

## Grade Book Missing Scores

The Grade Book Missing Scores report produces a roster of students who have assignments with missing scores (no score entered after the Due Date). Under each student entry is a list of qualifying assignments and a subtotal of missing scores per student.

For reference purposes, this report will also denote assignments that have Due Dates outside of a student's enrollment dates with an asterisk (\*).

Tell me more about using Grade Book Missing Scores report

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

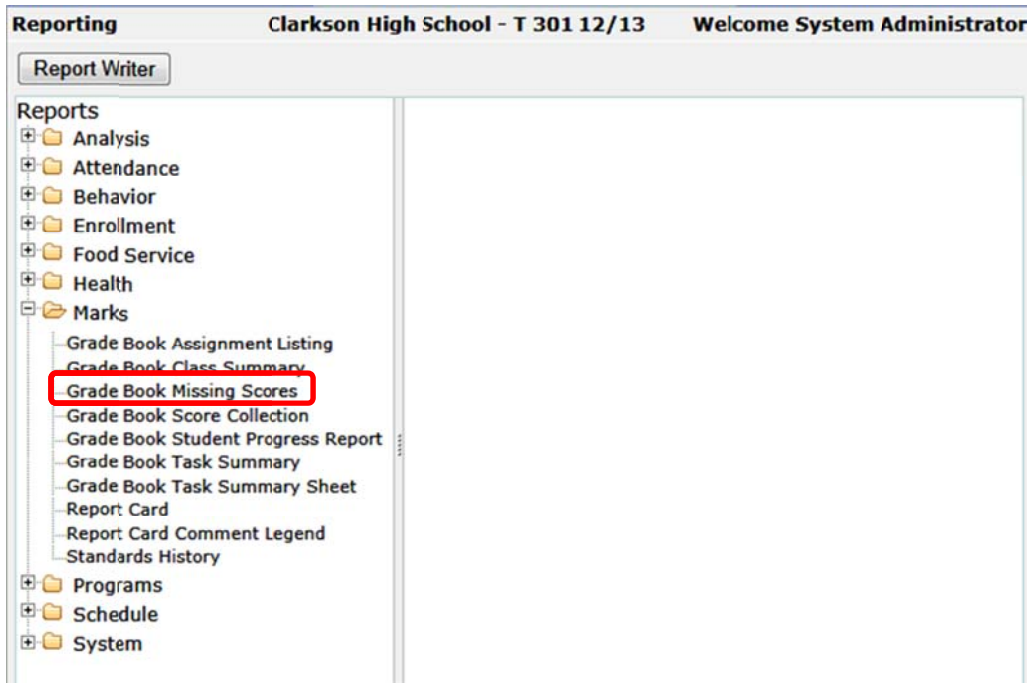
### Step 1 – Accessing the Grade Book Missing Scores report

The Grade Book Missing Scores report is located on the Marks menu.

