Jupiter FAQ's for progress reports

How do I add comments for my students?

Go to the "Student" tab and click on a student's name. Below the list of assignments and 1st Quarter Total you'll see a large rectangle where you can add free-form comments. You can also select from a list of checkboxes of customized comments.

Can I customize my own comments that I want to appear for all my classes?

Yes. Below the last comment is a link called "Customize". You can change or delete the existing default comments that came with Jupiter and add your own. When you are done adding your own customized comments, click "Done".

What will actually appear on the progress report?

Any comments you add in this large rectangle will appear on the progress report under your name and subject. The current grade the student has achieved your class will also appear, which is why it's important that teachers are current on graded assignments by the progress report deadline, which is Friday, October 14th. Comments added to the small comment box next to the individual assignments do not appear on the progress report; they only appear on the grade reports, which we don't generate.

When will progress reports be generated?

Progress reports will be generated on Friday, October 14th at 8:00 PM. Comments added after that time will not appear on the progress reports. We will be generating progress reports on Friday evening in advance of the visit by the Quality Review personnel on Monday, October 17th. In addition to LGT's and minutes, the Quality Review person assigned to our school will take a sampling of progress reports as well.