

# COLEGIO PANAMERICANO GUIDELINES FOR MID TERM REPORTS

## STEP 1

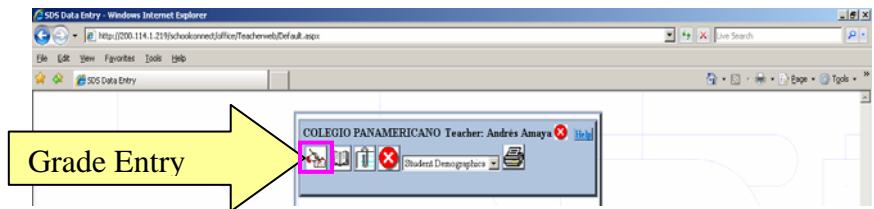
- ✓ **If you are grading from the school:** Enter [www.panamericano.edu.co](http://www.panamericano.edu.co), choose the option **MID TERM : INTRANET**, introduce your login and password and evaluate each student according to the example.

**Attention:** Remember to use INTERNET EXPLORER due to the fact that FIREFOX, SAFARI and NETSCAPE lack visual quality.

- ✓ **If you are grading from your home:** Enter [www.panamericano.edu.co](http://www.panamericano.edu.co), choose the option **MID TERM : WEB** introduce your login and password and evaluate each student according to the example.

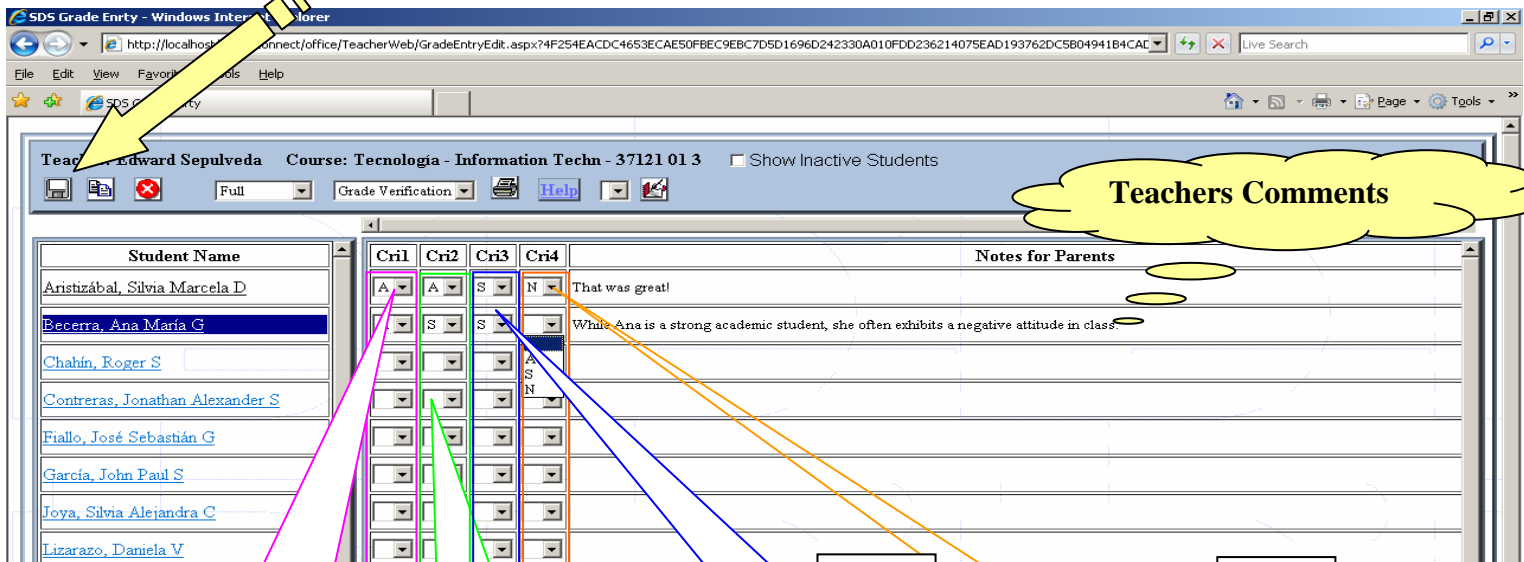
## STEP 2

- 2.1) Choose the option Grade Entry,
- 2.2) All the grades you teach will appear
- 2.3) Choose the subject/course to grade



## STEP 3

- 3.1) Grade the 4 criteria of the mid term and introduce your comments as the following example displays
- 3.2) Remember to **SAVE**, quit with **X** and continue with the following subject/course



**Cri1**

Su rendimiento académico cumple con las expectativas del curso.  
*His/her academic achievement fulfills the expectations for the grade level.*

**Cri2**

Sigue instrucciones y procedimientos de clase.  
*Follows instructions and classroom procedures.*

**Cri3**

Termina los trabajos de clase y entrega a tiempo sus tareas.  
*Finishes work in class and hands in homework on time.*

**Cri4**

Demuestra interés y participa activamente en clase.  
*Demonstrates interest and participates in class.*

<b>A: Almost Always</b> Casi Siempre	<b>S: Sometimes</b> Algunas Veces	<b>N: Needs to improve</b> Necesita Mejorar
---	--------------------------------------	--