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

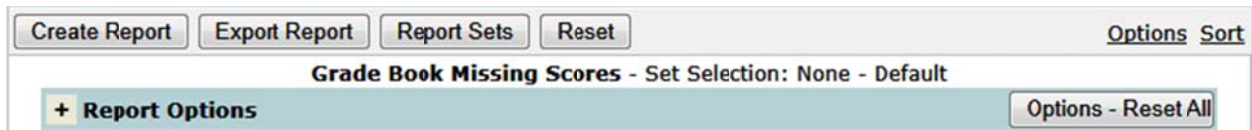


2. Select Grade Book Missing Scores from the list of Marks reports.

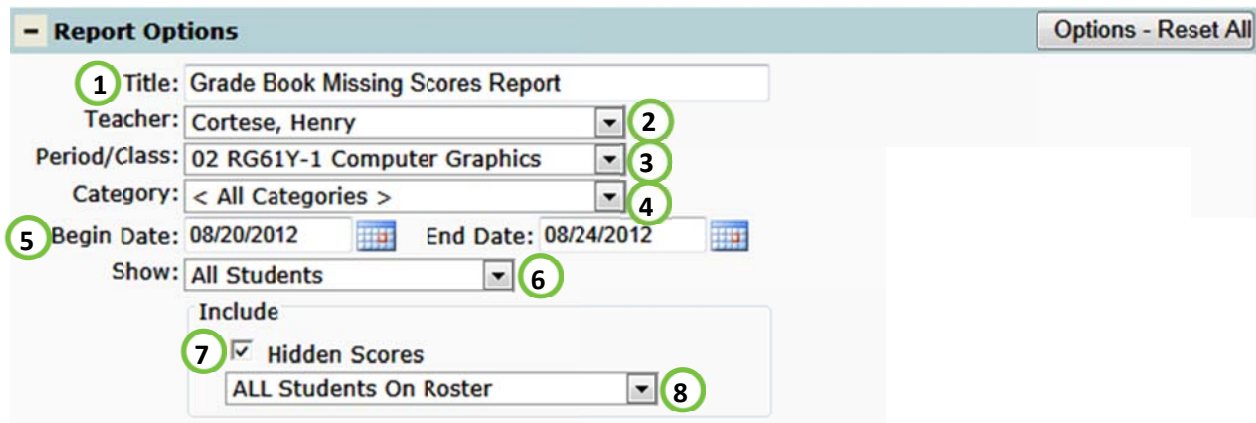


## Step 2 – Report Options

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 Missing Scores report provides the following options:



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 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 missing assignment due dates you would like on the report.
6. Show: select All Students scheduled in class or Actively Enrolled Students
7. Include Hidden Scores – include any missing assignment that has been flagged as hidden.
8. Include: include ALL Students On Roster or ONLY Students With Missing Scores on the report.

### Step 3 – Creating and Exporting Report

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



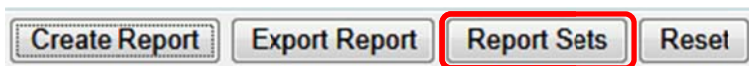
1. Click **Create Report** to open a pdf version of your report.
2. Click **Export Report** to export and save your report as an Excel file.

