

Running Reports

As a teacher, you can run the [Progress Report](#) to list grade information for your scheduled classes and students. To include only category averages, final averages, and final marking column grades for each student, create a [summary report](#). To additionally include assignment grades for each student, create a [detail report](#).

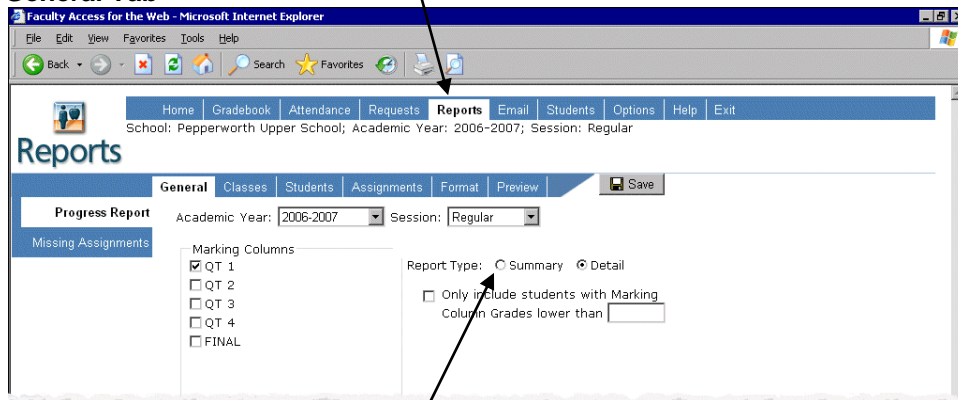
NOTE: I recommend "summary report" for our progress reports since parents can see details any day in the grade book. - DDW

To list student assignments with blank or **M** (missing) grades, you can use the Missing Assignments Report. You can use this report to check that students have turned in all assignments and all assignments have been graded.

Progress Report

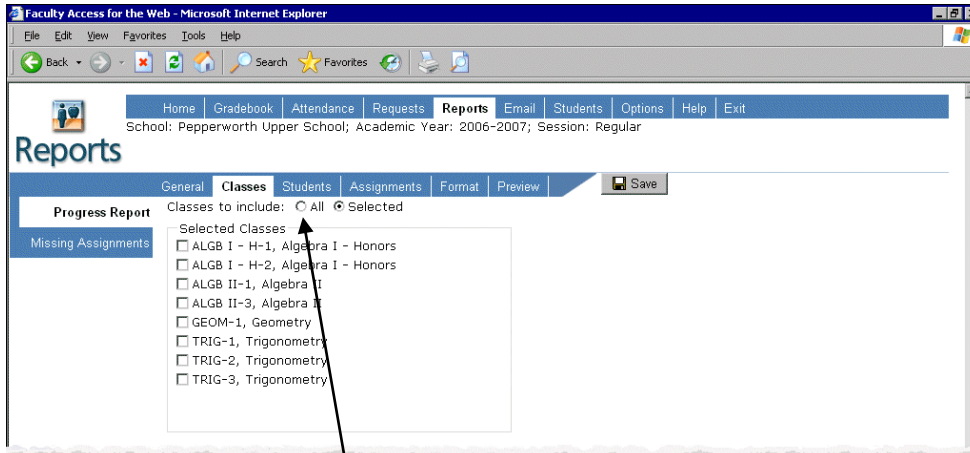
On the navigation bar, [click Reports](#). The General tab of the Progress Report appears.

