



# Progress Reports & Transcripts



**ClassReach Academy**

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<http://classreach.com>

**Custis, Jack**  
**Transcript**

2018-2019: 8th

Fall 2018			Spring 2019		
Grade	Credits	Points	Grade	Credits	Points
98 (A)	0.5	4.00*	99 (A)	0.5	4.00*

Fall 2019			Spring 2020		
Grade	Credits	Points	Grade	Credits	Points
94 (A)	0.5	4.00	93 (A)	0.5	4.00
			100 (A)	0.5	4.00
95 (A)	0.5	4.50	98 (A)	0.5	4.50
96 (A)	0.5	4.00			
99 (A)	0.5	4.00	100 (A)	0.5	4.00

Fall 2020			Spring 2021		
Grade	Credits	Points	Grade	Credits	Points
92 (A)	0.5	4.00	88 (B)	0.5	3.70
91 (A)	0.5	4.00	94 (A)	0.5	4.00
91 (A)	0.5	4.50	95 (A)	0.5	4.50
99 (A)	0.5	4.00*	99 (A)	0.5	4.00*
94 (A)	0.5	4.00	95 (A)	0.5	4.00

Fall 2021			Spring 2022		
Grade	Credits	Points	Grade	Credits	Points



## Progress Report for Tweety Bird

Progress Report for 2023-2024, 1st Grade  
as of April 23, 2024, 11:32 AM CT

Period	Section	Teacher(s)	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Avg.
	3rd Grade	Stephanie Shbeeb Janel Kates	---	---	---	---	
	Beginning History: Early Modern Era	Stephanie Shbeeb	(A)	(A+)	(A)	(A)	A
	3rd Family Bible Study	Stephanie Shbeeb	(A+)	(A+)	(A+)	(A+)	A+
	Mathematical Concepts Level E	Stephanie Shbeeb	78 (C+)	93 (A)	84 (B)	85 (B+)	85 (B+)
	Grammar Science: Flying Creatures	Stephanie Shbeeb	(B+)	(B+)	(A+)	(A+)	A
	Language Arts Level 3	Stephanie Shbeeb	(A+)	(A)	(A+)	(A)	A
	OLD Greek III	Daniel Blair	(A+)	(A+)	(A+)	(A+)	A+

2024-2025

Steve and Amy Maus

# Overview

- Customization Options
- Avoiding Common Pitfalls
- Dealing with In-Progress Courses
  - Progress Reports
  - Transcripts




*"The suspense is terrible, I hope it will last"*

## Academic Terms and Reports


### Progress Reports

- Two Academic Terms
  - Independent Progress Reports
  - NO end of the Term Average
- One Academic Term with Grading Units
  - Columns with each Grading Unit
  - End of Term Average



**Progress Report for [Redacted]**  
*Progress Report for Spring 2024, 8th Grade  
 as of April 23, 2024, 12:54 PM ET*

Period	Section	Teacher(s)	Avg.
1	8 English	[Redacted]	97.90 (A)
2	8 History	[Redacted]	101.34 (A)
3	Physical Science	[Redacted]	98.33 (A)
4	9 Bible	[Redacted]	100
5	Weights	[Redacted]	100.00 (A)
6	Algebra 1	[Redacted]	99.71 (A)



**Progress Report for Tweety Bird**  
*Progress Report for 2023-2024, 1st Grade  
 as of April 23, 2024, 11:32 AM CT*

Period	Section	Teacher(s)	Q1	Q2	Q3	Q4	Avg.
	Math 1st Grade		(E)	(U)	---	---	E
	Science 1st Grade		---	---	(S)	(E)	
	ELA 1st Grade		---	(E)	---	---	E
	Social Studies 1st Grade		---	---	---	---	
1	Math 2 - Standards Based	Professor Snape	---	---	---	---	

# Academic Terms and Reports

## Transcripts

- Two Academic Terms
  - Two columns – Semester Grades
- One Academic Term
  - One Column – End of Year Grades

2021-2022	2021-2022		
Course	Grade	Credits	Points
Algebra 1	83.3	2	3.00
Biology	89.3	2	3.00
English 9	95.0	2	4.00
French 1	87.3	2	3.00
Geography & History of the World	91.5	2	4.00
PE	95.5	2	4.00
PE Elect APC	96.0	1	4.00

2022-2023	2022-2023		
Course	Grade	Credits	Points
English 10	93.0	2	4.00
French 2	82.0	2	3.00
Geometry	85.0	2	3.00
Integrated Chemistry & Physics	83.0	2	3.00
PE Elective	97.0	2	4.00
Principles of Human Service	95.0	2	4.00

2018-2019: 8th	Fall 2018			Spring 2019		
Course	Grade	Credits	Points	Grade	Credits	Points
Computer Applications 8	98 (A)	0.5	4.00*	99 (A)	0.5	4.00*

2019-2020: 9th	Fall 2019			Spring 2020		
Course	Grade	Credits	Points	Grade	Credits	Points
Biology 9	94 (A)	0.5	4.00	93 (A)	0.5	4.00
Communications 9				100 (A)	0.5	4.00
Honors English 9	95 (A)	0.5	4.50	98 (A)	0.5	4.50
Speech	96 (A)	0.5	4.00			
World Geography	99 (A)	0.5	4.00	100 (A)	0.5	4.00

