

Grade Book Student Progress Report

The Grade Book Student Progress Report produces a list of assignment scores for selected student(s), in a selected class, and generates a report card style report. The format is comprised of five available sections:

1. General Class Information: includes the class name, teacher, period, term date range, and counselor / advisor.
2. Calculated Grade: a “Current (Term) Report Card Grade” which can be positioned at the top, bottom, or both of the report.
3. Assignment Listing: includes scored and missing assignments.
4. Attendance Summary (optional): includes attendance detail for the student(s).
5. Grading Scale Legend (optional): provides a list of grades and associated percentages.

Tell me more about using

- Accessing the Grade Book Student Progress 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 Student Progress report

The Grade Book Student Progress report is located on the Marks menu.

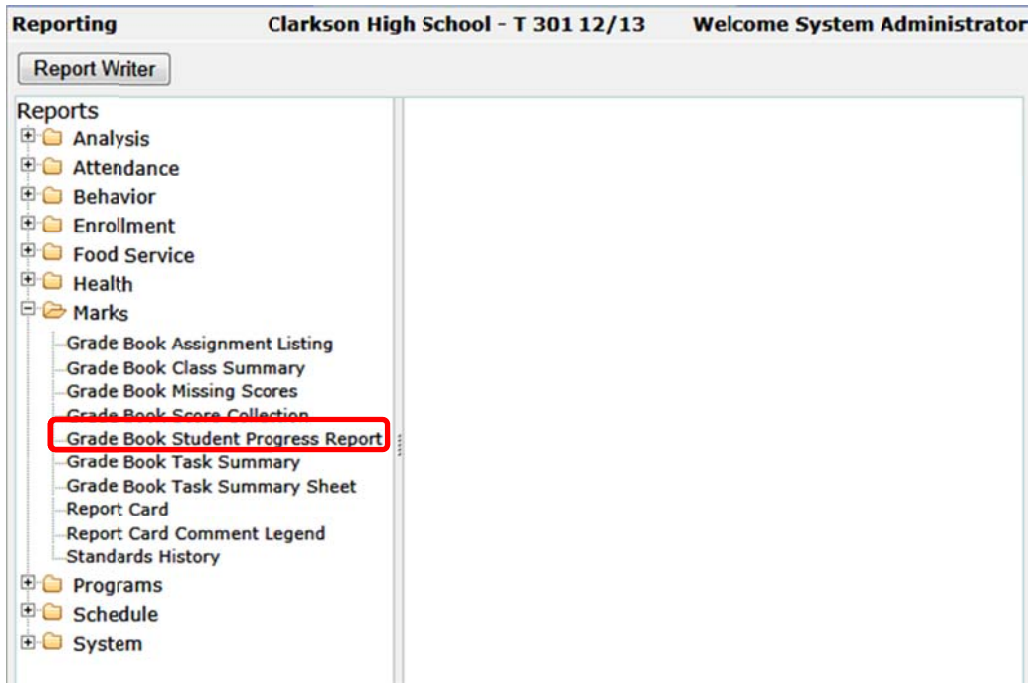
1. To access the report, hover over the Marks menu and single click **Reports**.



The screenshot displays a web-based interface with a blue background. At the top, there are tabs for 'Menu' and 'Favorites', and a 'System Date' of 10/11/2012. The main content area is divided into several columns of menu items. The 'Marks' column is highlighted, and the 'Reports' option within it is enclosed in a red rectangular box. Other menu categories include Analysis, Attendance, Behavior, Enrollment, Food Service, Schedule, School, Staff, System, and Health.

