

## Grade Book Assignment Listing

The Grade Book Assignment Listing report produces a listing and description of all of the teacher's grade book assignments for a selected class.

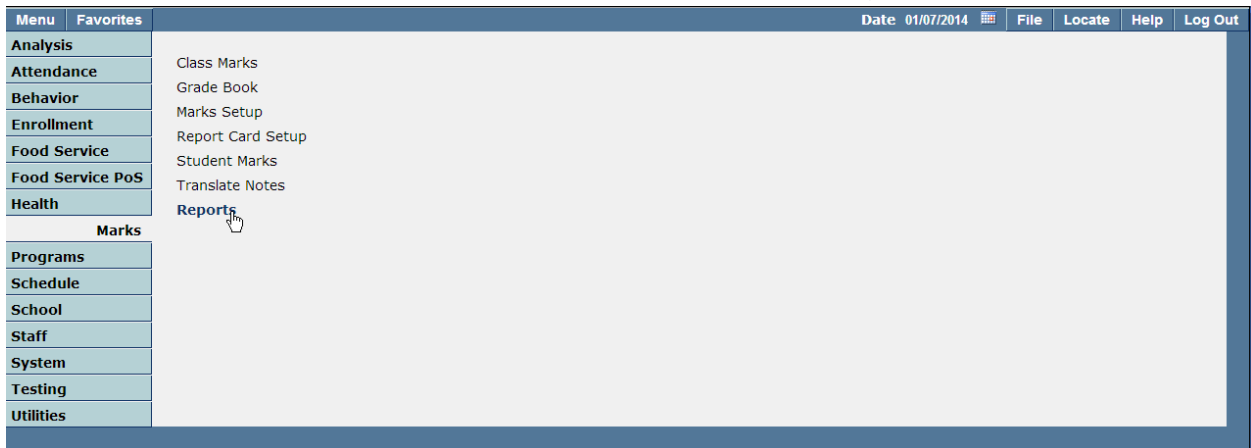
Tell me more about using Grade Book Assignment Listing report

- Accessing the Grade Book Assignment Listing report
- Report Options
- Creating and Exporting Report
- Create and Save Report Settings
- Using a Report Set
- Download this document (PDF)

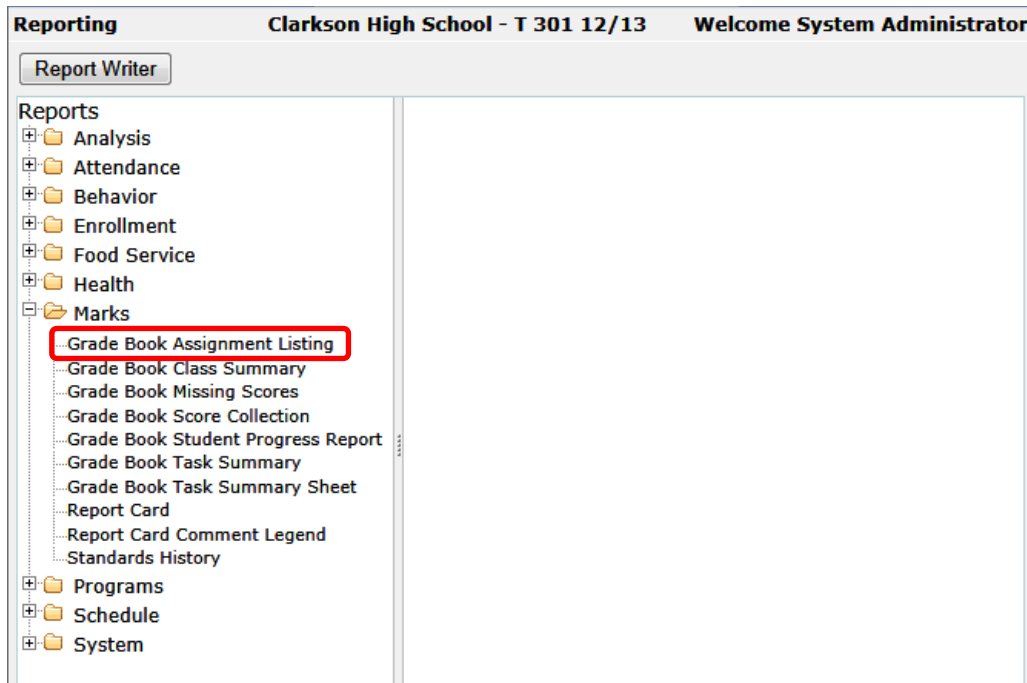
### Step 1 – Accessing the Grade Book Assignment Listing report

The Grade Book Assignment Listing report is located on the Marks menu.

