

Bi-weekly report

TEACHER

SCHOOL

CLASS

DATES

About 10 minutes. Name students by first name or initials only: never a full name, username or password.

1 Class at a glance

Take the numbers from your class dashboard.

ON TRACK

BEHIND

STUCK

NOT STARTED

2 Students who needed help

One line each: the problem, what you did, the result so far.

STUDENT

PROBLEM

WHAT YOU DID

RESULT SO FAR

3 Technical problems

What broke, who you told, and whether it is fixed.

WHAT BROKE

WHO YOU TOLD

FIXED?

4 What students found hard

Topics, English terms, what students told you.

5 Parents contacted

Who and why. Only if it happened.

PARENT OF

WHY

6 What you need

Questions, or help you are asking for.

Send the report by email, or give it to your school's representative.