

How To Generate A Progress Report Of A Student In CrownSIS

Generating progress reports in CrownSIS is a practical way to monitor and evaluate student performance. These reports can be customized to include detailed or summary information about assignments and overall progress. Here's a step-by-step guide to generating a student progress report in CrownSIS:

Step 1: Accessing Progress Reports

You have two options to access the progress reports in CrownSIS:

1. **Via Grades** : Navigate to the **Grades** section and select the **Progress Report** submenu.
2. **Via Reports** : Go to the **Reports** section and select **Progress Reports** under the **Grades** header.

Both options will lead you to the progress report generation interface.

Step 2: Selecting Students

Once you access the Progress Report section, you'll see a list of students. You need to select the students for whom you want to generate the progress reports. You can select multiple students if needed.



Step 3: Customizing the Progress Report

You can customize the report using several switches to tailor it to your specific needs:

1. **Format Selection** :
 - **With Assignment Details** : Includes detailed information about each assignment within the course sections the student is studying, showing the progress in each assignment.
 - **Totals Only** : Provides a summary view of total progress for each course section, combining all assignments into a collective total.



2. Customization Options :

- **Assigned Date** : Choose to include the date when each assignment was assigned, available with the "With Assignment Details" format.



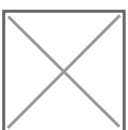
* **Exclude Ungraded E/C Assignments** : Excludes assignments that are ungraded but have reached their due date from the progress calculation.



* **Due Date** : Optionally display the due date for each assignment, available with the "With Assignment Details" format.

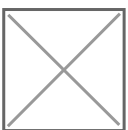


* **Exclude Ungraded Assignments Not Due** : Excludes assignments that are ungraded and not yet due from the overall progress calculation.



Step 4: Generating the Report

After selecting the students and customizing the report settings, click on the button labeled **"Create Progress Reports for Selected Students"**. This action will generate the progress reports based on the selected options and students.



Step 5: Reviewing and Distributing the Reports

Once the reports are generated, you can review them to ensure they meet your needs. You can then distribute the reports to students, parents, or other stakeholders as necessary.

By following these steps, you can effectively generate and customize progress reports in CrownSIS, providing detailed insights into student performance and helping to support their academic journey.

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