

Elementary Electronic Progress Reporting – EEPR

Logging-in:

Website: <https://eerp.isd742.org> (or icon on desktop)

Select school: i.e. Lincoln, Talahi, Westwood, etc.

User ID: will always be:
 your last name (starting with a capital letter)....
 comma....
 space....
 first initial (capitalized) i.e. Johnson, K

Password: first time and at the beginning of each year - only: **EEPR**
 then you will be asked to create your own password –

- ✓ 6-16 characters that includes:
 letters, number(s), special character (*)
- ✓ choose one that is easy to remember ☺Johnson*1
- ✓ passwords are case sensitive....you must remember if you are
 using capital letters or not
- ✓ if you forget your password please call Sue Doering @1533
 or Bob Morse @1514

Getting Started:

Selecting your homeroom takes you to your main page for grading...
 the Teacher Class screen

First time only: **De-select** – grad standards, tests, other
Click on – Choose Mark Groups button

Click on: **Student Status**

Check that the students listed on this page are in your class and will
 be receiving a grade.....if not....choose Y to omit

Click on Submit –

******Submit = Save**

*******Reset = Undo**

Grading:

You can mark by **Individual Student:**

Choose student....enter marks via drop-down menus
comments can be made for curricular areas

Click on: Submit (this will take you back to the Teacher Class screen)

You can mark by **Objective:**

Choose an objective....enter marks via drop-down menus
a short cut with this option is to enter a default grade

- Select the default grade
- Click the “Def” button
- Change individual grades

Or

- Mark first the individuals receiving a different grade from the default
- Then select the default grade
- Click the “Def” button.....
(individual grades will not change)

When all students have received a grade for an objective, a check mark (✓) will appear next to that objective on the Teacher Class screen

There are 2 options for scoring objectives not assessed in a trimester:

- ▶ NG = taught, but not assessed at this time or
- ▶ Objectives may be left blank if you choose

Remember..... **Submit = Save *****Reset = Undo**

Comments:

From the Teacher Class screen, comments can be made in one of two ways:

For any curricular area:

Click on: *Comments button* at the end of each section. Comments will appear after the curricular area on the report card....*for the trimester in which they are given.*

For general comments:

Click on: **Mark Comments** button...comments made here will appear at the end of the report card....*and remain for the entire year.*

For both:

- ▶ You can choose a default comment or comments for individual students
- ▶ Both can be made...the default comment will be added to individual comments
- ▶ Spell check is available

Reports:

Three reports are available from the Teacher Class screen (found in the upper left portion of the screen)

- ▶ **Marks:** This will print a grid of objectives and students. **If chosen before grades are given....it can be used as a worksheet to determine grades.** Once grades are entered it will record the grades that have been given.
- ▶ **Comments:** This will print: **ALL** comments: Objective comments and Teacher comments (from other teachers)
- ▶ **Report Card Draft:** You can **view** the current report card from this report and ***this is where report cards are printed.***

Report Card layout:: **Default is the Grade 1- 4 report card.**
****For Kindergarten, 5th and 6th grade teachers – be sure to select your report card from the drop down menu!***

Students: choose all or an individual student

The Report Card is in a PDF format....Adobe Reader is needed to view it. Check grades and attendance information. Choose the print option from the top of the screen when ready to print.

Questions/problems?? Media specialist, school secretary (SASI concerns)
Sue Doering – 1533 or Bob Morse - 1514