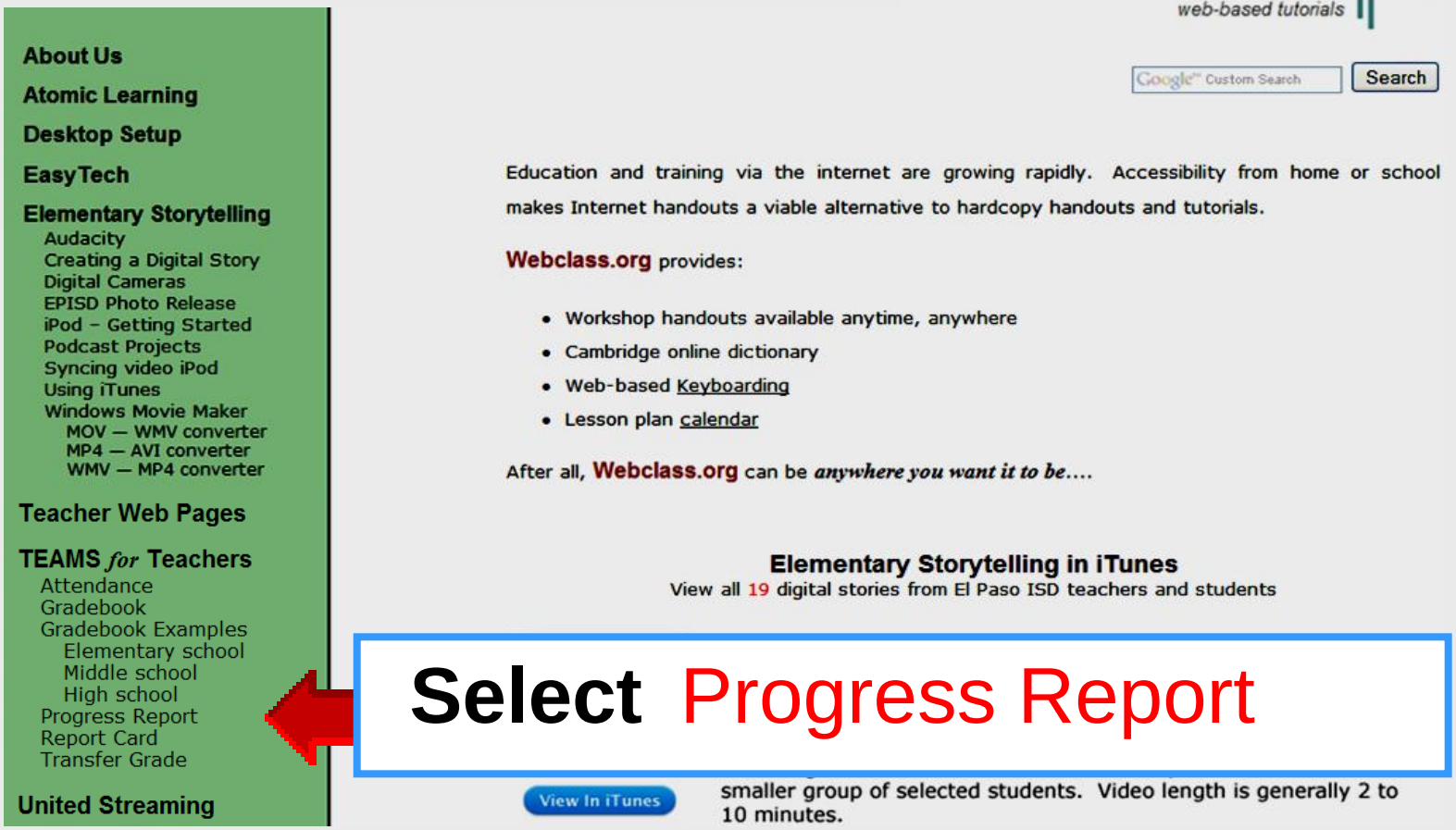
TEAMS *for* Teachers

Progress Report

Online Handouts

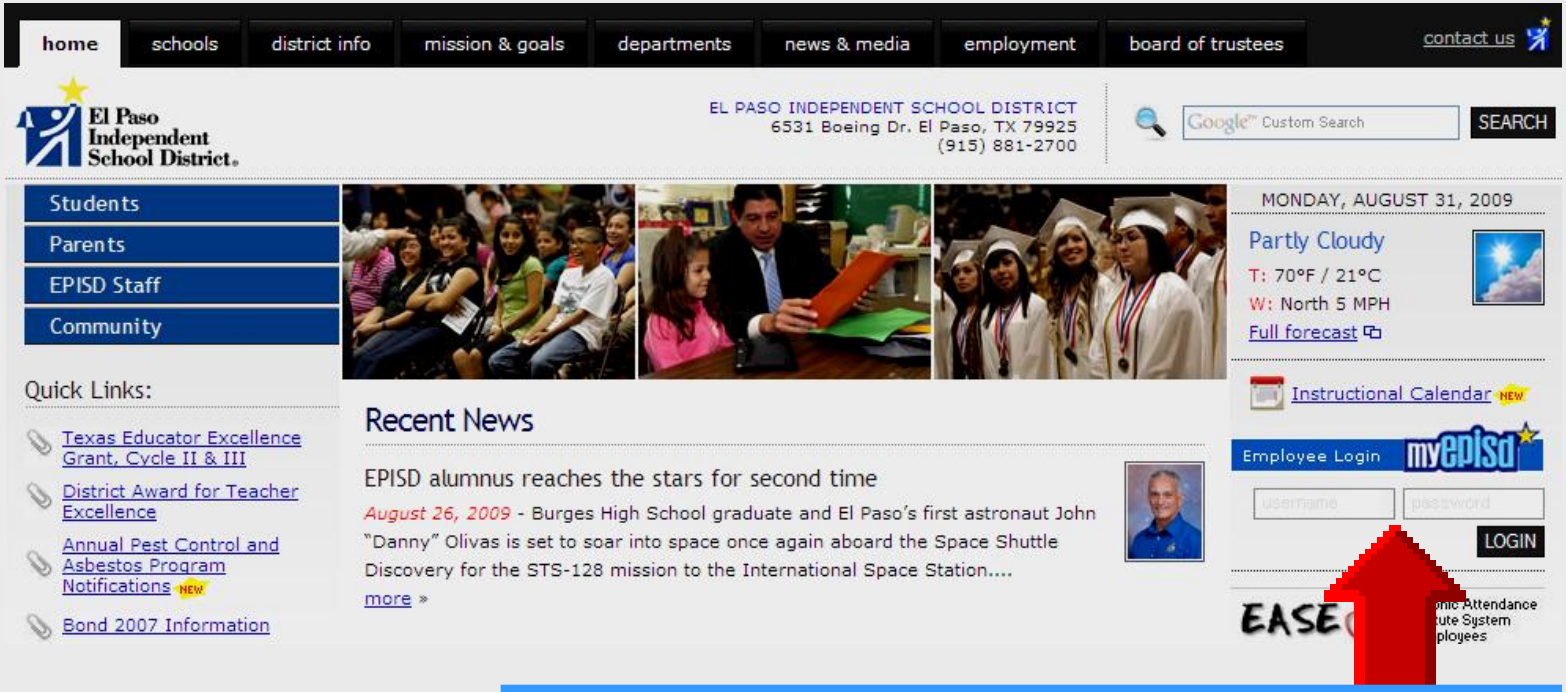
http://**webclass.org**



Procedure

- **Create progress report for each course/subject taught**
  1. Complete entering of grades
  2. Add comments and conduct
  3. Save progress report
  4. Finalize progress report

