

# 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](#)

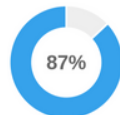
Science



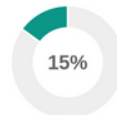
Google for Education Partner

### Progress Report - Smith, John

Assignment Completion



On Time Assignments



Assignments Completed

59

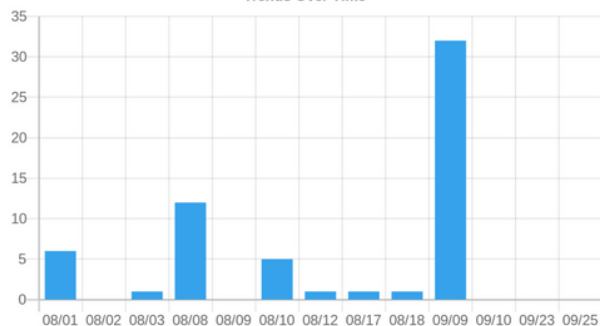
Assignment Points Average

84

#### 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](https://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

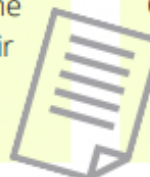
Students "View assignment" and see any attached work in the upper right "Your Work" bubble. Students use the Add/Create button to upload documents.

### 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."



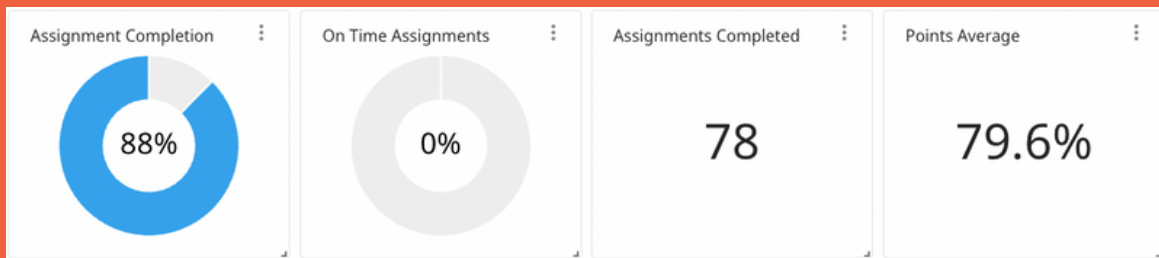
Google for Education  
Partner

# Post Conference Follow Up

## MONITOR PROGRESS



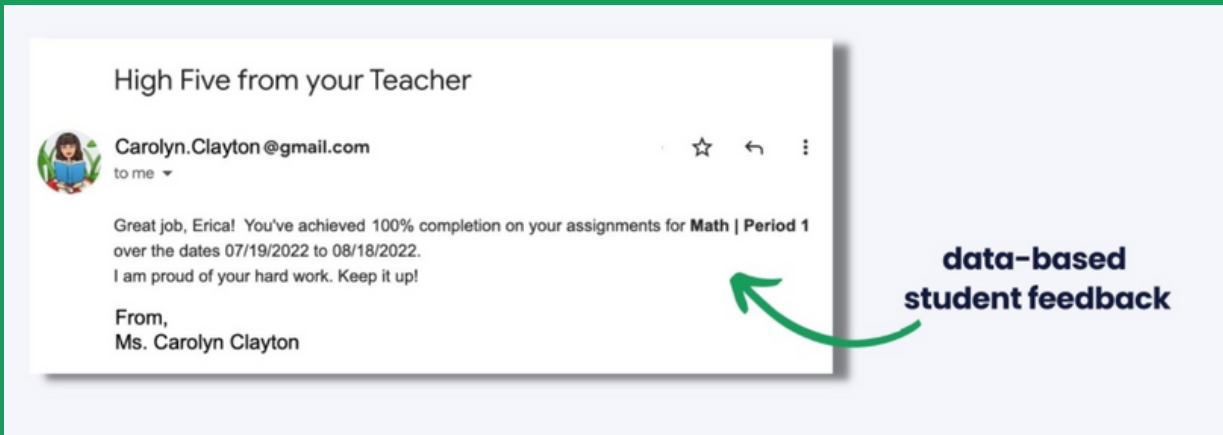
Track weekly student progress across key academic habits.



## 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.

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