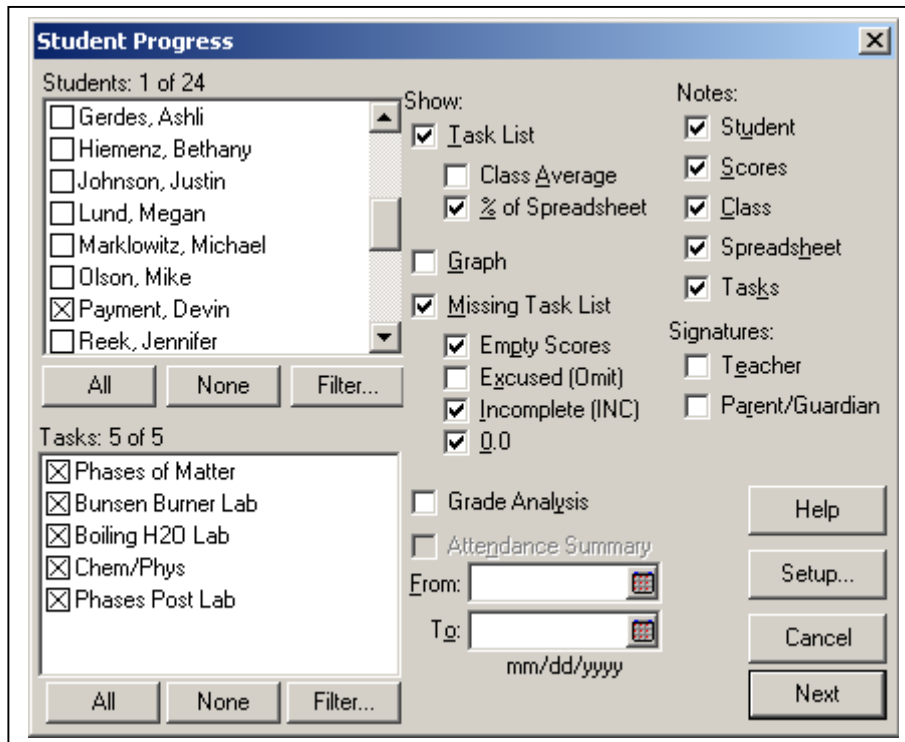


Creating Midterms Using Integrate Pro North Jr. High

1. Start up your Integrate Gradebook and select your first class.
2. Add notes to individual student progress reports (see back page).
3. From the reports menu, select; “Student Progress”
4. Select the students that need a progress report (Student’s with D’s, F’s and those that have dropped a letter grade).
5. Under “setup” option in the lower right, make sure students are identified by name, not other demographic information.
6. Select the options shown in the example below:



7. Select “Next”
8. Select “Print”
9. Repeat the process for each class.
10. Teachers may want to use a highlighter to direct parent’s attention to the location of the overall grade.