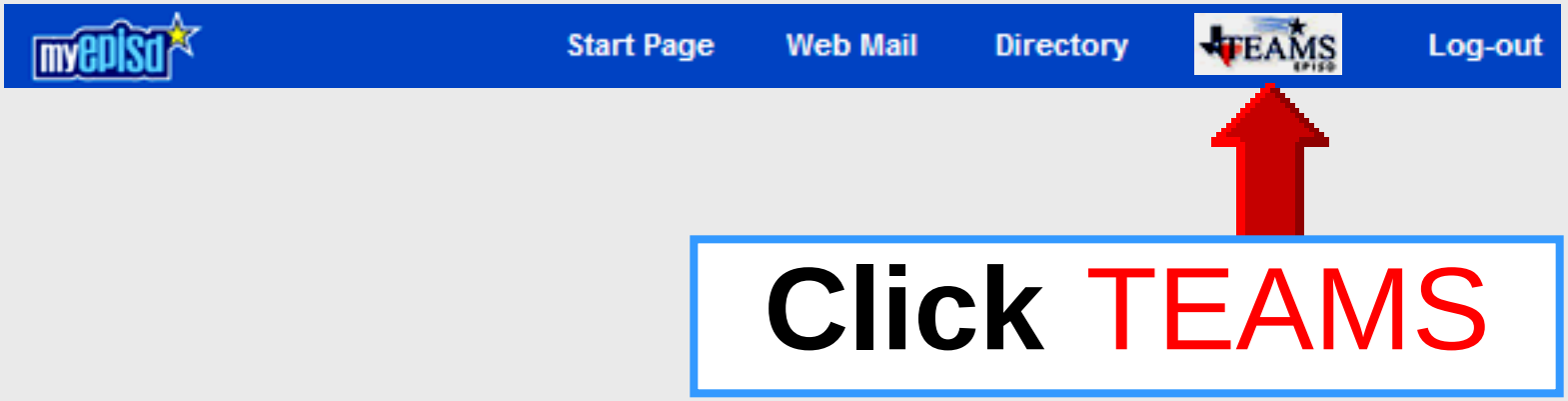
MyEPISD Login



Login

Username – Password

TEAMS Login

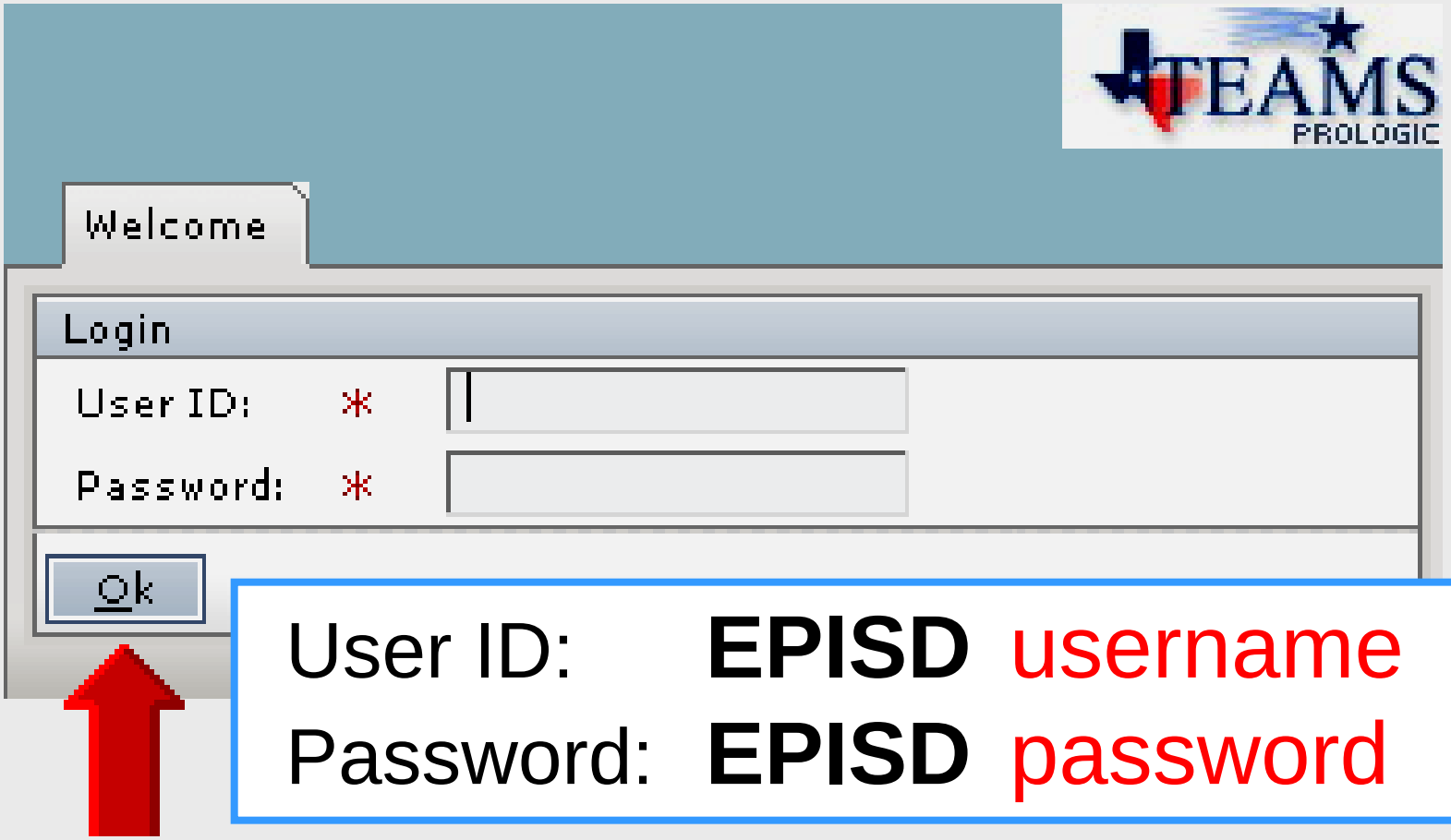


Bypass MyEPISD

- Eliminates two logins
- Bookmark in Favorites

https://**teams.episd.org/common/**

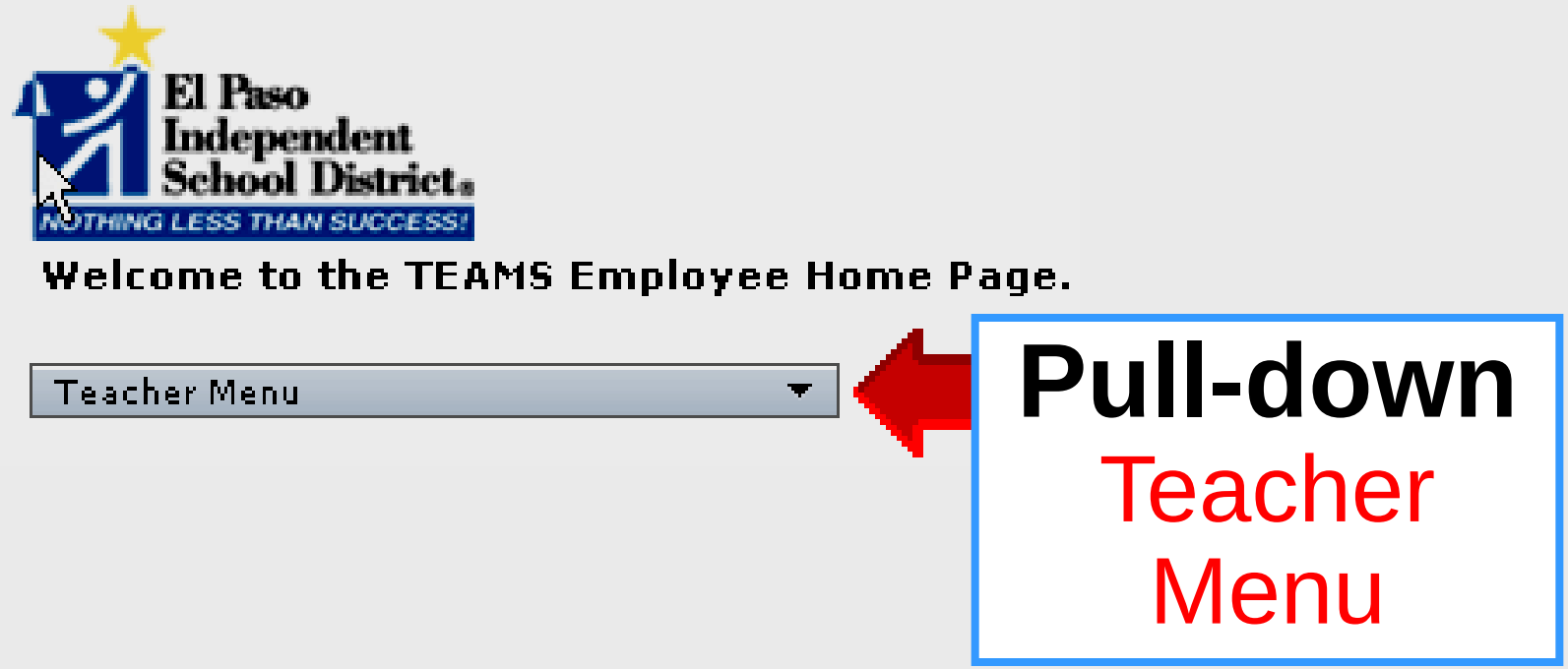
TEAMS Login



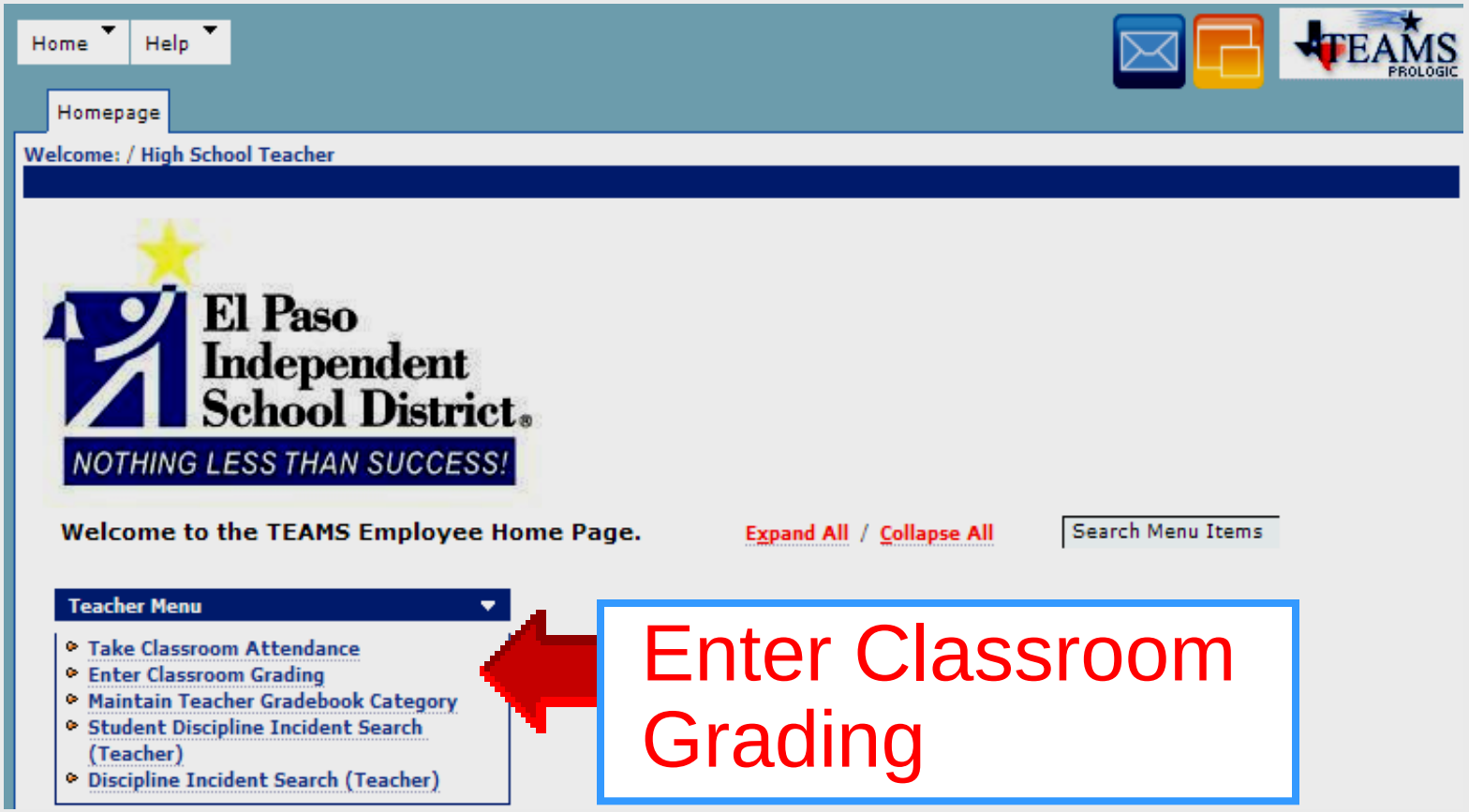