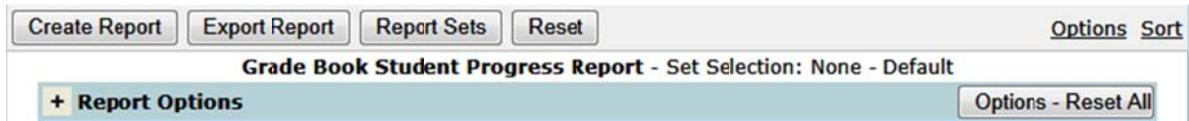
Menu	Favorites	System Date	Locate	Help	Log Out	
Analysis Pulse Reports	Attendance Class Attendance Student Attendance Reports	Behavior Class Behavior Reports	Enrollment Assign Counselor Contact Confirmation Locker Assign Mass Activities Mass Visits Student Activities & Awards Student Lockers Student Profile Student Visits Reports	Food Service Eligibility Applications Eligibility Notices Online Applications Setup Process Applications Direct Certification New Year Rollover Verification Reports	Marks Class Marks Grade Book Marks Setup Report Card Setup Student Marks Translate Notes Reports	Programs Caseload Manager Mass Programs Program Editor Student Program History Student Special Education Transportation Reports
Schedule Class News Master Schedule Manager Seating Chart Reports	School Classroom Editor Locker Editor Mass Email School School News	Staff Staff Editor	System Error Log Extension Editor Grade Book Manager Interface Editor Lookup Codes Merge Student ParentConnect Manager Preference Editor Process Manager QLIP Hook Editor State Reporting Student Profile Manager Test Import Reports	Health Reports		

2. Select Grade Book Student Progress 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 Student Progress 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. Class – select all classes or a specific class.
NOTE: Only classes who have at least one grade book assignment will be available.
4. Student Selection – select student(s) by holding the **CTRL** key and clicking each student you would like a report for. Click **Done** when student list is complete, or **Reset** to close the list box and print report for all students.
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.

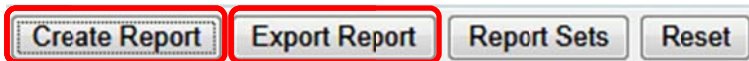
7. Print Current Grade – select Above, Below, or Both Assignment Listing position where you would like the Current Grade to be printed.
8. Includable Fields:
 - a. Class Average, Total Points, and/or Total Percent information preceding the Current Grade.
 - b. Show Not Graded and Comments: include ungraded assignments and associated comments.
 - c. Missing Scores Summary: include report section displaying all assignments that have not been scored and an assignments subtotal.
 - d. Show Assignments Before Enrollment: include assignments that have been given prior to student(s) enrollment.
 - e. Comments for Missing Scores: include comments added to missing scores assignments.
 - f. Attendance Summary: include report section displaying attendance counts for selected student(s).
 - g. Class Grading Scale: includes the associated grading scale
 - h. Counselor / Advisor Name: include assigned counselor or advisor for selected student(s).
 - i. Parent / Guardian Signature Line: include signature line at the footer of the report.
9. Order Assignments By: sort assignments by due date or group by assignment category.

NOTE: If the selected class uses the Percentage Calculation Method, a weighted percentage for each category, on the overall grade, will be included.
10. Order Report By: sort generated Progress Reports by class, then student or vice versa.

NOTE: Student, Class sorting is only available when < All Classes > is selected.
11. Filter – Print Students with Less Than: include a percentage cutoff point to filter only student(s) who have a Current Grade Equivalent less than selected 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 Student Progress Report (No Grouping)

