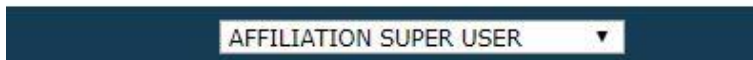


This document is intended to assist Affiliation Super Users with printing a Progress Report from ADLC's Student Information System (SIS).

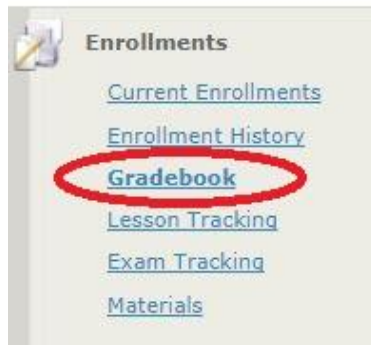
1. When you are logged into SIS, make sure your Affiliation Super User role is selected before you begin. This can be found in the drop-down menu on the dark blue bar that runs along the top of the screen.



2. Enter the student's last name, first name, the student's Alberta Student Number (ASN), or the student's SIS file number in the **Find a student...** field, then press the Enter button or click on the magnifying glass icon.



3. Click on the name link for the desired student.
4. From the Enrollments menu on the left-hand side, click **Gradebook**.



5. Click the radio button in the View column to view the information specific to the course you want to view.

Here you can see information about your grades and assignments.

View	Select	ID	Course	Start
<input checked="" type="radio"/>	<input type="checkbox"/>	966514	Science 4	09/21/2016
<input type="radio"/>	<input type="checkbox"/>	1023768	Science 5	09/05/2017
<input type="radio"/>	<input type="checkbox"/>	966521	Social Studies 4	09/21/2016
<input type="radio"/>	<input type="checkbox"/>	1023778	Social Studies 5	09/05/2017

Select a course to view unit grades

- After you click the radio button to view the appropriate course, scroll down to see the course information.

Assignment	Possible Points	Earned Points	Grade	Received On	Received by	Date Marked	Marker	Completed	Comments
Unit 1									
Assessment 1: Light in Your Life	100	100.00	100.00	12/08/2017 12:12		12/08/2017	Workun, Bill	Dec 08, 2017	
Assessment 2: Shadow Story	100								
Assessment 3: How to Use Light	100								
Final Assessment: What is Light?	100								
Unit 2									
Assessment 1: Importance of Plants Resource	100								
Assessment 2: Life of a Plant Video	100								
Assessment 3: Plant Community Field Guide	100								
Final Assessment: What is the value of the plant kingdom?	100								
Unit 3									
Assessment 1: Nature Picture	100								
Assessment 2: My Waste Disposal Story	100								
Assessment 3: Design a Better Product Package	100								
Final Assessment: How can I reduce my ecological footprint?	100								
Unit 4									
Assessment 1: Your Rube Goldberg Machine Poster	100								
Assessment 2: Elastic-Powered Toy Vehicles	100								
Final KWL Chart	100								
Final Assessment: Building Devices with Simple Machines	100								
U2 - Exit Pass - Lesson 8	100								

- If the student has completed a course or has been withdrawn from a course, you will have the option to “Select” the course and can then click **Print Progress Report**.



Here you can see information about your grades and assignments.

View	Select	ID	Course	Start	End	Status
<input type="radio"/>	<input checked="" type="checkbox"/>	966514	Science 4	09/21/2016	09/19/2017	WITHDRAWN_WITHOUT_FUNDING
<input type="radio"/>	<input type="checkbox"/>	1023768	Science 5	09/05/2017	08/15/2018	ACTIVE
<input type="radio"/>	<input type="checkbox"/>	966521	Social Studies 4	09/21/2016	09/19/2017	WITHDRAWN_WITHOUT_FUNDING
<input type="radio"/>	<input type="checkbox"/>	1023778	Social Studies 5	09/05/2017	08/15/2018	ACTIVE

Select a course to view unit grades

The Report will appear as an Adobe Acrobat File on your computer. You may need to click the file to open the report.

- Once you have opened the Report, you can then print or save it.

Contact

If at any time you have questions, please contact:

Learning Network Help Desk

1-866-774-5333 ext. 5378

learningnetwork@adlc.ca