User ID: **EPISD** username

Password: **EPISD** password

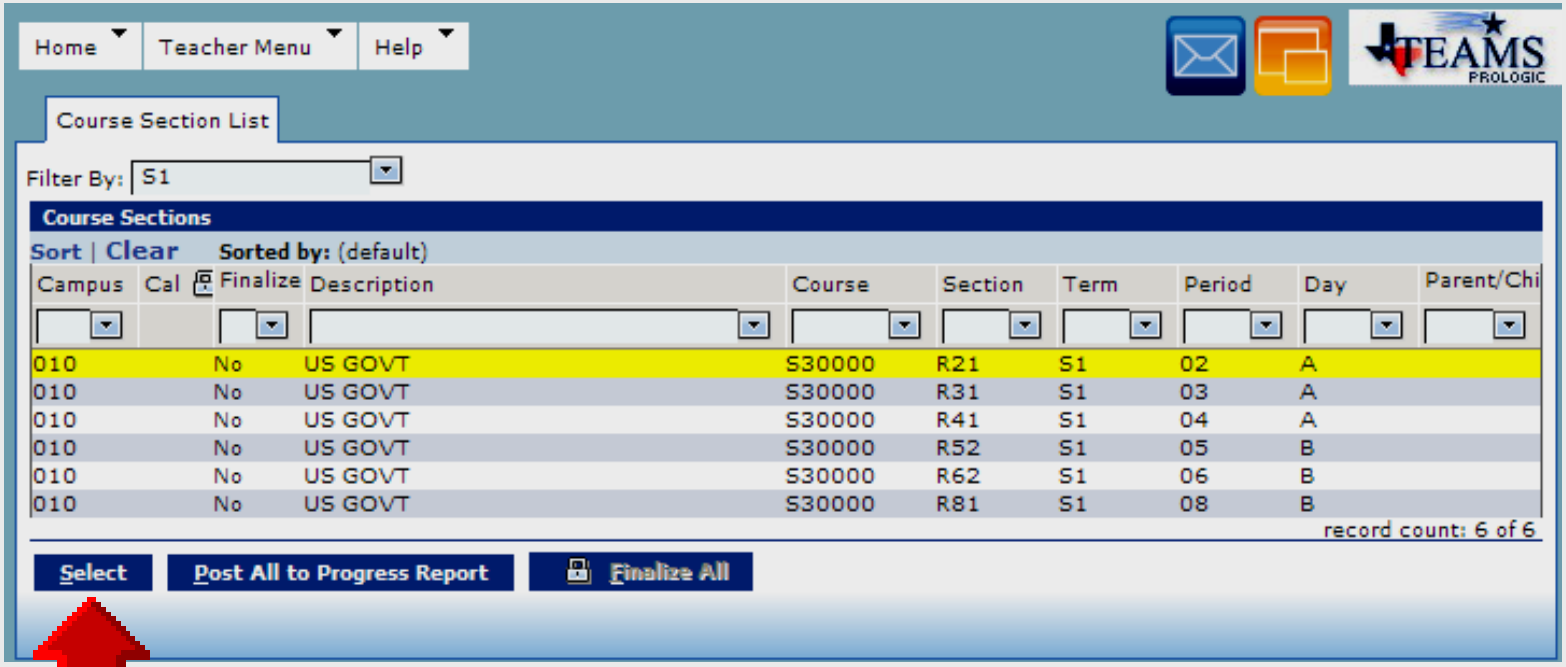
Access Gradebook



Access Gradebook

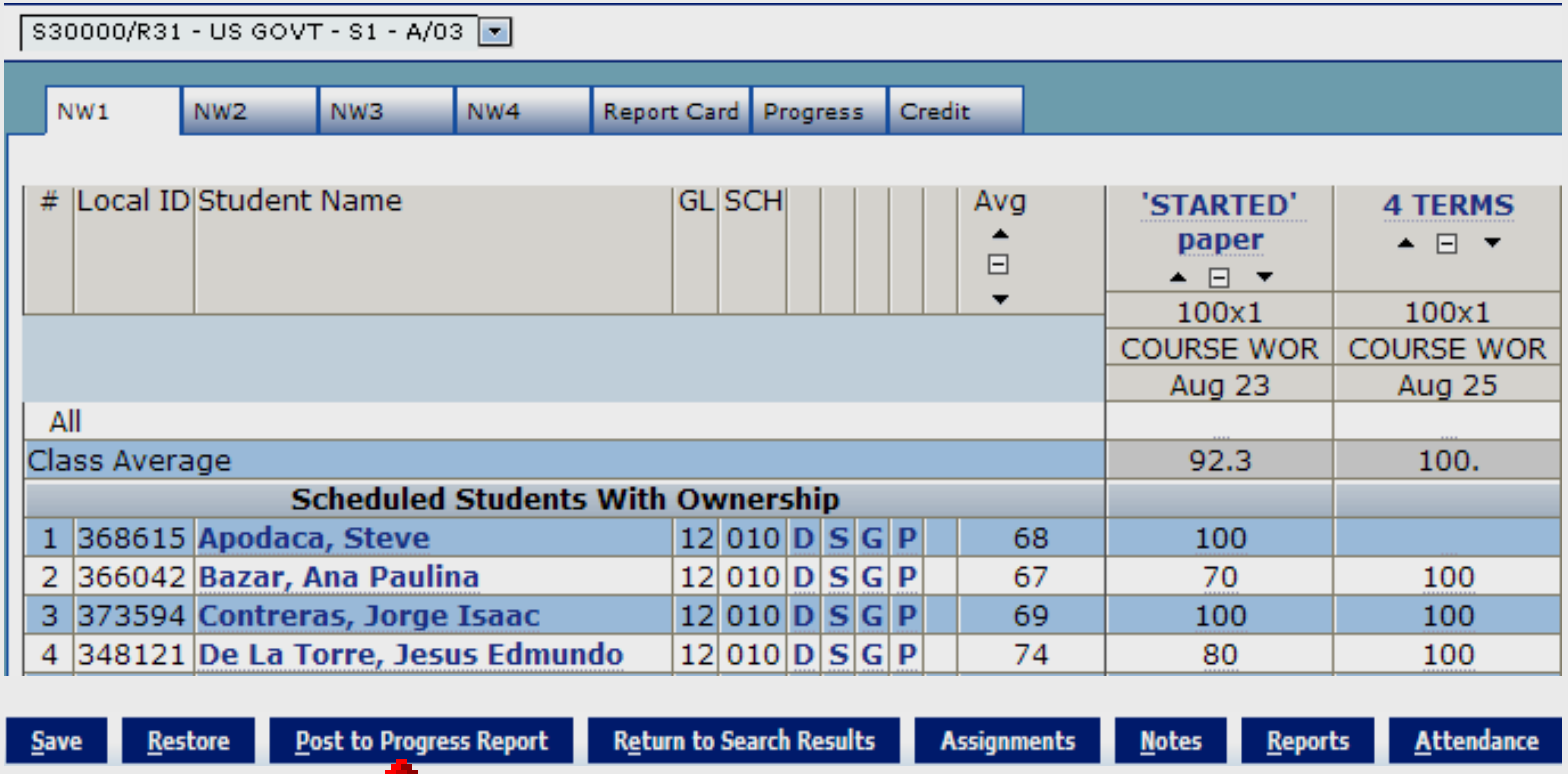


Select Class



- **Highlight course/section**
- **Click** Select

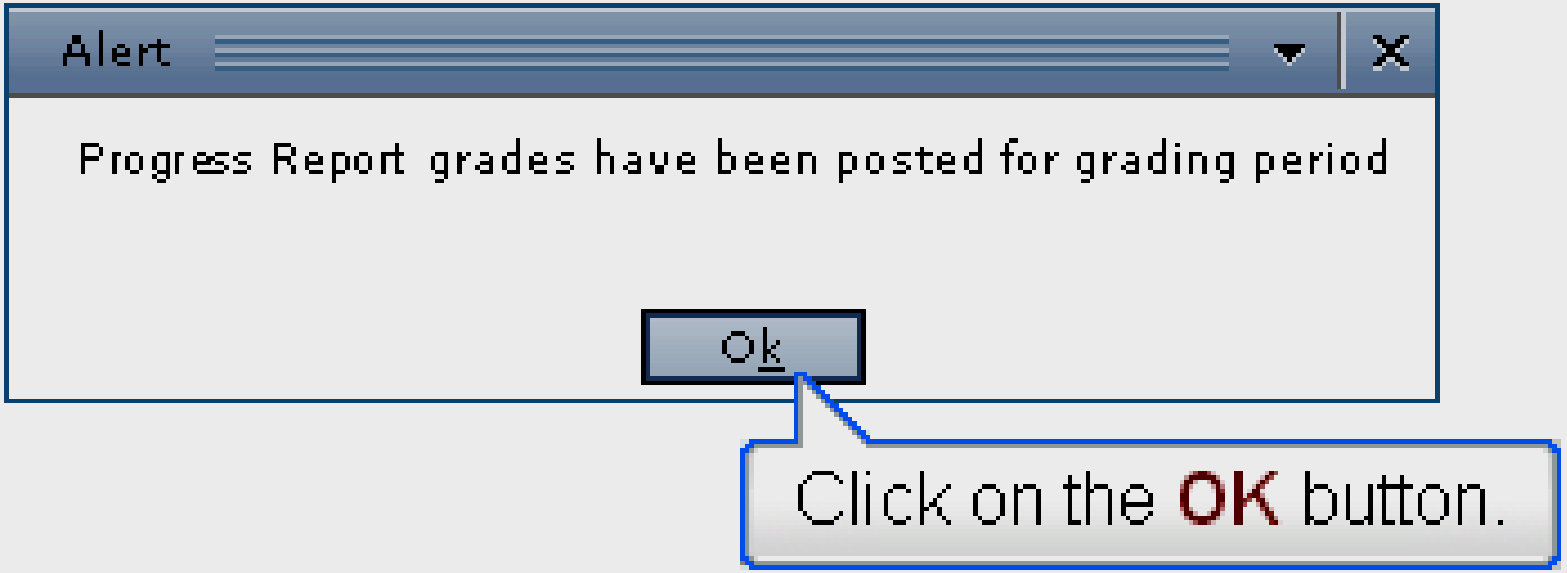