General Tab



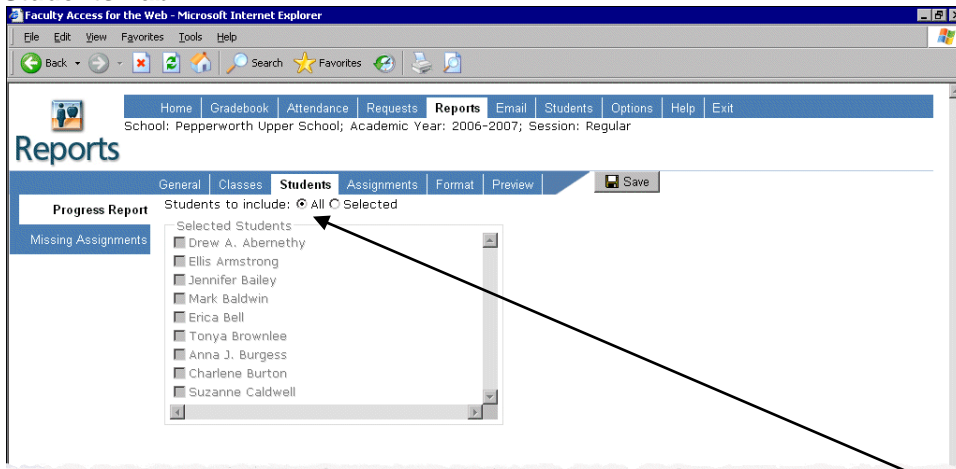
- In the **School**, **Academic Year**, and **Session** fields, [select the school, year, and session](#) for the report.
Note: The **School** field appears only if you are scheduled to teach in more than one school.
- In **Report Type**, mark [Summary](#) or **Detail**. To include only category averages, final averages, and final marking column grades for each student, mark **Summary**. To additionally include assignment grades for each student, mark **Detail**.
- In the **Marking Columns** frame, mark checkboxes for the marking columns to include on the report.
- If you select only one marking column to include, you can select to include only students in the report with marking column grades below a grade you enter. Mark **Only include Students with Marking Column Grades lower than** and enter the grade. Only students with marking column grades below the grade you enter appear on the report. If you enter a letter grade, the program translates it to the minimum numeric value for the letter grade on the associated translation table.

Classes Tab



- To include all classes, **mark All.** To include selected classes, mark **Selected** and mark checkboxes for the classes to include.

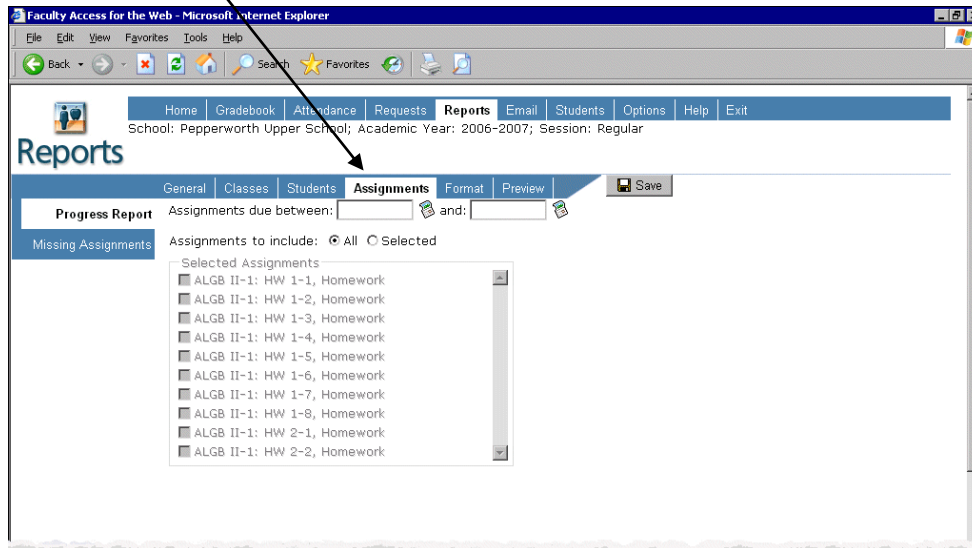
Students Tab



- You can include only students in the selected classes. To include all students, **mark All.** To include selected students, mark **Selected** and mark checkboxes for the students to include.

