

## Grade Book Class Summary

The Grade Book Class Summary report prints students' scores for a selected Class.

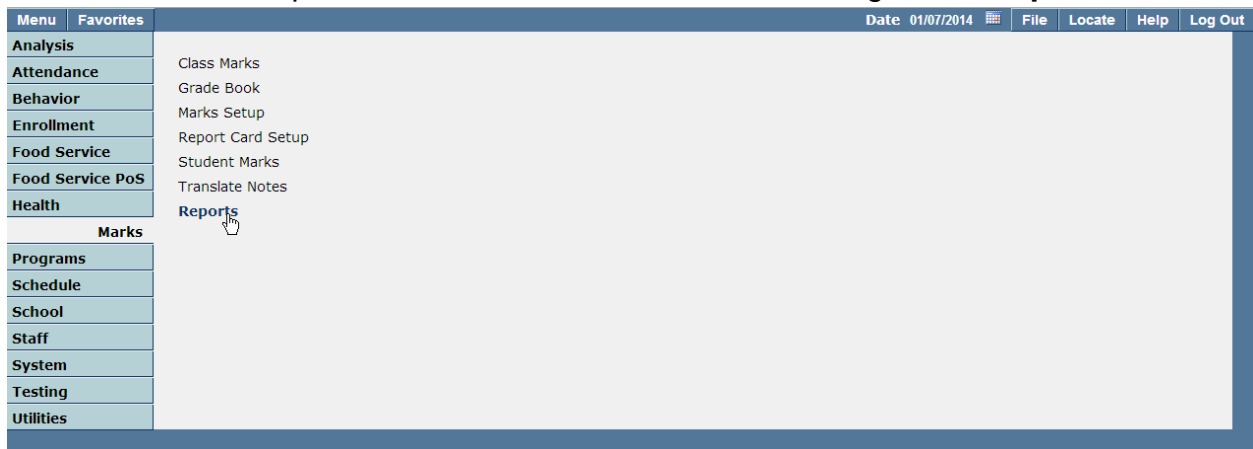
Tell me more about using

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

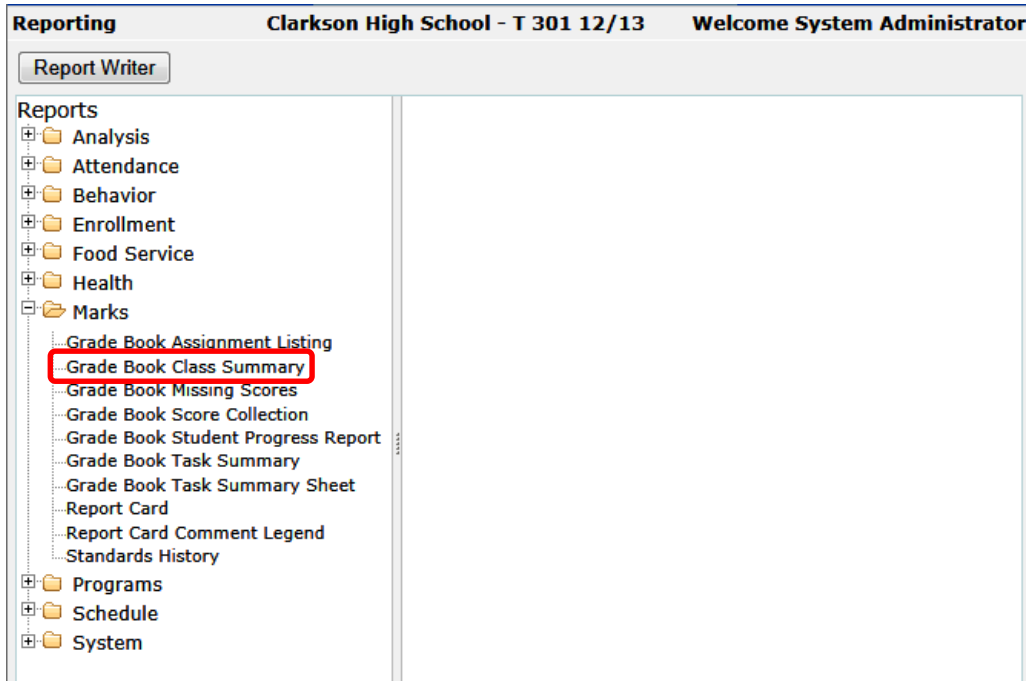
### Step 1 – Accessing the Grade Book Class Summary report

The Grade Book Class Summary report is located on the Marks menu.