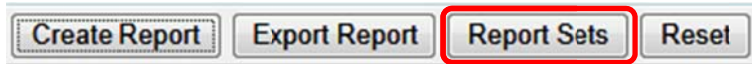
Print Date: 10/31/2012	Student Progress Report Clarkson High School	Page 1						
Macias, Roberto (0016526)		Grade: 10						
Class: RG61Y-1 Computer Graphics Period: 02		Teacher: Cortese, Henry Dates: 8/20/2012 - 9/28/2012						
Counselor: Condon, Brenda (155)		Advisor: Cortese, Henry (166)						
Current X Progress 1 Academic Grade: B (86.0%) (Pts: 13.0/15.0)								
<small>Based on Assignments From: 8/20/2012 To 9/28/2012</small>								
Due Date	Category	Assignment	Pos	Score	Pct	EC	NG	Class Avg
8/22/2012	Quiz (Academic)	Q01 Quiz #1	10.0	9.0	90.0%			72.5%
8/23/2012	Homework (Academic)	H03 Graphics Medium	5.0	4.0	80.0%			83.1%
<small>Contributes greatly in class discussion.</small>								
<small>EC = Extra Credit NG = Not Graded</small>								
Missing Scores:		Due Date	Category	Assignment	Poss			
		08/21/2012	Homework	*H02: Computer Hardware & Software	5.0			
		08/20/2012	Class Participation	*H01: Welcome to Computer Graphics	5.0			
<small>Will provide a replacement assignment.</small>								
Number of Missing Assignments: 2								
<small>* Assignments preceded by an asterisk were due before the student's enrollment</small>								
Attendance Summary for: 8/20/2012 - 9/28/2012								
D	Doctor's ApPOINT	1	L	Tardy < 30 min	1			
Class Grading Scale:								
A+	96.0							
A	94.0							
A-	90.0							
B+	88.0							
B	84.0							
B-	80.0							
C+	78.0							
C	74.0							
C-	70.0							
D+	68.0							
D	64.0							
D-	60.0							
F	50.0							
I	0.0							
Notes:								
<small>If you have any questions or concerns with your student's progress report, please feel free to contact me so we can arrange time to meet.</small>								
Parent / Guardian Signature: _____						Date: _____		

Grade Book Student Progress Report (Grouped by Category)

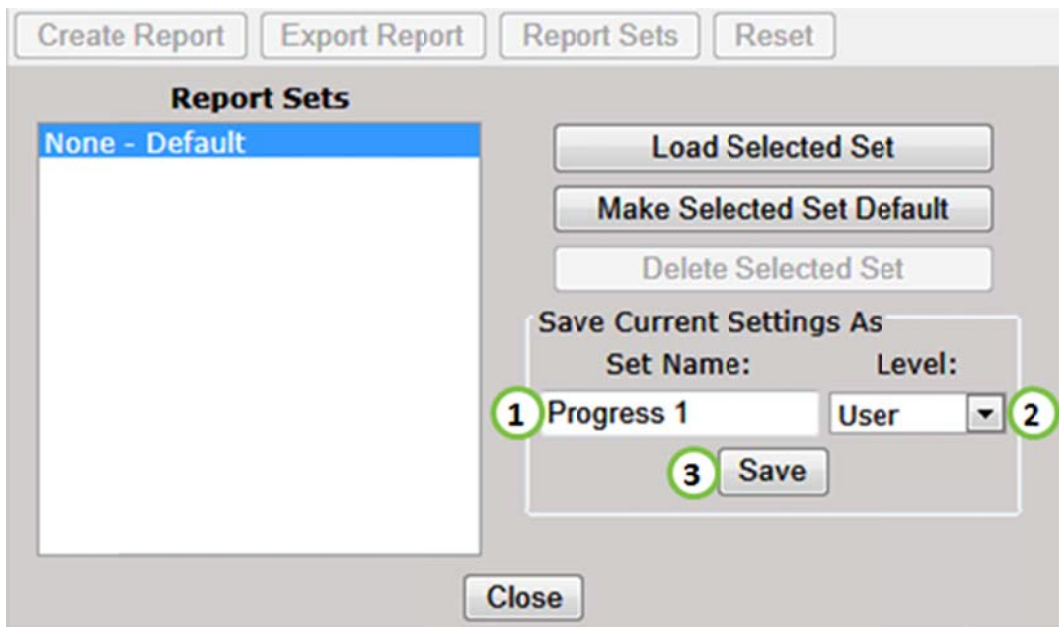
Print Date: 10/31/2012	Student Progress Report Clarkson High School	Page 1						
Macias, Roberto (0016526)		Grade: 10						
Class: RG81Y-1 Computer Graphics		Teacher: Cortese, Henry						
Period: 02		Dates: 8/20/2012 - 9/28/2012						
Counselor: Condon, Brenda (155)		Advisor: Cortese, Henry (166)						
Current X Progress 1 Academic Grade: B (86.0%) (Pts: 13.0/15.0)								
<small>Based on Assignments From: 8/20/2012 To 9/28/2012</small>								
Category	Due Date	Assignment	Pos	Score	Pct	EC	NG	Class Avg
Homework (Academic)								
	8/23/2012	H03 Graphics Medium	5.0	4.0	80.0%			83.1%
<small>Contributes greatly in class discussion.</small>								
Homework Average: B- (80.0%) (Pts 4.0 / 5.0) Weighted as 22.22% of the overall grade.								
Category	Due Date	Assignment	Pos	Score	Pct	EC	NG	Class Avg
Quiz (Academic)								
	8/22/2012	Q01: Quiz #1	10.0	9.0	90.0%			72.5%
Quiz Average: A- (90.0%) (Pts 9.0 / 10.0) Weighted as 33.33% of the overall grade.								
<small>EC = Extra Credit NG = Not Graded</small>								
Missing Scores:	Due Date	Category	Assignment		Poss			
	08/21/2012	Homework	*H02: Computer Hardware & Software		5.0			
	08/20/2012	Class Participation	*H01: Welcome to Computer Graphics		5.0			
<small>Will provide a replacement assignment.</small>								
Number of Missing Assignments: 2								
<small>* Assignments preceded by an asterisk were due before the student's enrollment</small>								
Attendance Summary for: 8/20/2012 - 9/28/2012								
D	Doctor's ApPOINT	1	L	Tardy < 30 min	1			
Class Grading Scale:								
		A+			98.0			
		A			94.0			
		A-			90.0			
		B+			88.0			
		B			84.0			
		B-			80.0			
		C+			78.0			
		C			74.0			
		C-			70.0			
		D+			68.0			
		D			64.0			
		D-			60.0			
		F			50.0			
		I			0.0			
Notes:								
<small>If you have any questions or concerns with your student's progress report, please feel free to contact me so we can arrange time to meet.</small>								
Parent / Guardian Signature: _____					Date: _____			