Post to Progress Report



Click button at bottom

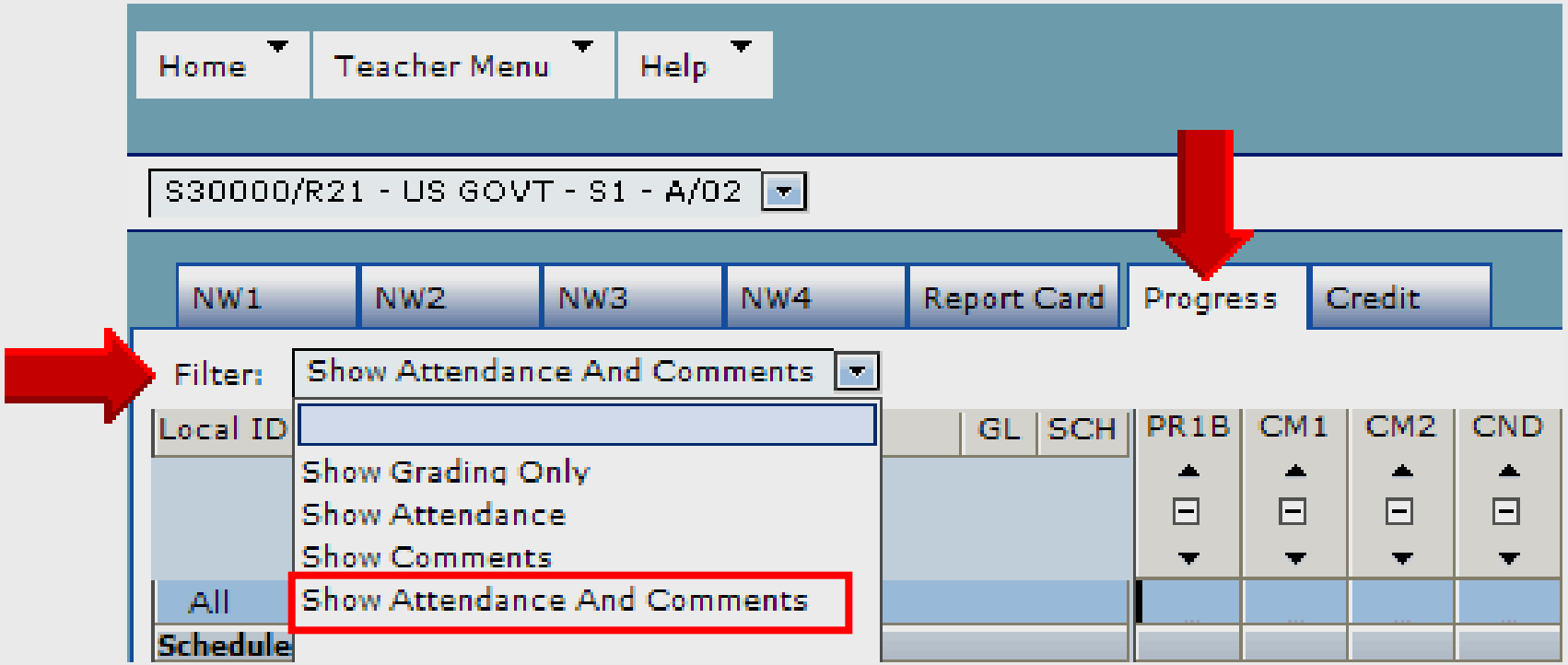
Post to Progress Report

Confirm Post



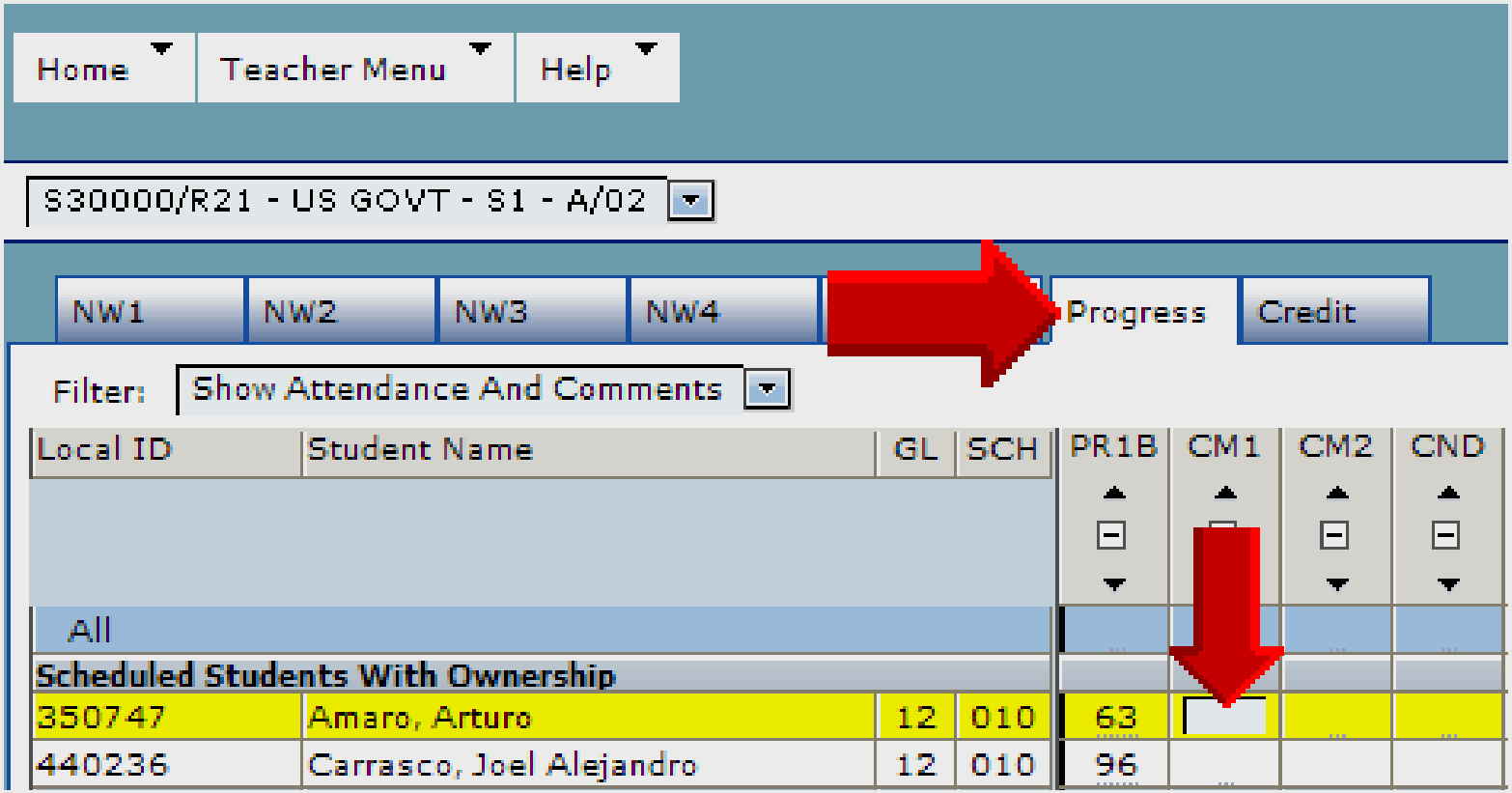
Grade averages copied to Progress tab

Add Comments



- **Select** Progress **tab**
- **Using pull-down** Filter **menu select** Show Attendance – Comments