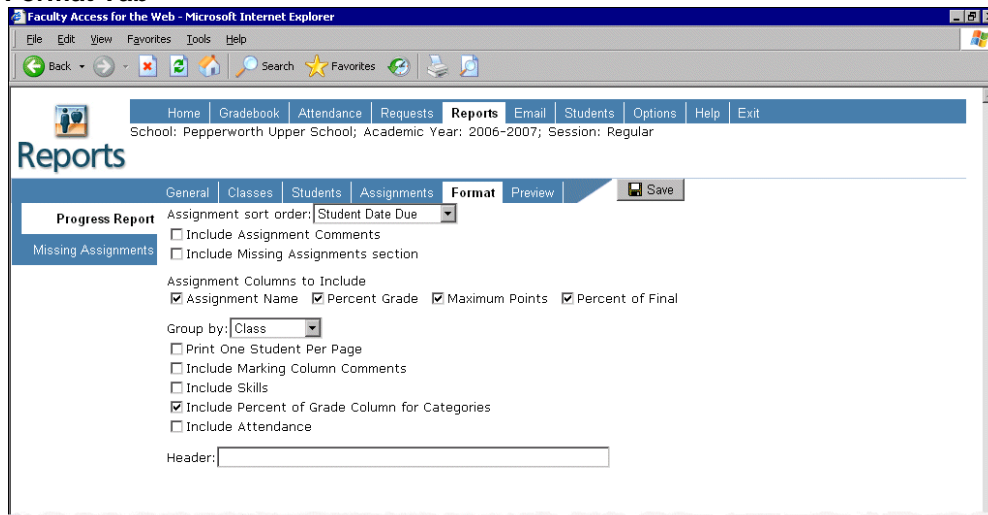
Assignments Tab

NOTE: The Assignments tab is enabled only if you are creating a Detail report.



- You can enter a date range of assignment grades to include. In the **Assignments due between** fields, enter the date range. The report includes only assignments within the selected academic year and with a due date. The report considers both the **Student Date Due** and **Grades Date Due** fields for the assignment. If you enter a date range, assignments without a due date are not included.
- You can include assignments from the selected classes. To include all assignments from the selected classes, mark **All**. To select assignments to include, mark **Selected** and mark checkboxes for the assignments to include.

Format Tab



- In a Detail report, you can sort the assignments. In the **Assignment sort order** field, select "Category" or "Student Date Due".
- In a Detail report, to include comments entered for assignments, mark **Include Assignment Comments**. This does not include confidential comments.
- In a Detail report, to include information about missing assignments in a separate section, mark **Include Missing Assignments section**. If you do not mark this checkbox, any assignments considered missing are included with the rest of the assignments.

- In a Detail report, in **Assignments Columns to Include**, select columns to show for each assignment included on the report.
 - Mark **Assignment Name** to show the entry in the **Name** column on the Assignments page in Gradebook Setup. You should always display assignment names, unless you have descriptions entered for every assignment.
 - Mark **Percent Grade** to show the assignment grade as a percentage.
 - Mark **Maximum Points** to show the entry in the **Maximum Points** column on the Assignments page in Gradebook Setup.
 - Mark **Percent of Final** to show how much the assignment grade counts in the final marking column average. This depends on whether you calculate the final marking column average using **category averages or assignment grades only**.
- In the **Group by field**, select the order that students print on the report.
 - If you select “Class”, the classes appear in alphabetical order. Within each class, students are listed in alphabetical order. If the same student is in multiple classes, the student appears separately for each class.
 - If you select “Student”, students appear in alphabetical order, regardless of class. If the same student is in multiple classes, all class information appears together for the student.
- To print each student’s information separately, mark **Print One Student Per Page**. We recommend you mark this checkbox for reports to distribute to students or parents.
- To include all comments associated with marking column grades, mark **Include Marking Column Comments**.
- To include skill ratings in the report, mark **Include Skills**.
- To print the percentage of grade for each category beside each category average, mark **Include Percent of Grade Column for Categories**. The percentage of grade for each category appears only if you use category averages to calculate the marking column average.
- To include a section for attendance, mark **Include Attendance**.
- In **Header**, enter a report header to appear below “Progress Report” on the report, for example, enter “Quarter 1 Progress”. You can enter a maximum of 50 alphanumeric characters.

Preview Tab

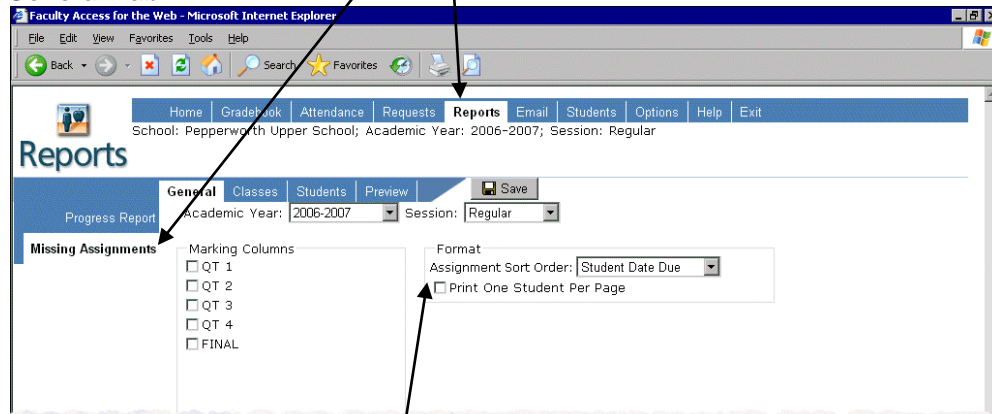
You can preview the report on the Preview tab.