1. To access the report, hover over the Marks menu and single click **Reports**.

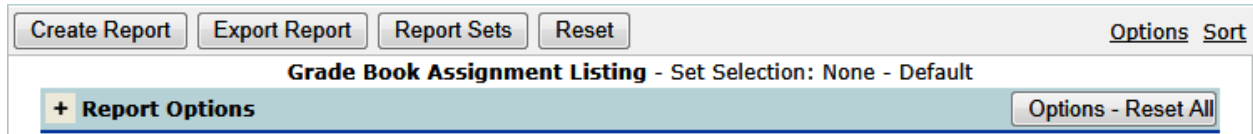


2. Select Grade Book Assignment Listing from the list of Marks reports.



## Step 2 – Report Options

The Report Options can be accessed by clicking the **+** sign next to Report Options, or by clicking the **Options** link on the right hand side of the screen.



The Grade Book Assignment Listing report provides the following options:

The 'Report Options' form is displayed with several fields and checkboxes. The fields are numbered 1 through 7:

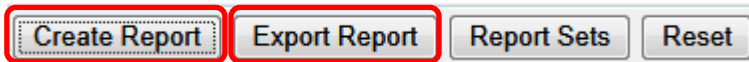
- 1. Title: Assignment Listing
- 2. Teacher: Andrus, R'Oberta
- 3. Class: 01 ME03-1 Elem Algebra Bas
- 4. Category: < All Categories >
- 5. Begin Date: 10/01/2012
- 6.  Include Hidden Scores
- 7.  Include Assignment Details

An 'Options - Reset All' button is located in the top right corner of the form.

1. Title – include a custom title or leave at its default title
2. Teacher – select a desired teacher.  
**NOTE:** Only teachers who have set up their grade book will be available.
3. Class – select a desired class.  
**NOTE:** Only classes who have at least one grade book assignment will be available.
4. Category – select all categories or a particular grade book category to filter the report by.
5. Begin and End Date: Enter or select the assignment due dates you would like on the report.
6. Include Hidden Scores – include any assignment that has been flagged as hidden.
7. Include Assignment Details – include assignment instructions on the report.

### Step 3 – Creating and Exporting Report

Once you have selected the Report Options, you can create or export the report.



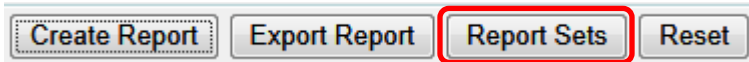
1. Click **Create Report** to open a pdf version of your report.
2. Click **Export Report** to export and save your report as an Excel file.

