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 chose 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	☑	✓	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 **⤓ IMPORT MARKS** 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.
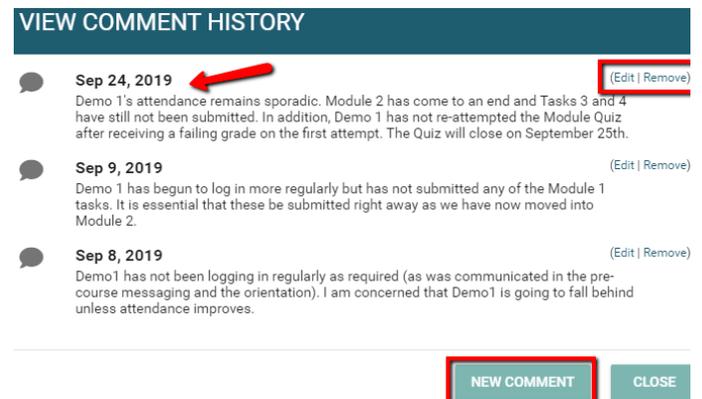
VIEW COMMENT HISTORY

💬 **Sep 24, 2019** *(Edit | Remove)*
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** *(Edit | Remove)*
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** *(Edit | Remove)*
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.

[NEW COMMENT] [CLOSE]

- **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.

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	☑
⋮ ⓘ	Demo2	Student	Excellent Engagement	87		Nov 11, 2019	Nov 22, 2019	2	☐
⋮ ⓘ	Demo3	Student	Good Engagement	62		Nov 11, 2019	Nov 22, 2019	6	☐
⋮ ⓘ	Demo4	Student	Satisfactory Engagement / Limited Engagement / Not Engaged	53		Nov 11, 2019	Nov 30, 2019		☑

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)

SEND PROGRESS EMAIL

eLC
Ontario eLearning Consortium

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.

- Midterm mark – Only included if the Include Midterm box is checked (see image on right); N/A will appear if Include Midterm is checked but no mark is present.
- Final mark – Only included if the Include Final box is checked (see image on right); N/A will appear if Include Final is checked but no mark is present. 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)

EDIT PROGRESS

Attachment Options

☐ Interim Report   ☐ Midterm   ☐ Final

Comments

☐ Include Comment

Marks

☐ Include Midterm   ☐ Include Final

SEND   CLOSE

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

SEND PROGRESS EMAIL TO ALL STUDENTS button.

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.