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

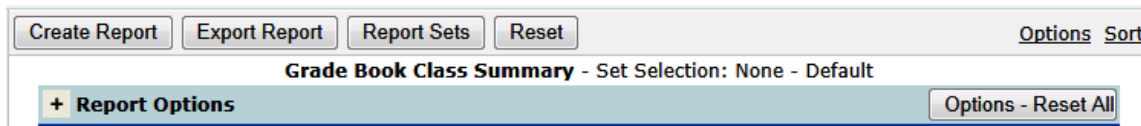


2. Select Grade Book Class Summary from the list of Marks reports.



### 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 Class Summary report provides the following options:

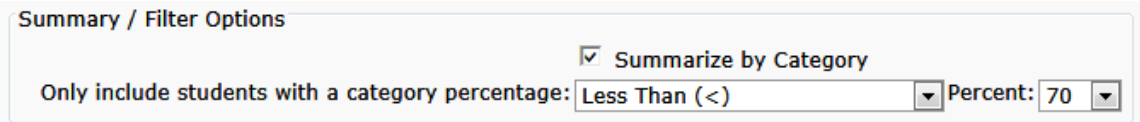
The screenshot shows the 'Report Options' window for the 'Grade Book Class Summary' report. The window title is 'Grade Book Class Summary - Set Selection: None - Default'. At the top, there are buttons for 'Create Report', 'Export Report', 'Report Sets', and 'Reset'. The 'Report Options' section is expanded, showing various settings. Numbered callouts 1 through 11 point to specific fields: 1. Title: 'Grade Book Class Summary Report'; 2. Teacher: 'Andrus, R'Oberta'; 3. Period/Class: '01 ME03-1 Elem Algebra Basic'; 4. Mark Type: 'Academic'; 5. Term: 'S1 Triad 2'; 6. Include Assignments From: '10/1/2012'; 7. Show: 'Actively Enrolled Students'; 8. Print: 'Both Student Name and ID'; 9. Include: 'Points Earned/Possible', 'Percent', 'Grade', 'Class Averages', 'Overall Grade Distribution Graph'; 10. Summary / Filter Options: 'Only include students with an overall percentage: Less Than (<)' and 'Summarize by Category' (unchecked); 11. Sort Results By: 'Student Identification Column Selected Above'.

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. Period/Class – select all classes or a desired class.  
**NOTE:** Only classes who have at least one grade book assignment will be available.
4. Mark Type – from the selected class, select the desired Mark Type that will be summarized on the report.  
**NOTE:** When < All Classes > is selected, a < Default Mark Type > is the only option available.
5. Term – select a term.
6. Include Assignments From and To Dates: upon selecting a term, the date range will auto-populate with the term begin and end dates. For a custom date range, manually enter or select a date range of Assignments to be reported.
7. Show – select All Students scheduled in class or Actively Enrolled Students.
8. Print – select how student(s) will be identified. By default, both the Student Name and ID# will be printed. For confidentiality purposes, students can alternatively be identified by ID or Row Number.
9. Includable fields for the selected Class(es):
  - a. Points Earned/Possible – points earned and possible for each assignment.
  - b. Percent – student’s percentage.
  - c. Grade – student’s grade received.
  - d. Class Averages – display class averages.
  - e. Overall Grade Distribution Graph – grade distribution bar chart and statistical results such as low & high scores, mean and standard deviation for selected class.

10. Summary / Filter Options:

- a. Summarize By Category – group by assignment categories and display category specific included fields.

**NOTE:** When selected, the Only include students with an overall percentage option is replaced with Only include students with a category percentage.



Summary / Filter Options

Summarize by Category

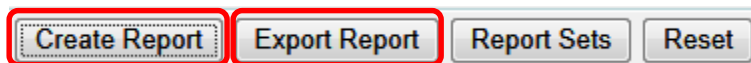
Only include students with a category percentage: Less Than (<) Percent: 70

Filtering will be based on assignment category percentage rather than the overall class percentage.

11. Sort Results By – sort by either the Print option selected or by the student’s overall / category percentage (by descending percentage).