Add Comments



- **Click cell under** CMT
- **Enter comment value**

Comment Values

10 Always Prepared

11 Cooperative

12 Excellent Student

13 Great Attitude and Effort

14 Great Improvement

15 Hard Worker

16 Improving

17 Participates in Class

18 Positive Attitude

19 Uses Time Wisely

21 Did Not Turn in Work

22 Disrespectful in Class

23 Disruptive Behavior

24 Does not Follow Instruction

25 Excess Absences/Tardies

26 Inattentive in Class

27 Parent Conference

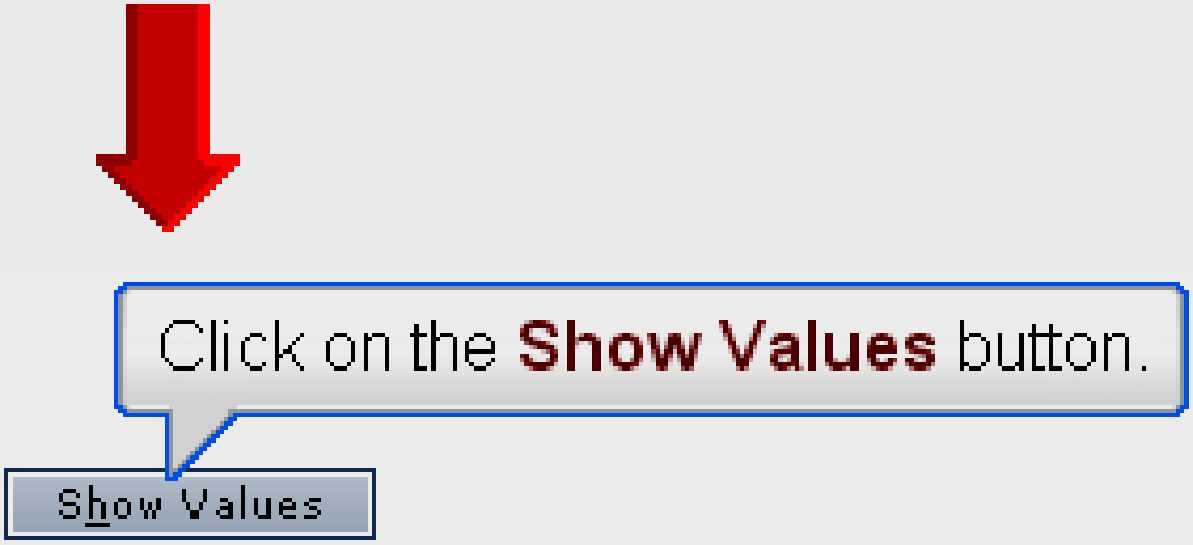
28 Poor Test/Quiz Grades

29 Tutoring Recommended

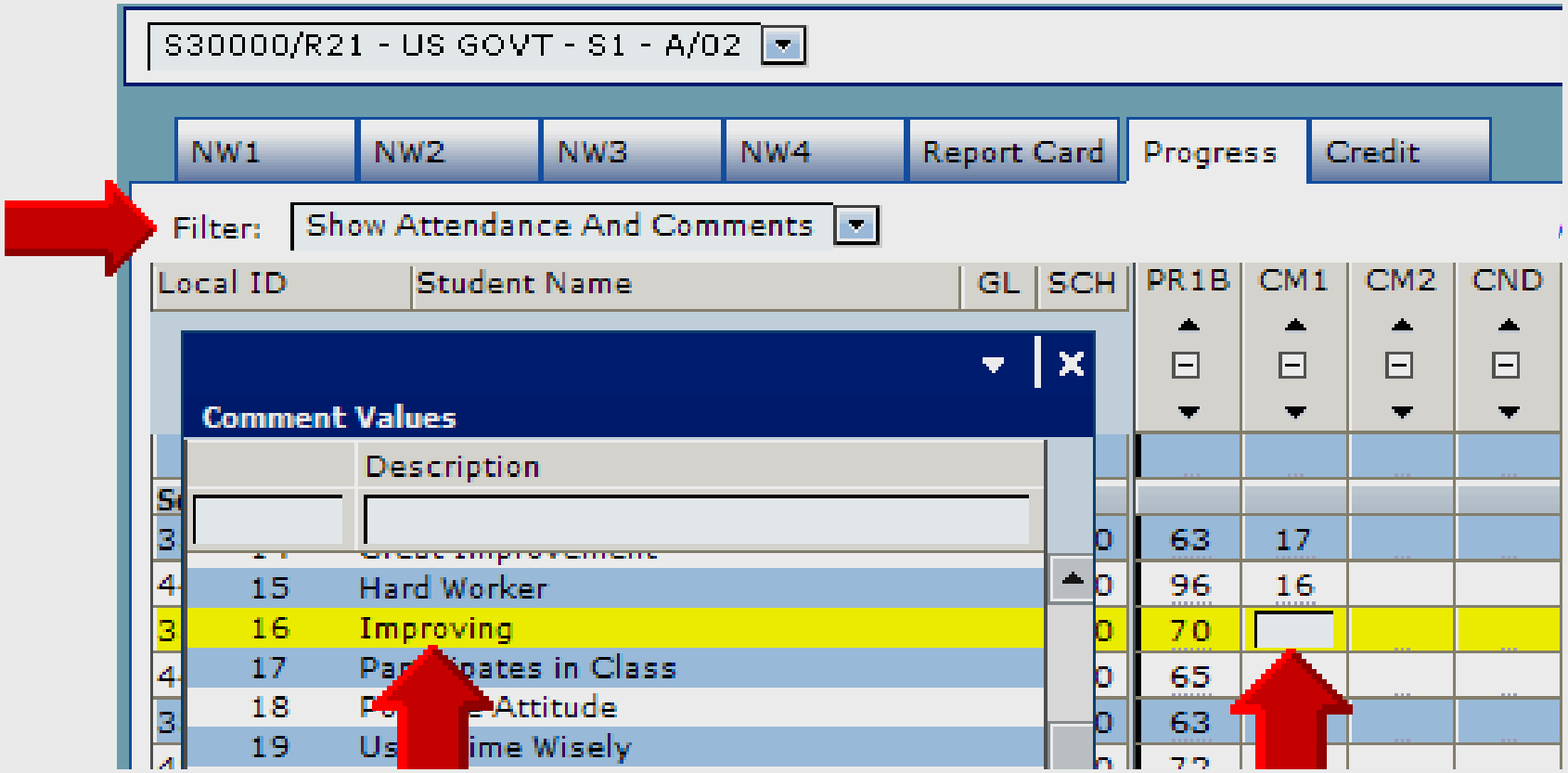
30 Unprepared for Class

Add Comments

Scroll down to bottom

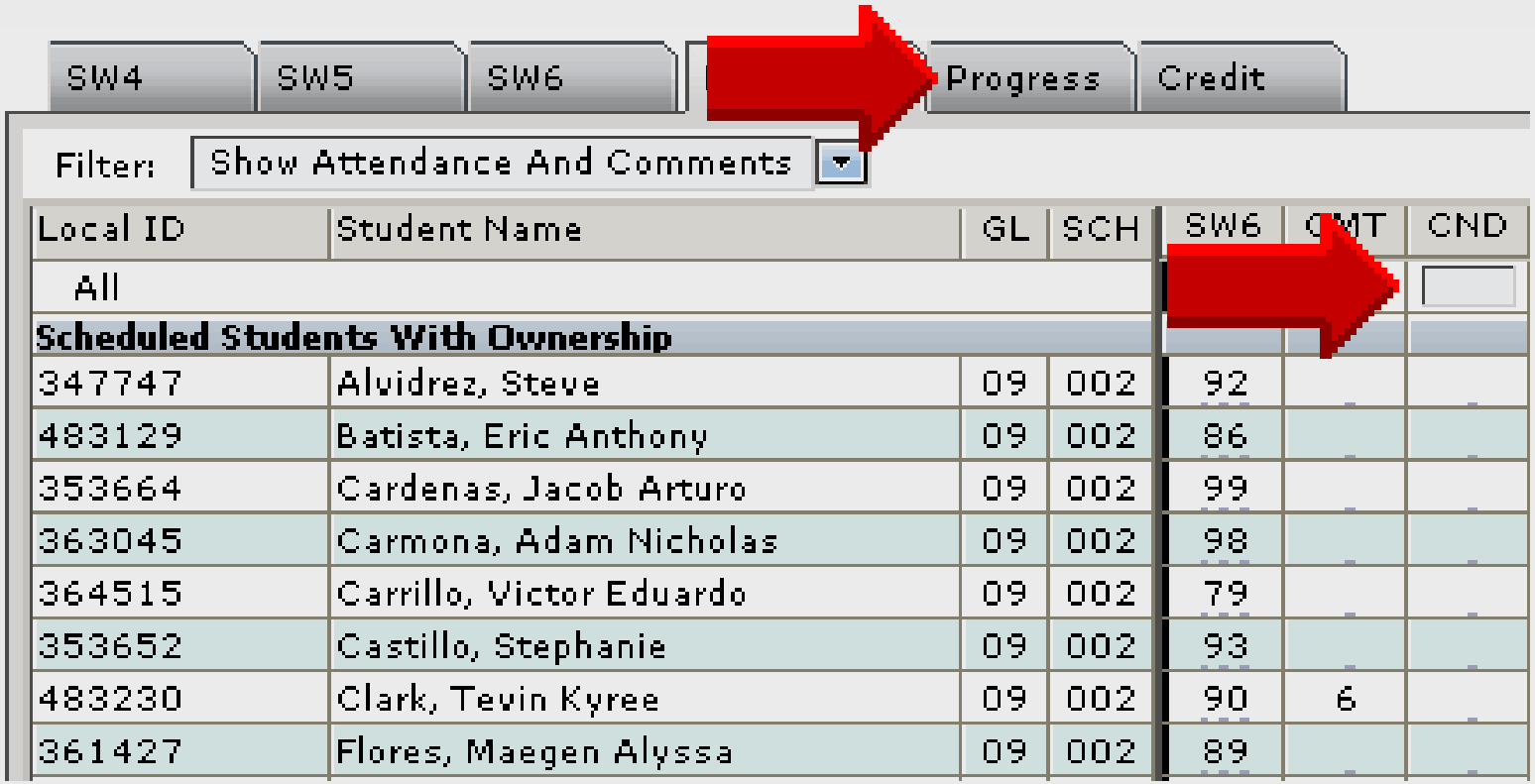


Add Comments



Left-click on desired comment

Add Conduct

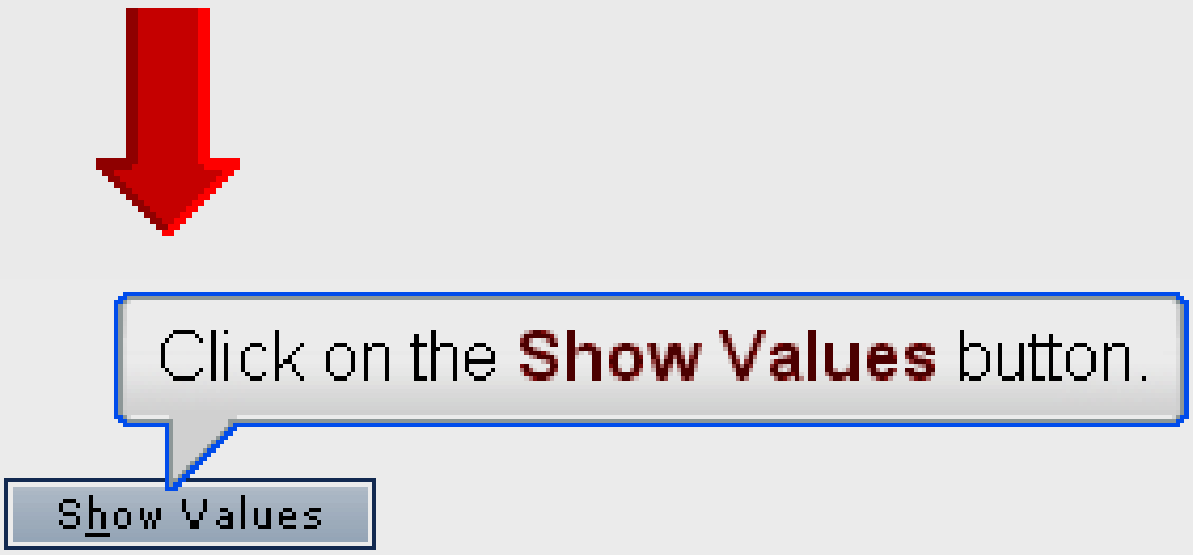


Local ID	Student Name	GL	SCH	SW6	CMT	CND
All						
Scheduled Students With Ownership						
347747	Alvidrez, Steve	09	002	92		
483129	Batista, Eric Anthony	09	002	86		
353664	Cardenas, Jacob Arturo	09	002	99		