2020-2021: 10th	Fall 2020			Spring 2021		
Course	Grade	Credits	Points	Grade	Credits	Points
Chemistry	92 (A)	0.5	4.00	88 (B)	0.5	3.70
Geometry	91 (A)	0.5	4.00	94 (A)	0.5	4.00
Honors English 10	91 (A)	0.5	4.50	95 (A)	0.5	4.50
HS Art	99 (A)	0.5	4.00*	99 (A)	0.5	4.00*
World History & Cultures	94 (A)	0.5	4.00	95 (A)	0.5	4.00

## Academic Terms and Reports

### Impact to Teachers / Gradebooks

- Two Academic Terms
- One Academic Term with Grading Units
  - The Averages tab

The screenshots illustrate the Class Reach interface for managing academic terms and reports. The top screenshot shows the 'Algebra 1' course page with the 'GRADES' tab selected, displaying a 'Gradebook' section with a message: "There are no Grades to display. Click here to add grades." The bottom screenshot shows the same page with the 'Averages' tab selected, displaying a 'Q4 Gradebook' section with a dropdown menu for quarters (Q1, Q2, Q3, Q4) and a message: "There are no Grades to display. Click here to add grades."



## Progress Report for Patsy Custis

Progress Report for 2023-2024, 5th Grade  
as of October 10, 2023, 1:06 PM CT

Period	Section	Teacher(s)	Q1	Q2	Q3	Q4	Avg.
1	5th Grade Literature	Elizabeth Bonilla	(S)	---	---	---	S
2	Science 5th Grade	Professor Snape	(E)	---	---	---	E
3	ELA 5th Grade	Charles Dickens	(S)	---	---	---	S
4	History 5th Grade	Bob Frost	(S)	---	---	---	S
5	5th Grade Math	Rafael Nadal	(M)	---	---	---	E

# Progress Reports

### Conduct

Section	Helpfulness	Participation	Attitude	Timeliness
5th Grade Literature	M	M	M	M
5th Grade Math	E	M	M	M

**Key**    B = Below                      M = Meets                      E = Exceeds

### Teacher Comments

Section	Teacher(s)	Comment
5th Grade Literature	Elizabeth Bonilla	Patsy loves reading and is keeping up with the assignments. She is a joy to have in this class.
5th Grade Math	Rafael Nadal	Q1 - Patsy has done good work so far in Math. Her behavior in class meets expectations and her homework completion is good, but could be neater.

### Attendance

Present (days)	44
Tardy	0
Absent (days)	3

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Guardian Signature

\_\_\_\_\_  
Administrator Signature

\* This document is not official unless signed above

# Progress Reports - General Info

- Continuously Available to Guardians/Student
- Updated real time
- School can hide grades via the Academic Term/Grading Units Settings
- Progress Report – to show letter grades and not numerical grades – Gradebook Settings
- Lock grades at the end of a Grading Unit
- Lock grades at the end of an Academic Term
- Saving the end of the Academic Term Progress Report
- How do Comments work?
- How do Conduct Items work?
- How does Attendance work?
- What can I customize?
- What is the Cumulative Grade Report?

# Progress Reports - Customizing

- How do Comments work?
- How do Conduct Items work?
- How does Attendance work?
- What can I customize?
- What is the Cumulative Grade Report?



# Progress Reports

- How do parents see the Progress Report?
  - Student Profile > School tab > Progress Report
  - The student's Summary tab - left sidebar, below the Student's name for Guardians, Term Summary for Students
- As an Admin – how can I produce a Progress Report?
  - A Student's People Page, School tab (Admin only) - select any Year and Term, click Progress Report
  - The Report's page

## BONUS – Weighted Grades

### Example 1 - a grade in every category

- Weights add up to 100% of the grade
  - Tests (60%)
  - Homework (25%)
  - Participation (15%)
- Category Percentage Grades
  - Tests - 75/100
  - Homework - 95/100
  - Participation - 80/100

Overall average would be computed as:

$$((75*.6) + (95*.25) + (80*.15)) / 1 = 80.75\%$$

### Example 2 - no grade in at least one category

- Weights add up to 100% of the grade
  - Tests (60%)
  - Homework (25%)
  - Participation (15%)
- Category Percentage Grades
  - Tests - 75/100
  - Homework - 95/100

Overall Average

$$((75*.6) + (95*.25)) / .85 = 80.88\%$$

2018-2019: 8th	Fall 2018			Spring 2019		
Course	Grade	Credits	Points	Grade	Credits	Points
Computer Applications 8	98 (A)	0.5	4.00*	99 (A)	0.5	4.00*

2019-2020: 9th	Fall 2019			Spring 2020		
Course	Grade	Credits	Points	Grade	Credits	Points
Biology 9	94 (A)	0.5	4.00	93 (A)	0.5	4.00
Communications 9				100 (A)	0.5	4.00
Honors English 9	95 (A)	0.5	4.50	98 (A)	0.5	4.50
Speech	96 (A)	0.5	4.00			
World Geography	99 (A)	0.5	4.00	100 (A)	0.5	4.00