### 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 Class Summary Report

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**Clarkson High School**  
Grade Book Class Summary Report

Class: ME03-1 - Elem Algebra Basic Period(s): 01	Teacher: Andrus, R'Oberta (27) Term: 1P2
Mark Type: Academic - Assignments from 10/1/2012 thru 11/9/2012	

Student	Points Earned / Possible	Percent	Grade
Aburwein, Jeffery A (1025081)	64.0 / 100.0	64.4%	D
Flash-Gordon, C'Elo J (0008557)	76.0 / 135.0	53.1%	F
Green, Graham (0016841)	99.0 / 135.0	69.6%	D+
Jarusrojuthikul, Normandy (1021558)	88.0 / 100.0	68.2%	D+
Johannsen, Stephany Christian (0008737)	97.0 / 135.0	68.1%	D+
Lawson, Jacqueline A (0010777)	91.0 / 125.0	69%	D+
Olson, Mark T (0013160)	99.0 / 135.0	69.6%	D+
Rentz, Romulo R (0008099)	0.0 / 10.0	0%	I
Simple, Simon (1028380)	69.0 / 100.0	69.2%	D+
Zelaya, Paul G (1024378)	0.0 / 10.0	0%	I
<b>Class Averages:</b>	96.1 / 127.9	75.1%	C

Total Students: 10

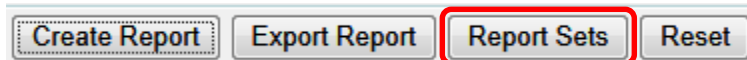
**Overall Grade Distribution**

Low Points	High Points	Class Average	Median Points	Standard Deviation
Earned: 0.0	163.0	96.1	100.0	35.1
Possible: 10.0	190.0	127.9	135.0	40.1

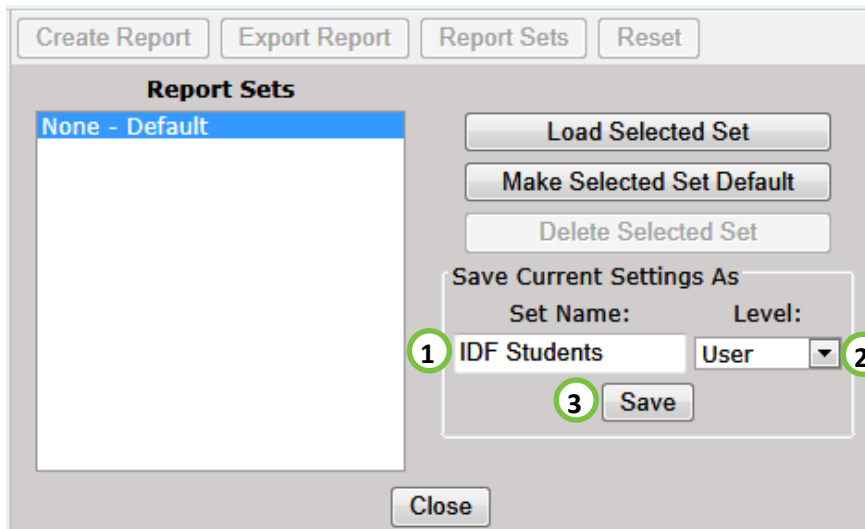
Low %	High %	Class Average %	Median %	Standard Deviation %
0.0%	90.7%	75.1%	74.6%	20.2%

## 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**.



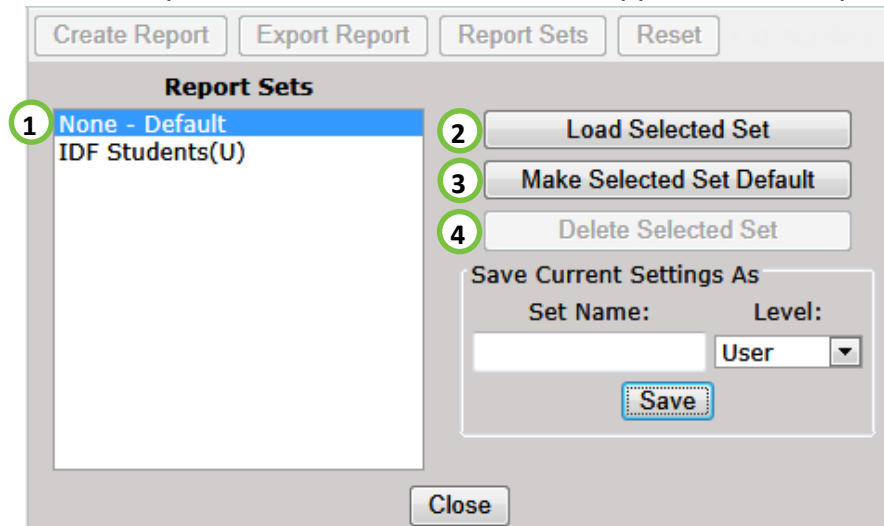
A Report Sets window should be displayed:



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.