


Entering Progress and Marks and Sending Progress Updates

The **Progress/Marks** screen carries over the total number of absences and attendance issue flags from the **Attendance** screen (please see separate Attendance instructions). You can update student progress, as well as send out progress emails (for individual students OR for the entire class), as frequently as you wish or as per the direction of your Board. To do so, please:

Go to **Classes**, click the action button  next to one of your classes, and select **View**. (Note: if you have several classes, you can choose to **Filter by Semester** by clicking the **Show Filters** button).

Click the **Progress/Marks** tab. In this view, you will see the following information for each of your students:

Action	Legal First Name	Last Name	Current Progress	Midterm	Final	Last Email Sent	Last Updated	Total Absences	Credit Alert	Attendance Issue	Interim Report	Midterm Report	Final Report	Comments
	 Demo1	Student	Limited Engagement	45		Nov 11, 2019	Dec 2, 2019	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Download Report			 

- Preferred Name
- Legal First Name
- Last Name
- Level of Engagement – You can select from the following options (which can be changed at any time):
 - Not Engaged – The student is not logging in, and/or meeting timelines, and/or actively participating in class tasks, activities, and assessments.
 - Limited Engagement – The student is not regularly logging in, and/or meeting timelines, and/or actively participating in class tasks, activities, and assessments.
 - Satisfactory Engagement – The student sometimes logs in, and/or meets timelines, and/or actively participates in class tasks, activities, and assessments.
 - Good Engagement – The student usually logs in, and/or meets timelines, and/or actively participates in class tasks, activities, and assessments.
 - Excellent Engagement – The student consistently logs in, meets timelines, and actively participates in class tasks, activities, and assessments.
- Midterm and Final – Accepted values are:
 - 0-100 – Student mark
 - I – Insufficient evidence is available to determine a percentage mark (Grade 9 and 10 courses only)
 - NM – No Mark is available at this time

Note: Final marks in PRISM are unofficial; only the mailed hardcopy Provincial Report Card contains the official final mark.

TIP

You can also import marks by clicking  and using one of the following three CSV formats.


OEN, Midterm, Final (this will update both Midterm and Final marks for all students in the file)



OEN, Midterm (this will update Midterm mark for all students in the file)

OEN, Final (this will update Final mark for all students in the file)





NOTE: All data being imported, including blank cells, will overwrite existing data.


- **Interim / Midterm / Final Report** – Prism allows you to upload a PDF of a student report (such as a MarkBook report, a Provincial Report Card, etc.). You have the option of including an uploaded report(s) as an attachment when sending **Progress Emails**. (Note: Only hardcopy Final Provincial Report Cards are considered official and, as such, must be mailed to each student’s school).
- **Credit Alert** – indicates whether or not the student’s credit is jeopardy
- **Attendance Issue** – indicated by a checkmark  for those students for whom an attendance issue has been flagged in the Attendance module (please see separate Attendance instructions)
- **Total Absences** – the current total number of absences accrued by the student (carried over from the Attendance module (please see separate Attendance instructions))

- **Comments** – hover over the info icon  to see the latest comment that has been entered for the student. **Important: the latest comment is the one that is included in a Progress Email when sent.** All comments are date stamped and archived. To see past comments in chronological order, click the history button  to reveal the **View Comment History** pop-up. Here, you can also choose to **Edit** OR **Remove** a comment.

VIEW COMMENT HISTORY


- Sep 24, 2019** 

Demo 1’s attendance remains sporadic. Module 2 has come to an end and Tasks 3 and 4 have still not been submitted. In addition, Demo 1 has not re-attempted the Module Quiz after receiving a failing grade on the first attempt. The Quiz will close on September 25th.
- Sep 9, 2019** 

Demo 1 has begun to log in more regularly but has not submitted any of the Module 1 tasks. It is essential that these be submitted right away as we have now moved into Module 2.
- Sep 8, 2019** 





Demo1 has not been logging in regularly as required (as was communicated in the pre-course messaging and the orientation). I am concerned that Demo1 is going to fall behind unless attendance improves.