### Grade Book Assignment Listing Report

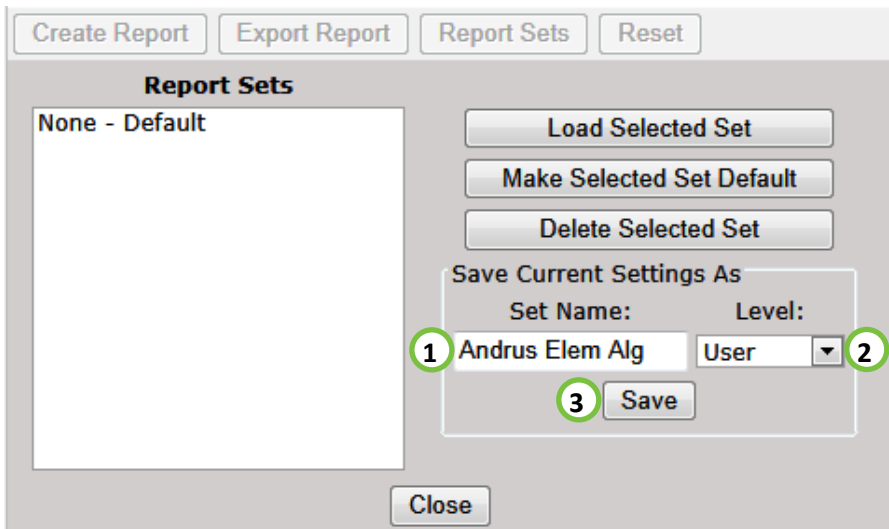
Print Date: 10/12/2012		Assignment Listing								Page 1	
Class: ME03-1 Elem Algebra Basic		Clarkson High School								Teacher: Andrus, R'Oberta	
Period: 01										From: 10/01/2012 To: 10/12/2012	
Date Due	Category	Description	Short Description	Pts Pos	Task Wt	Extra Credit	Graded	Hidden	Final Exam	Details	
10/01/2012	Quizzes	Quiz #1	Q1	25	1.00		✓				
10/04/2012	Homework	Ch 2-4	C2-4	10	1.00		✓			Chapter 2 Section 4 Questions 1 thru 20 even. Parents & Students can click on the following link <a href="http://www.math.com/" target="_NEW">Math</a> to receive extra help on specific Math problems.	
10/08/2012	Homework	C2-4 - Review (cont'd)	C2-4	15	1.00		✓			Complete even numbered questions in Chapter 2-4: Review	
10/11/2012	Homework	Ch 2-3	C2-3	10	1.00					Chapter 2 Section 3 Questions 1 thru 20 odd. Parents & Students can click on the following link <a href="http://www.math.com/" target="_NEW">Math</a> to receive extra help on specific Math problems.	
10/12/2012	Class Participation	Class Participation	CP2	25	1.00			✓		Open discussion covering Chapter 2 Sections 1 - 4	
										Total Assignments: 5	

## Step 4 – Create and Save Report Settings

Report options may be saved for use in the future. This saves time as users don't have to recreate the setup each time they want to run the report. To save your report settings click **Report Sets**.



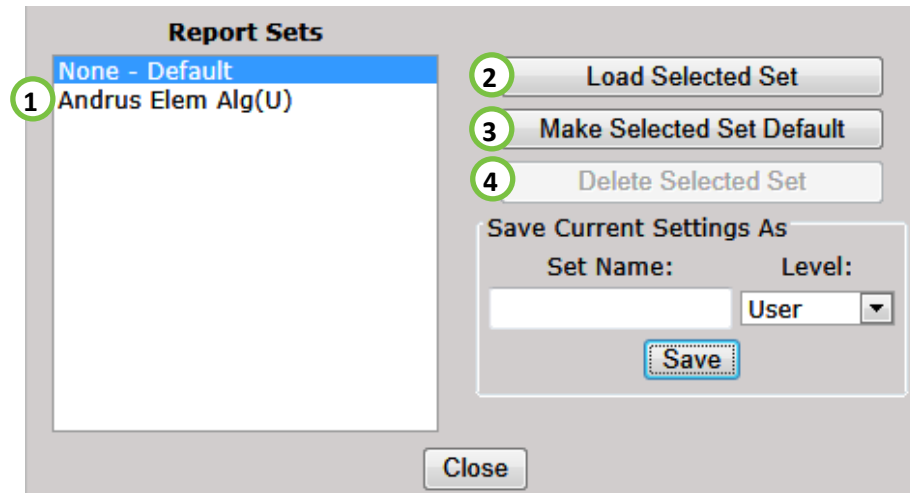
A Report Sets window should be displayed:



1. Type a Set Name in the Save Current Settings as box.
2. Select a setting Level (User, School or District).
3. Click **Save**.

## Step 5 - Using a Report Set

Once a report set has been saved, it will appear in the Report Sets box:



1. Select the set from the Report Sets list.
2. Click **Load Selected Set**.
3. Saved settings can be set as the default by clicking **Make Selected Set Default**.
4. Click **Delete Selected Set** to delete the report set.