363045	Carmona, Adam Nicholas	09	002	98		
364515	Carrillo, Victor Eduardo	09	002	79		
353652	Castillo, Stephanie	09	002	93		
483230	Clark, Tevin Kyree	09	002	90	6	
361427	Flores, Maegen Alyssa	09	002	89		

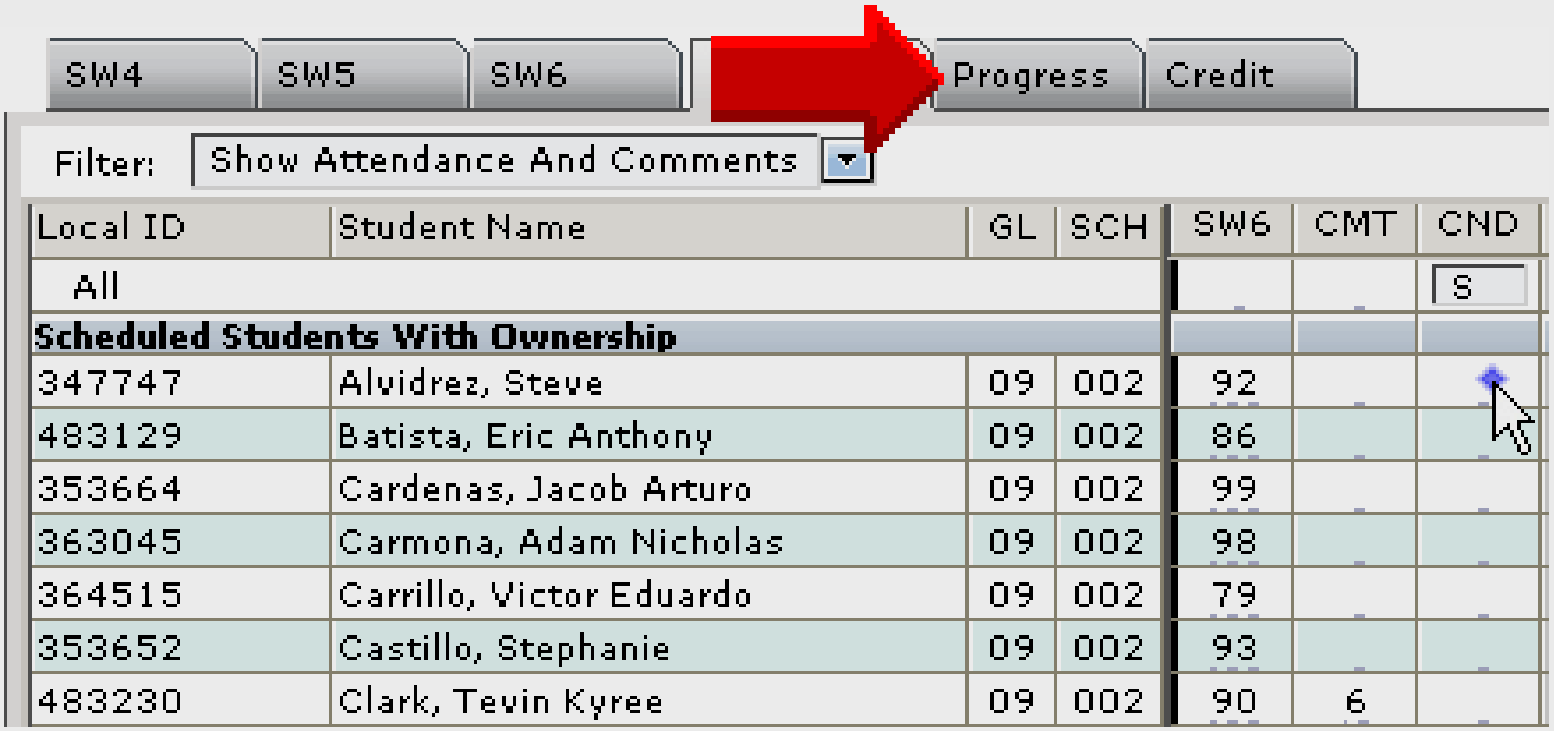
- **Click All cell under CND**
- **Enter conduct value S or U**

Add Comments

Scroll down to bottom



Add Conduct



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All						S
Scheduled Students With Ownership						
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483230	Clark, Tevin Kyree	09	002	90	6	

With S in All – click into any cell to fill

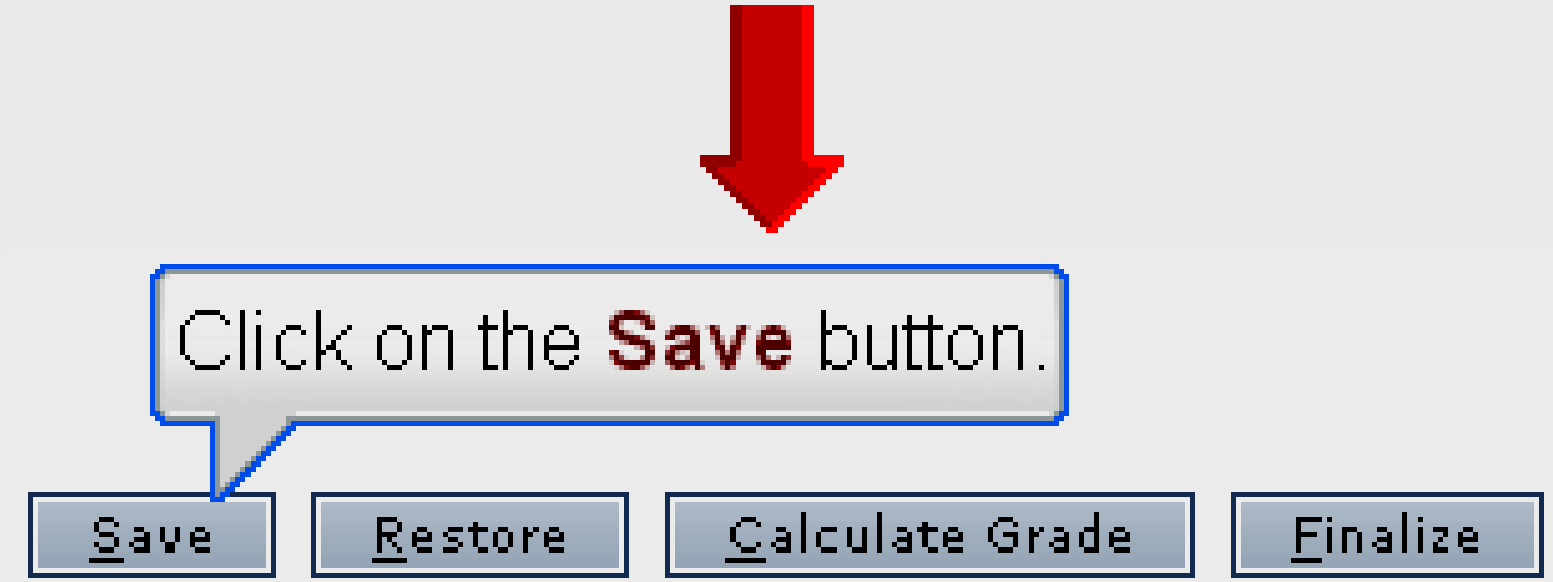
Add Conduct

Local ID	Student Name	GL	SCH	SW6	CMT	CND
All						
Scheduled Students With Ownership						
347747	Alvidrez, Steve	09	002	92		S
483129	Batista, Eric Anthony	09	002	86		S
353664	Cardenas, Jacob Arturo	09	002	99		S
363045	Carmona, Adam Nicholas	09	002	98		S
364515	Carrillo, Victor Eduardo	09	002	79		S
353652	Castillo, Stephanie	09	002	93		S
483230	Clark, Tevin Kyree	09	002	90	6	S