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**.



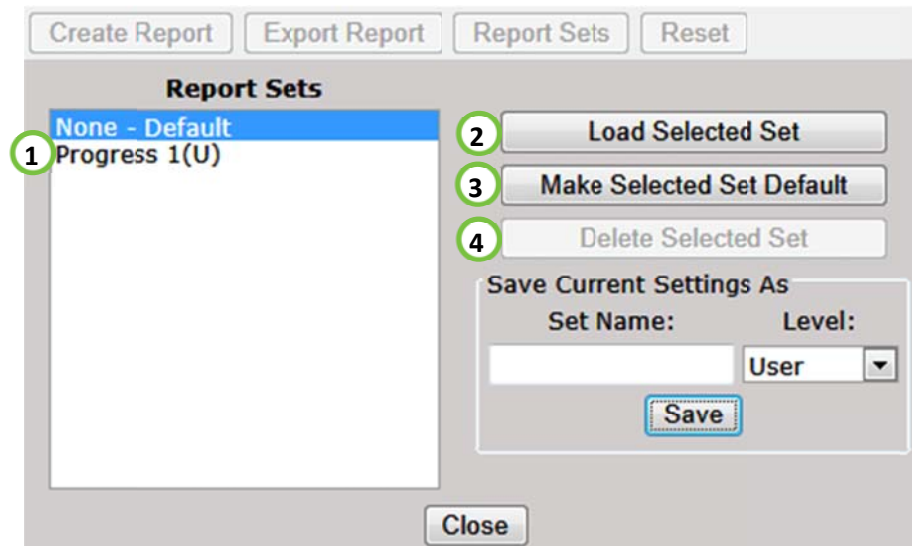
A Report Sets window should be displayed:



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.