- **Last Email Sent** – the date on which you last sent a **Progress Email** for the student. Stakeholders receive PRISM-generated removal messages as indicated here: http://bit.ly/PRISM_Emails
- **Last Updated** – the date on which you last updated any progress information for the student

To enter or edit a student’s **Level of Engagement**, **Midterm** or **Final mark**, or to set a **Credit Alert**, click on the **Edit Progress** slider  **Edit Progress**. The grid will become editable and you can:

1. select the appropriate **Level of Engagement**... The legend beneath the grid details the descriptor that is sent in Progress Update emails for each level of engagement.
2. enter **Midterm** or **Final** marks.
3. set a **Credit Alert** for any student by checking the box... Once a **Credit Alert** is set for a student, the student's VP is included as a recipient of all Progress Update emails until such time that the Credit Alert box is unchecked.

Edit Progress


Action	Legal First Name	Last Name	Current Progress	Midterm	Final	Last Email Sent	Last Updated	Total Absences	Credit Alert
	Demo1	Student	Limited Engagement	45		Nov 11, 2019	Nov 30, 2019	4	<input checked="" type="checkbox"/>
	Demo2	Student	Excellent Engagement	87		Nov 11, 2019	Nov 22, 2019	2	<input type="checkbox"/>
	Demo3	Student	Satisfactory Engagement	62		Nov 11, 2019	Nov 22, 2019	6	<input type="checkbox"/>
	Demo4	Student	Limited Engagement	53		Nov 11, 2019	Nov 30, 2019		<input checked="" type="checkbox"/>
			Not Engaged						

To add, remove, or edit **comments**, simply click on the action button  OR the history button . To see the latest comment (i.e., the one that will be contained in the Progress Update email when sent), simply hover over the info icon . **Important: The latest comment is the one that is included in a Progress Email when sent.**

To upload or remove an **Interim**, **Midterm**, and/or **Final** report, simply click on the action button .

To send **progress emails**, you have the option of sending to an **individual student** OR sending to the **entire class**.

To send a **progress email** to an **individual student**, click on

the action button  next to the student's name and select **Send Progress Email**. A preview pop-up will appear that shows the contents of the message being sent, which include:

- **Teacher Name**
- **Course**
- **Host Board**
- **Absences**
- **Attendance Issue** – Yes or No; Carried over from the Attendance module (please see separate Attendance instructions).
- **Credit Alert** – Yes or No; If Yes, the student's VP is included as a recipient of all Progress Update emails until such time that the Credit Alert box is unchecked.
- **Level of Engagement** (as described above)
- **Comments** – the latest comment entered by the teacher; Only included if the **Include Comment** box is checked (see below)
- **Midterm mark** – NA if not entered
- **Final mark** – NA if not entered; Note: final marks in PRISM are unofficial; only the mailed hardcopy Provincial Report Card contains the official final mark.
- **Report** – if uploaded and selected as an attachment option (see below)

To attach uploaded **reports**, check the appropriate box(es) beneath **Attachment Options**.

To add the latest **comment** you have entered for the student to the body of the email, check the box beneath **Comments**.

To send **progress emails** to all students in the class, click the **Send Progress Email to All Students**

 button.

SEND PROGRESS EMAIL



Hello Demo1 Student

On 2019-12-02 08:50:13, your eTeacher Demo ET updated your progress in DEMO: Demo Course with the Other.

Absences: 4

Attendance Issue: Yes

Credit Alert: Yes

LEVEL OF ENGAGEMENT

Success in eLearning is depends highly on the student's level of engagement. Engagement in eLearning involves logging in regularly, always following instructions, routinely participating in tasks / activities / assessments, and consistently meeting timelines.

Your current Level of Engagement in this course is:

LIMITED ENGAGEMENT - The student is not regularly logging in, and/or meeting timelines, and/or actively participating in class tasks, activities, and assessments. For additional information, please see Comments section or contact the teacher (see contact information below).

Midterm Mark: 45%

Unofficial Final Mark: NA

Should you have any questions regarding this Progress Update, please contact your eTeacher.

Please note that a copy of your Final Provincial Report Card will be sent to you and your school once the course has ended.

Attachment Options

Interim Report Midterm Final

Comments

Include Comment

SEND

CLOSE

NOTE: **Progress update emails** are sent to the recipients indicated here: http://bit.ly/PRISM_Emails

NOTE: When **progress** is updated for a student, the **Last Updated** date stamp in the grid automatically updates.

NOTE: When a **progress update email** is sent for a student, the **Last Email Sent** date stamp in the grid automatically updates.