- **Click into cell to change**
- Save **progress report**

Save Progress Report

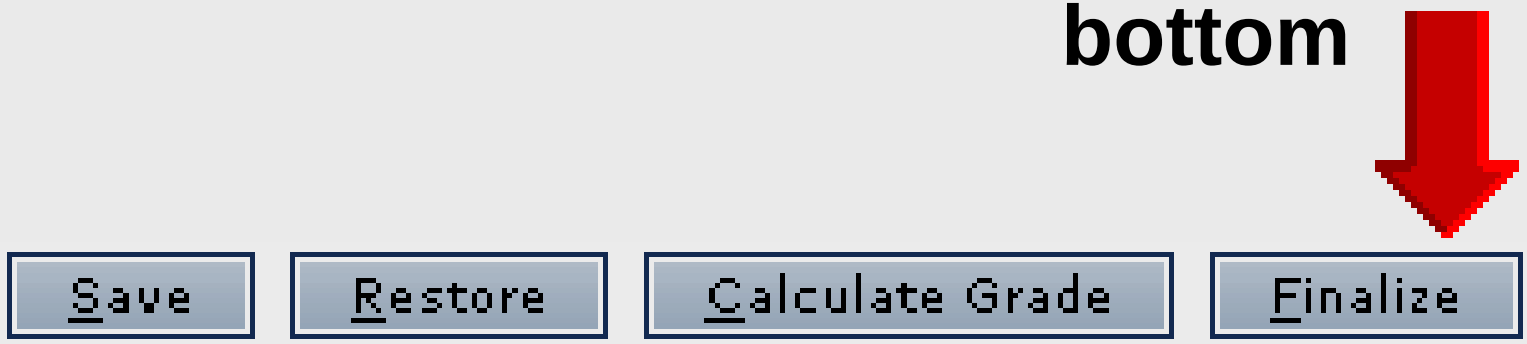
Scroll down to bottom



Save Progress Report

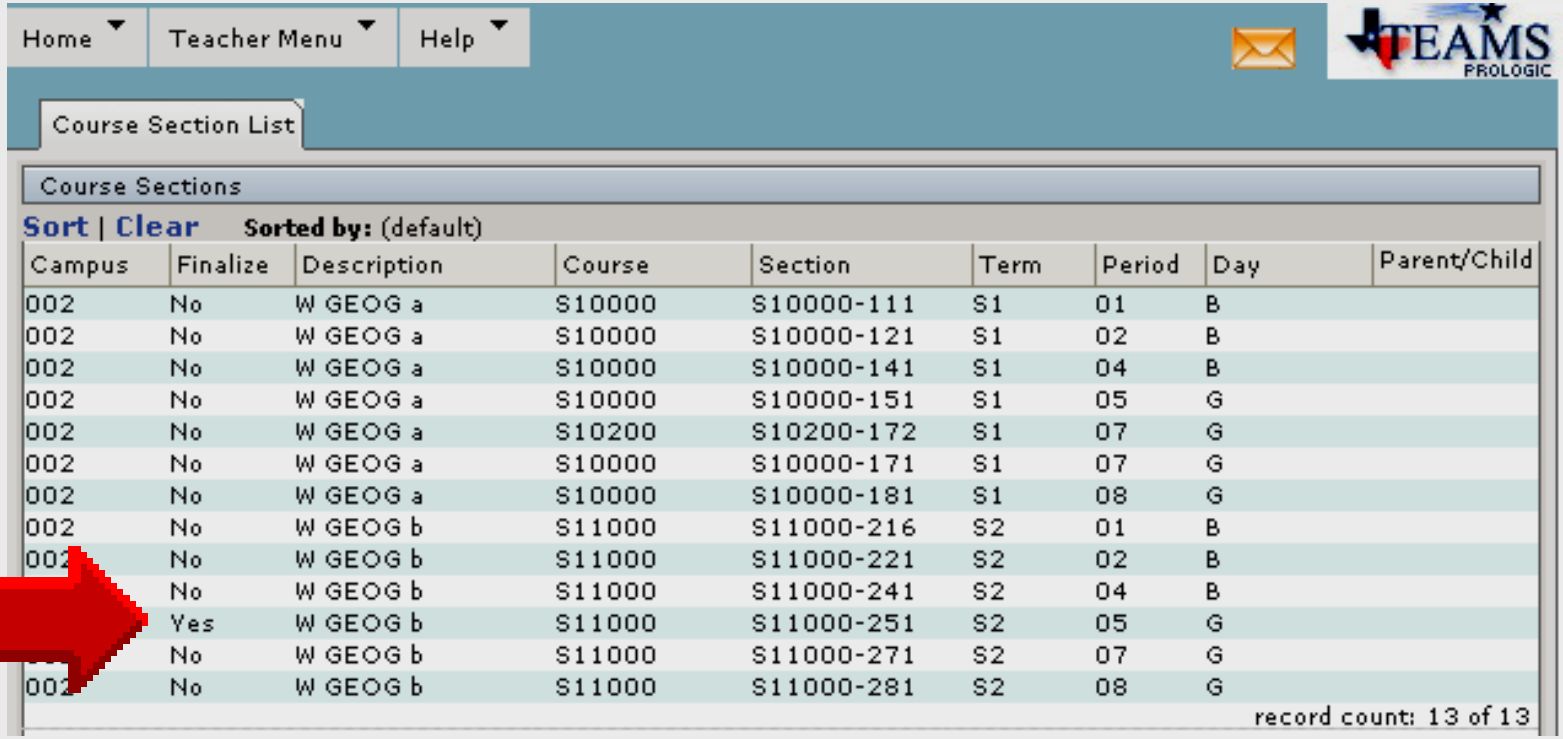
Finalize

Scroll down to bottom



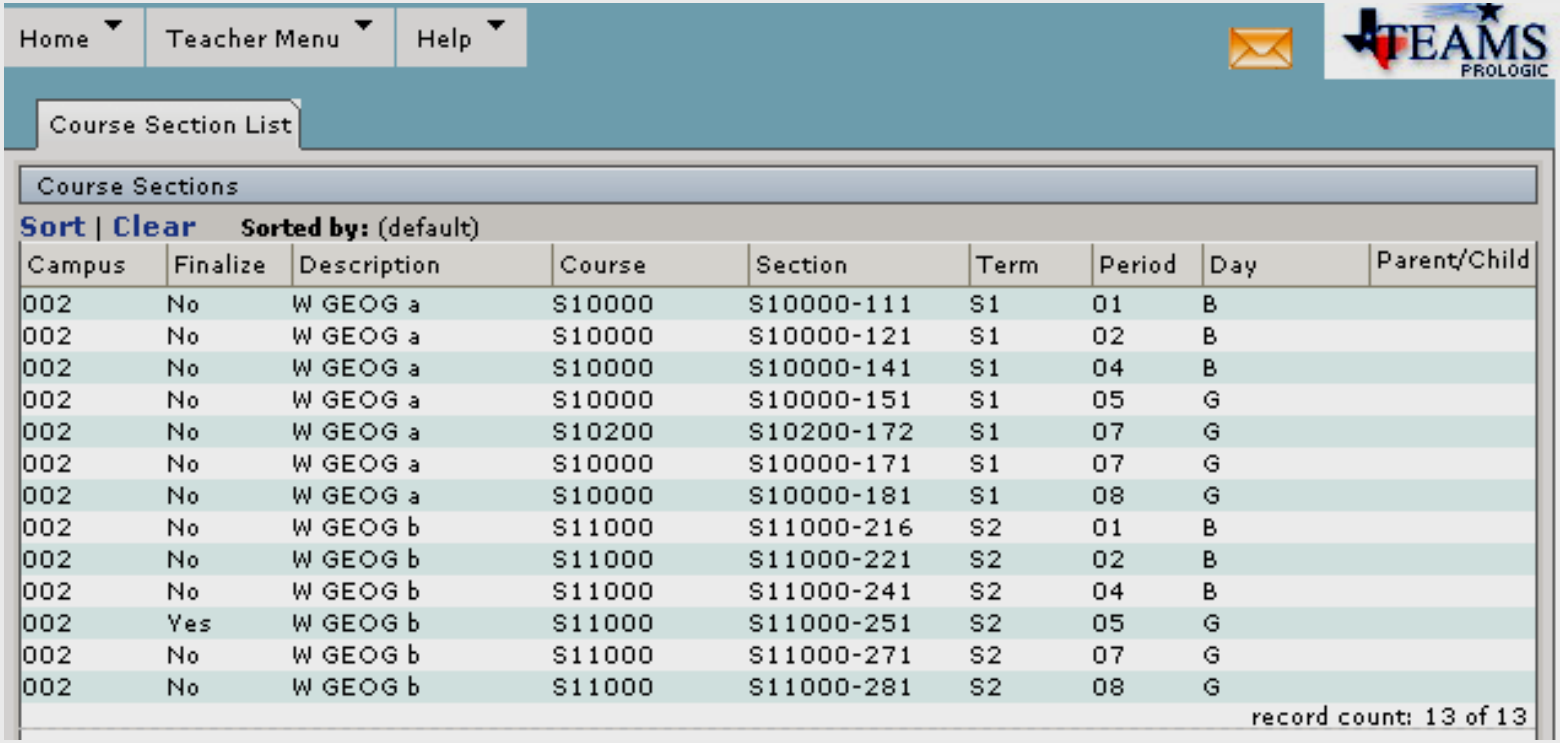
- **Click** Finalize
- **Tells computer clerk teacher has completed reviewing grades**