## Grade Book Missing Scores Report

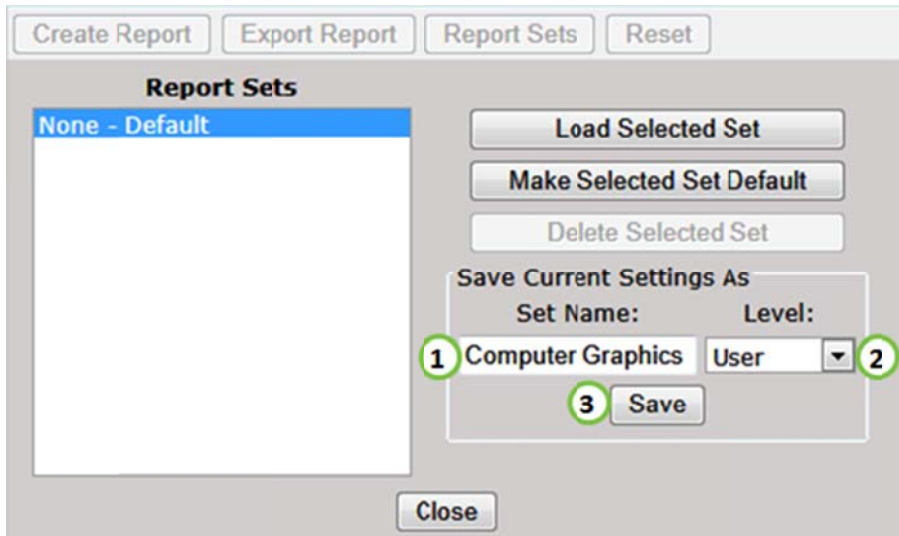
Print Date: 10/25/2012		<b>Clarkson High School</b>			Page 1
<b>Grade Book Missing Scores Report</b>					
Class: RG61Y-1 - Computer Graphics			Teacher: Cortese, Henry (166)		
Period(s): 02			Dates: 08/20/2012 - 08/24/2012		
Student	Due Date	Category	Assignment	Poss	
Bautista, Sean M (0017538)	No Missing Scores				
Byer, Santino M (0009063)	No Missing Scores				
Cadore, Alexander T (0014263)	No Missing Scores				
Cantrill, Mark T (0009062)	No Missing Scores				
Chen, Kristoffer (1022102)	08/22/2012	Quiz	Q01: Quiz #1	10.0	
					Number of Missing Scores: 1
Cruz, Aaron J (1020068)	08/21/2012	Homework	H02: Computer Hardware & Software	5.0	
					Number of Missing Scores: 1
Feinberg, Micah (0012194)	No Missing Scores				
Islas, Allan J (0007418)	No Missing Scores				
King, Aaron J (0007092)	No Missing Scores				
Lai, Timothy (0019295)	No Missing Scores				
Makshanoff, Jordyn G (0018562)	08/23/2012	Homework	H03: Graphics Medium	5.0	
					Number of Missing Scores: 1
McLaughlin, Samon M (0005469)	08/21/2012	Homework	H02: Computer Hardware & Software	5.0	
					Number of Missing Scores: 1
Naderi, Keyur (0006264)	No Missing Scores				
No, Caylin (1020887)	No Missing Scores				
Osborne, Nicholas W (0010232)	08/23/2012	Homework	H03: Graphics Medium	5.0	
					Number of Missing Scores: 1
Pina-Muro, Andrew W (1025091)	No Missing Scores				
Segal, Douglas R (0014111)	No Missing Scores				
Sirajuddin, Sydney (0014146)	No Missing Scores				
Sneary, Timothy R (0014236)	No Missing Scores				
Wong, Sari (0012294)	08/21/2012	Homework	H02: Computer Hardware & Software	5.0	
					Number of Missing Scores: 1
Albert, Travon (0016891) - TA	08/23/2012	Homework	H03: Graphics Medium	5.0	
	08/22/2012	Quiz	Q01: Quiz #1	10.0	
	08/21/2012	Homework	H02: Computer Hardware & Software	5.0	
					Number of Missing Scores: 3
* Assignment due when student not enrolled in class.					Total Students: 21

### 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**.



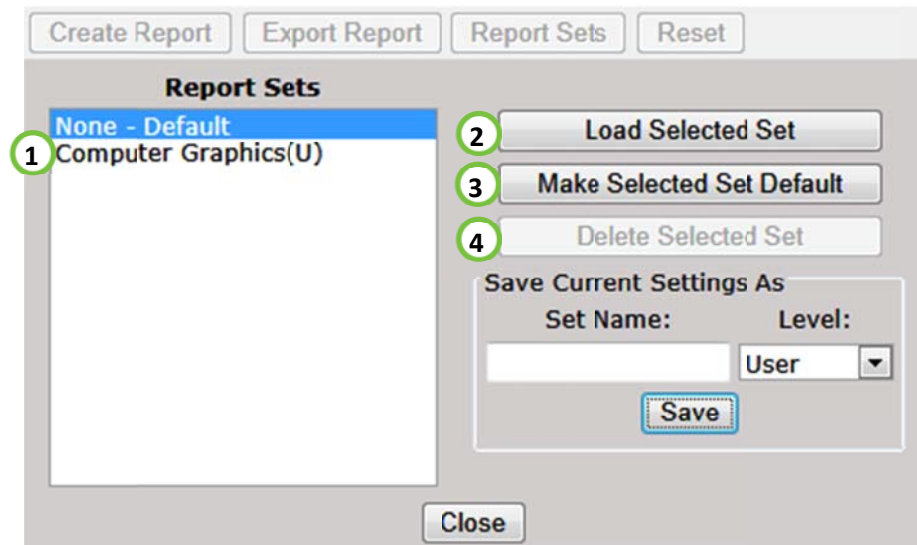
A Report Sets window should be displayed:



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.