

Conference Data Prep Guide

PROGRESS REPORTS

- Ready-made reports by student.
- Customize date range.
- Show status of every assignment.
- Shareable with students and guardians.



STUDENT WORK

- Show examples of growth and areas for improvement.
- Links to Google Classroom.

Assignment Title	Class Name
Finding the Incorrect Equations	Science



Google for Education
Partner

Progress Report - Smith, John

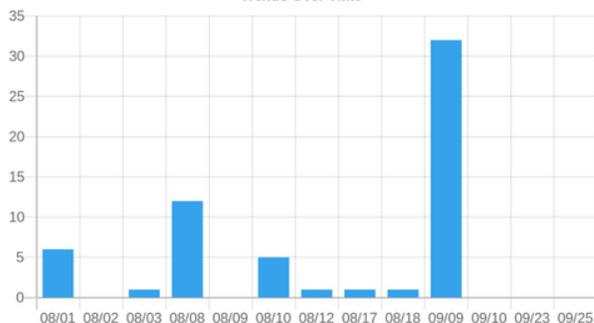
Assignment Completion On Time Assignments Assignments Completed Assignment Points Average



SUMMARY BY CLASS

Class Name	Assignment Completion (%)	Points Average
Science 301	100%	90.3%
World History 201	93.3%	92.0%
Advisory Period	92.9%	74.3%
Art 401	57.1%	71.1%

Trends Over Time



PERFORMANCE BY TOPIC

Compare performance by Topic within or across the unit, module, quarter, etc.

Topic Name	Assignments Completed (#)	Assignments Completed (%)	↓	Points Average
Decimals	12	100		83.2%
Genetics	7	100		78%
Cities, Societies, and Empires	6	100		73.8%
Evolution	6	100		81.2%
The Renaissance	11	92		77.5%
Negative Numbers	6	86		82.5%

During the Conference

HIGHLIGHT GOOGLE CLASSROOM TIPS

Share a digital or print [Guardian Guide to Google Classroom](#).



APP

Install the App on mobile devices to access school work.

LOGIN

Students login at classroom.google.com

GUARDIANS

There is no guardian portal for parents in Google Classroom. Guardians can view the student account with student to review work.

ASSIGNMENTS

Students find assignments on the Classwork tab

GUARDIAN SUMMARIES

Daily or weekly email with summary of missing assignments and upcoming assignments.



AT HOME ACADEMIC WORK HABITS

Offer visuals and strategies for building academic work habits at home with Google Classroom and Schoolytics.

SUBMITTING WORK

Students "View assignment" and see any attached work in the upper right "Your Work" bubble. Students use the Add/Create button to upload documents.

BLANK WORK

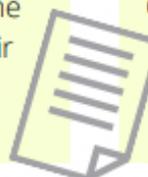
It is common for students to submit a blank document to make it look like the work was completed.

RETURNED WORK

Work must be RETURNED by the teacher for the student to view their score.

WORK LIST

At the top of the Classwork page students can "View Your Work."

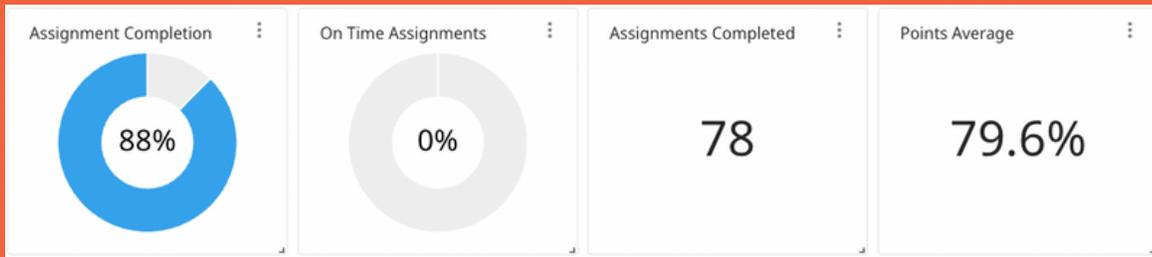


Post Conference Follow Up

MONITOR PROGRESS



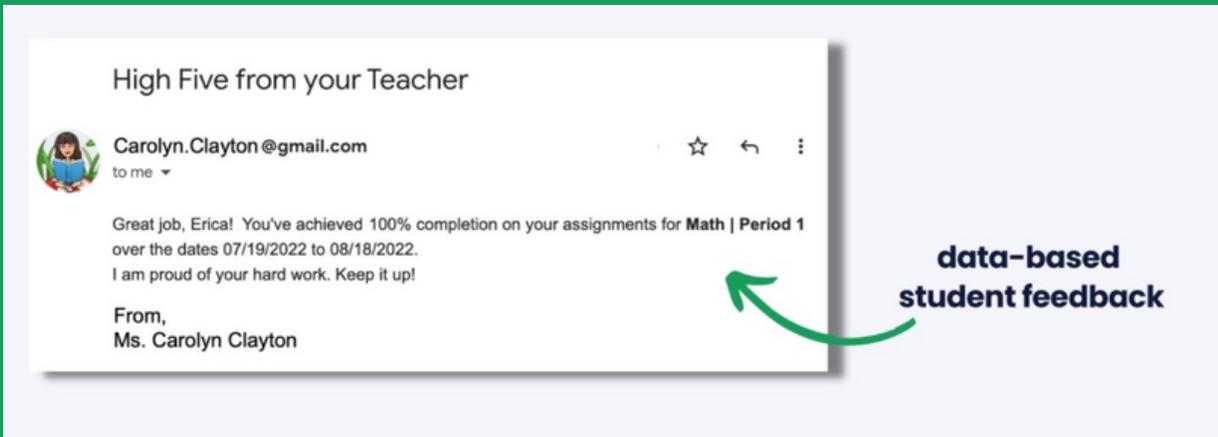
Track weekly student progress across key academic habits.



SEND ENCOURAGEMENT



Share positive encouragement with students and families.



High Five from your Teacher

Carolyn.Clayton@gmail.com
to me

Great job, Erica! You've achieved 100% completion on your assignments for **Math | Period 1** over the dates 07/19/2022 to 08/18/2022. I am proud of your hard work. Keep it up!

From,
Ms. Carolyn Clayton

data-based student feedback

MAKE COMMUNICATION VISIBLE



Log student and parent communication for visibility and support.

	Set student up with login for virtual tutoring on Wednesdays after	9/28/2022	Student, Guardian, Teacher
	In advance of parent conference, team will review data from Q1 a	9/9/2022	Teacher, Counselor, Administrator, Co
	Talked about resources for completing work while at home with E	9/8/2022	Guardian, Teacher
	Talked about missing work	8/26/2022	Student, Guardian, Administrator