

Accessing Progress, Marks, and Attendance

Information on student progress, marks, attendance, and comments can be both viewed and exported to CSV (to be opened in Excel). To do so, please:

Go to [Reporting](#) and select [Students Progress Page](#). Click the [Show Filters](#) button.

You can filter by:

- [Semester](#)
- [Course Type](#)
- [Course](#)

...or you can search for an individual student by [Name](#) or [OEN](#).

NOTE: You will see students from your school who are taking eLearning courses (regardless of the Board hosting the course) **PLUS** students who are taking courses that are hosted by your school (regardless of the Board in which the student resides).

In this view, you will see the following information for each of your students:

OEN	Preferred Name	Legal First Name	Last Name	Home Board	Home School	Host Board	Teacher	Teacher Email	Semester	Course	Class	Current Progress	Interim	Midterm	Final	Total Absences	Credit Alert	Attendance Issue	Last Updated	Last Sent	Comments
222222222	Demo2	Demo2	Student	OTHER	Demo School	OTHER	Demo ET	todd.pottle@kprdsb.ca	Semester 2 - Regular	DEMO	01	Excellent Engagement	85	85		2			Jan 5, 2022	Jan 5, 2022	

- [OEN](#)
- [Preferred Name](#)
- [Legal First Name](#)
- [Last Name](#)
- [Home Board](#) – the Board in which the student resides
- [Home School](#) – the School in which the student resides
- [Host Board](#) – the Board that is hosting the course in which the student is enrolled
- [Teacher](#)
- [Teacher Email](#)
- [Semester](#)
- [Course](#)
- [Class](#) (or section)
- [Current Progress](#) – There are four statuses for progress:
 - [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** – 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.
- **Total Absences** – the current total number of absences accrued by the student
- **Credit Alert** – indicated by a checkmark  for those students for whom ‘credit is in jeopardy’ has been flagged (i.e., student is not logging in and/or meeting timelines). Note: Once flagged, a student’s VP is included as a recipient for Progress Update emails sent out by PRISM.
- **Attendance Issue** – indicated by a checkmark  for those students for whom an ‘attendance issue has been flagged’. Note: Once flagged, a student’s VP is included as a recipient for Progress Update emails sent out by PRISM.
- **Last Updated** – the most recent date on which any progress information for the student was updated
- **Last Email Sent** – the most recent date on which a **Progress Email** was sent by the teacher via PRISM for the student. Stakeholders receive PRISM-generated removal messages as indicated here: http://bit.ly/PRISM_Emails
- **Comments** – hover over the  icon to see the latest comment that was entered by the teacher for the student. Note: the latest comment is the one that is included in a **Progress Email** when sent.

To open the report in Excel, you can click the **Export to CSV**  button, then click **Open File** when prompted following the download. The file will open in Excel.

EXCEL TIP To see the data better, select the entire sheet by clicking here... Then, click the **Home** tab (top left), followed by **Format – AutoFit Column Width**

	A	B	C	D
1	6.67E+08	Legal First	Last Name	Home Bo
2	6.67E+08	Demo6	Student	Other
3	3.33E+08	Demo3	Student	Other
4	2.22E+08	Demo2	Student	Other