2020-2021: 10th	Fall 2020			Spring 2021		
Course	Grade	Credits	Points	Grade	Credits	Points
Chemistry	92 (A)	0.5	4.00	88 (B)	0.5	3.70
Geometry	91 (A)	0.5	4.00	94 (A)	0.5	4.00
Honors English 10	91 (A)	0.5	4.50	95 (A)	0.5	4.50
HS Art	99 (A)	0.5	4.00*	99 (A)	0.5	4.00*
World History & Cultures	94 (A)	0.5	4.00	95 (A)	0.5	4.00

2021-2022: 11th	Fall 2021			Spring 2022		
Course	Grade	Credits	Points	Grade	Credits	Points
Algebra II	92 (A)	0.5	4.00	90 (A)	0.5	3.90
American History & Cultures 11	86 (B)	0.5	3.50	97 (A)	0.5	4.00
College & Career	100 (A)	0.5	4.00	100 (A)	0.5	4.00
Honors English 11	89 (B)	0.5	4.30	85 (B)	0.5	3.90
Physics 11	83 (B)	0.5	3.20	94 (A)	0.5	4.00

2022-2023: 12th	Fall 2022			Spring 2023		
Course	Grade	Credits	Points	Grade	Credits	Points
Applied Ministry	100	0.5	4.00*	100	0.5	4.00*
Biblical Worldview	98 (A)	0.5	4.00	94 (A)	0.5	4.00
Economics 12				87 (B)	0.5	3.60
English 12 Book & Composition	98 (A)	0.5	4.00	98 (A)	0.5	4.00

## Transcripts

## Transcripts

- There are two DIFFERENT Transcript Reports
  - Transcripts
  - Unit Transcripts

### 2021-2022 : 9th Grade

2021-2022					
Semesters 21-22					
Course	Fall 2021	Spring 2022	Grade	Credits	Points
Algebra 1	93.3 (A)	88.6 (B)	90.9 (A)	2	4.00
Bible	100.0 (A)	100.0 (A)	100.0 (A)	2	4.00
Biology	111.8 (A)	85.6 (B)	98.7 (A)	2	4.00
English 9	85.0 (B)	73.7 (C)	79.4 (C)	1	2.00
History	95.9 (A)	93.7 (A)	94.8 (A)	2	4.00
Spanish I	94.5 (A)	95.3 (A)	94.9 (A)	2	4.00

### 2022-2023 : 10th Grade

2022-2023					
Semesters 22-23					
Course	Semester 1	Semester 2	Grade	Credits	Points
English 10	85.1 (B)	88.3 (B+)	86.7 (B)	2	3.00
Forensics		99.1 (A)	99.1 (A)	1	4.00
Forensics		99.1 (A)	99.0 (A)	1	4.00
Geometry	92.6 (A)	85.1 (B)	88.9 (B)	2	3.00
Health		100.8	100.8	1	4.00
History	85.1 (B)	94.0 (A)	89.5 (B)	2	4.00
New Testament Survey	100.0	100.0	100.0	2	4.00

# Transcripts

- The main sections
  - Header -
  - Body – Courses in ClassReach AND Transfer Courses
  - Footer - customizable
- Connections / Links
  - Header – Settings>School Information
  - Body – pulls grades from...
    - Course page
    - Sections/Gradebook
    - People page>Transfer tab
  - Footer – User Info Form

## Transcripts

### Extra fun things

- Class Rank
- GPA Scales
- Graduation Date
- Custom Transcript Markings

Field
Advanced

Applies To:

Student

Visible To:

Teacher

Transcript Display

None

Footer

Footer: Bottom

Enable Conditional Logic

**Class Rank Settings:** On the **Settings** page, you have the option of entering customized Class Rank Settings such as weighting class rank by course credit or excluding courses that don't affect GPA. The Class Rank Settings are used for a **Default Class Rank Report**. *These Settings do not connect or export to the Transcript.* If you want to include Class Rank on the transcript, you may pull the **Class Rank Report** and then manually enter the Class Rank on the **User Info Form** for the student (see example below).

Basic	School	Transfer	General	Contacts	Medical	Medications	Transcript		Authorization
<p>Graduation Date</p> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;">May 31, 2023</div>								<p>Additional Notes</p> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;">Top 10% of 2023 senior class. Unweighted GPA: 4.0</div>	
<p>Diploma Plan</p> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;">Foundation Program with Endorsement-Distinguished level</div>									
<p>Endorsement(s)</p> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <input checked="" type="checkbox"/> Multi-Disciplinary  <input checked="" type="checkbox"/> STEM - Math  <input type="checkbox"/> STEM - Math (Computer Science)  <input type="checkbox"/> STEM - Science                 </div>									

## Common Pitfalls

- Gradebook Settings
  - Visibility of numerical grades
- Course Settings
  - Not listing a course on the transcript
- Transfer tab
  - Not entering a numeric grade causes a transcript error

# Dealing with In-Progress Courses

- Progress Reports
- Transcripts



# Q & A