- To save the report parameters, click **Save**.
- When you are ready to print the report, click **Print** on the Preview tab. The report appears in a new browser. To print the report, select **File, Print**.

Missing Assignments Report

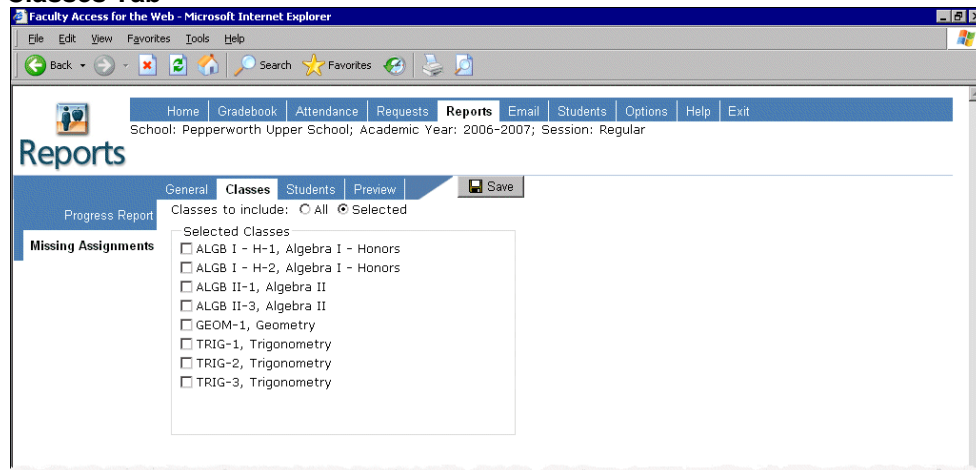
On the navigation bar, click **Reports**. The General tab of the Progress Report appears. From the list on the left, select **Missing Assignments**. The General tab of the Missing Assignments Report appears.

General Tab



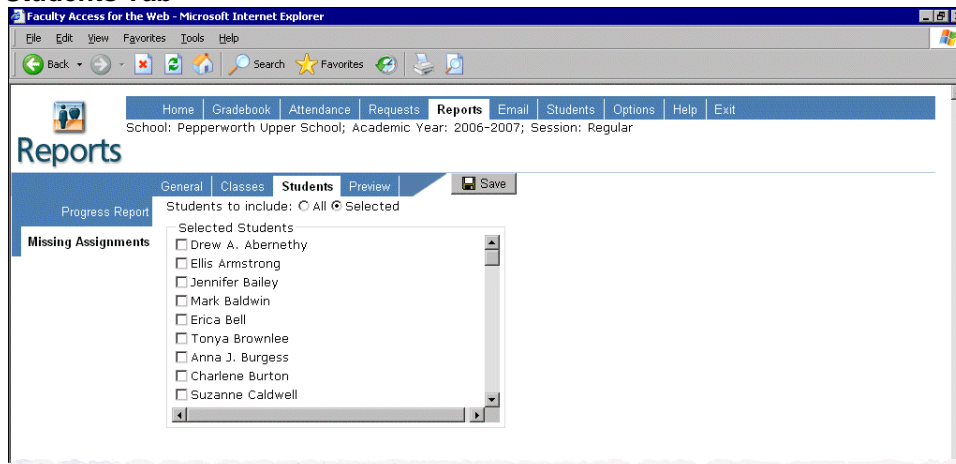
- In the **School**, **Academic Year**, and **Session** fields, **select the school, year, and session** for the report.
Note: The **School** field appears only if you are scheduled to teach in more than one school.
- In the **Marking Columns** frame, mark checkboxes for the marking columns to include on the report.
- In the **Assignment Sort Order** field, select "Category" or "Student Date Due".
- To print each student's information separately, mark **Print One Student Per Page**.

Classes Tab



- To include all classes, mark **All**. To include selected classes, mark **Selected** and mark checkboxes for the classes to include.

Students Tab



- You can include only students in the selected classes. To include all students, mark **All**. To include selected students, mark **Selected** and mark checkboxes for the students to include.

Preview Tab

You can preview the report on the Preview tab.

- To save the report parameters, click **Save**.
- When you are ready to print the report, click **Print** on the Preview tab. The report appears in a new browser. To print the report, select **File, Print**.