Posting Finalized



Yes **indicates posting completed for that course/section**

Repeat Procedure

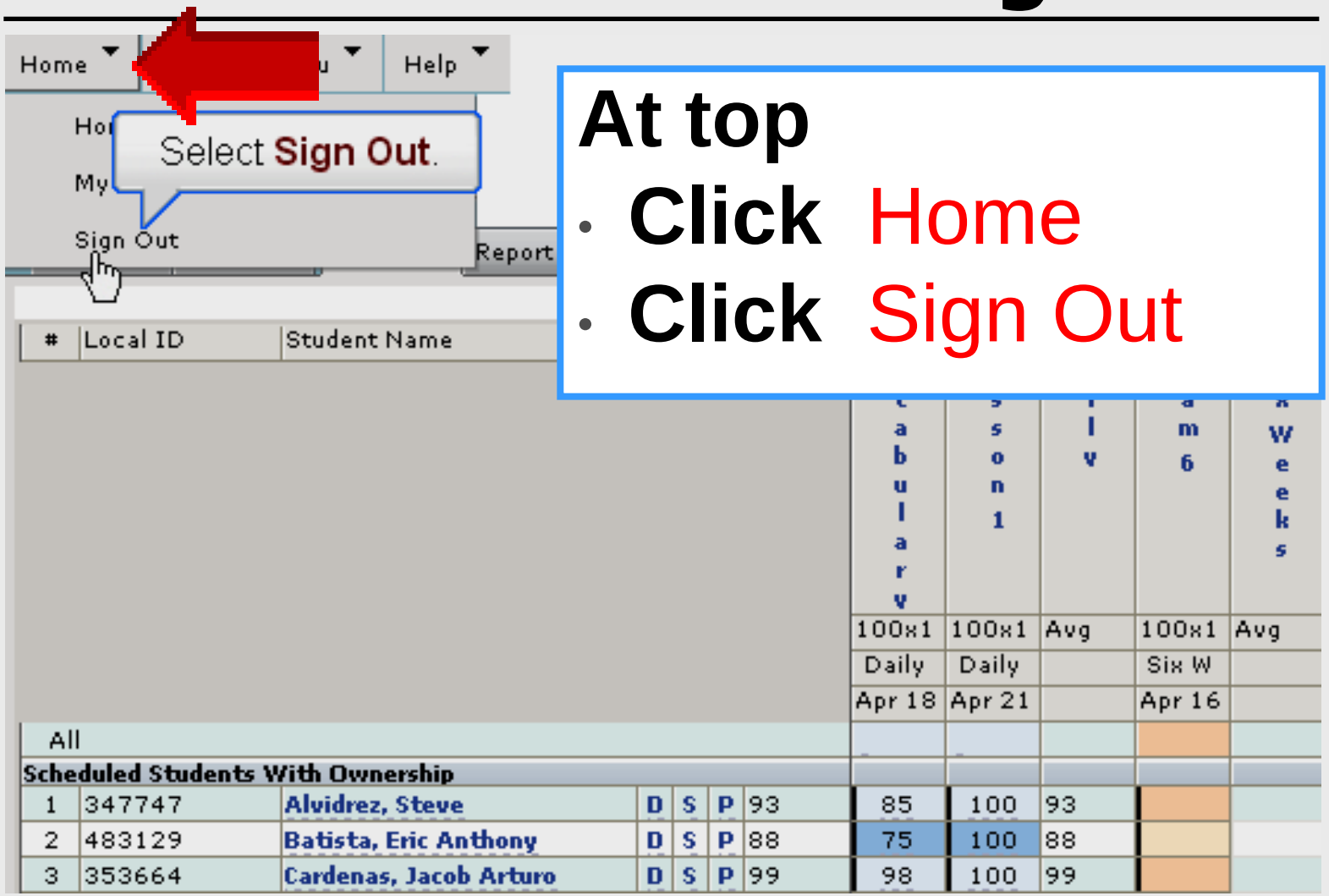


Campus	Finalize	Description	Course	Section	Term	Period	Day	Parent/Child
002	No	W GEOG a	S10000	S10000-111	S1	01	B	
002	No	W GEOG a	S10000	S10000-121	S1	02	B	
002	No	W GEOG a	S10000	S10000-141	S1	04	B	
002	No	W GEOG a	S10000	S10000-151	S1	05	G	
002	No	W GEOG a	S10200	S10200-172	S1	07	G	
002	No	W GEOG a	S10000	S10000-171	S1	07	G	
002	No	W GEOG a	S10000	S10000-181	S1	08	G	
002	No	W GEOG b	S11000	S11000-216	S2	01	B	
002	No	W GEOG b	S11000	S11000-221	S2	02	B	
002	No	W GEOG b	S11000	S11000-241	S2	04	B	
002	Yes	W GEOG b	S11000	S11000-251	S2	05	G	
002	No	W GEOG b	S11000	S11000-271	S2	07	G	
002	No	W GEOG b	S11000	S11000-281	S2	08	G	

record count: 13 of 13

Repeat procedure until all classes are finalized

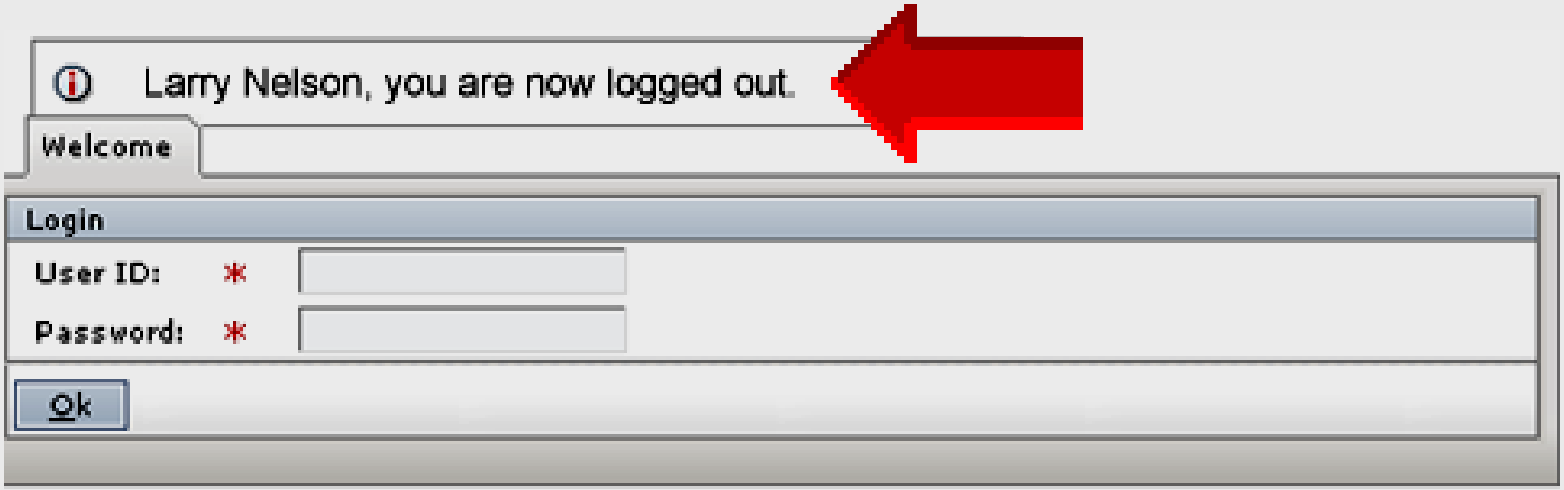
Sign Out



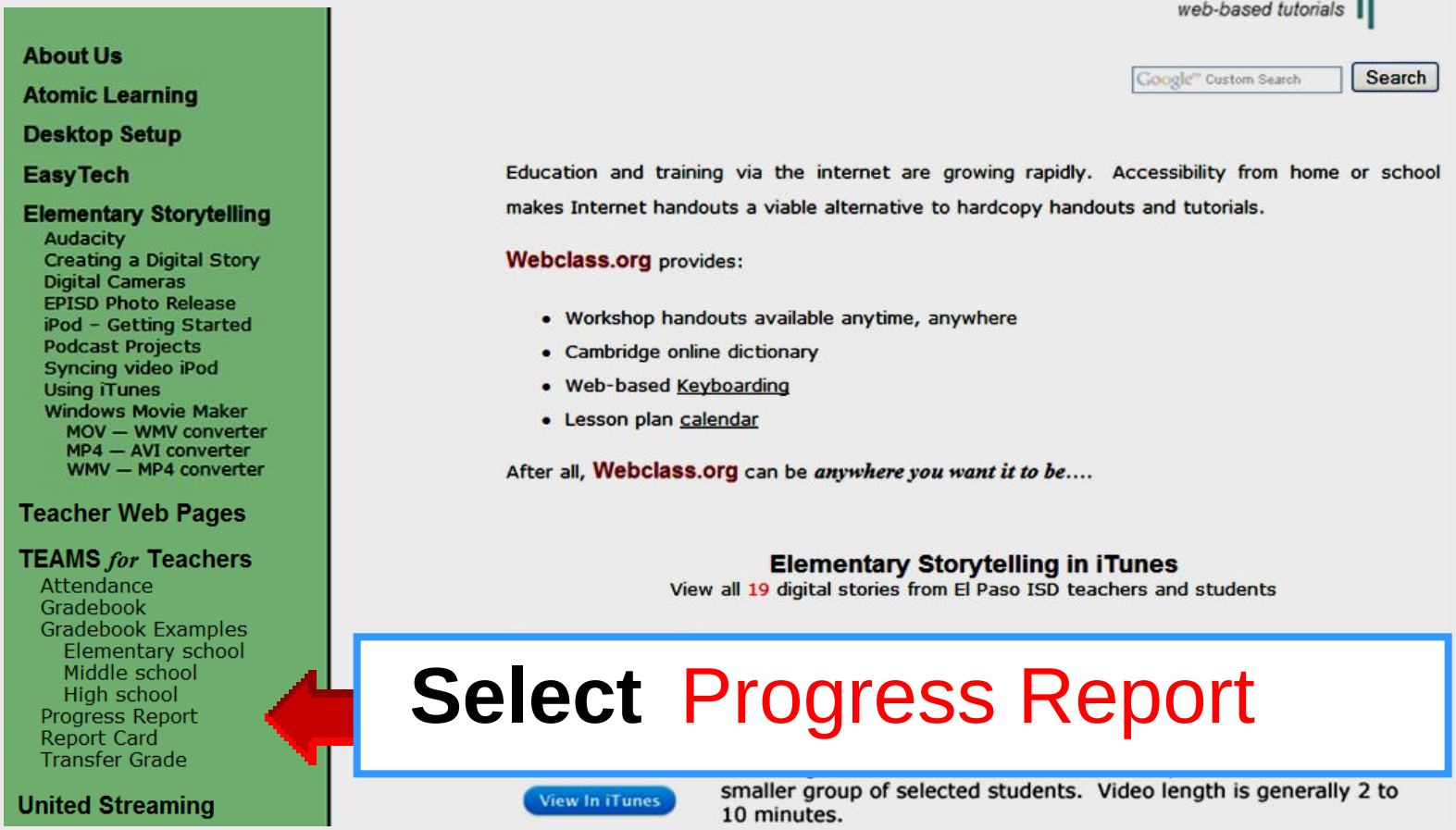
At top

- **Click** Home
- **Click** Sign Out

Logged Out



Prevents unauthorized access when not at computer

Online Handouts

http://**webclass.org**