

## Grade Book Task Summary

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

Tell me more about using

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

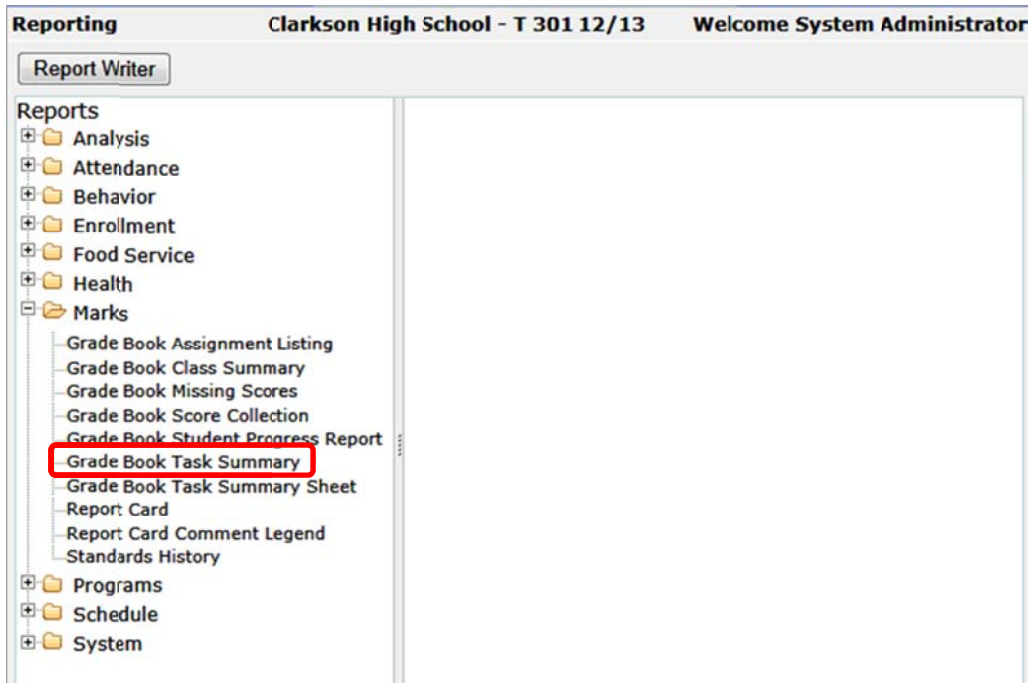
### Step 1 – Accessing the Grade Book Task Summary report

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

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

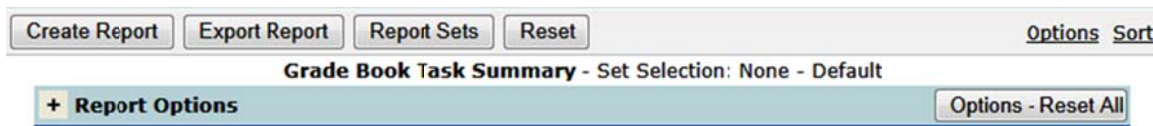


2. Select Grade Book Task Summary from the list of Marks reports.



### 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 Task Summary report provides the following options:

**Report Options** Options - Reset All

1 Title: Grade Book Task Summary Report

2 Teacher: Cortese, Henry

3 Period/Class: 02 RG51Y-1 Computer Graphics

4 Mark Type: Academic

5 Task: H02: Computer Hardware & Software

6 Show: Actively Enrolled Students

7 Print: Both Student Name and ID

8 Include

- a  Score
- b  Percent
- c  Task Grade
- d  Count As (Scoring Notations)
- e  Comments
- f  "Share Comments" & "Drop Score" Indicators
- g  Task Averages
- h  Task Grade Distribution Graph

9 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 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.
5. Task – select a desired Task (Assignment).
6. Show – select All Students scheduled in class or Actively Enrolled Students.
7. 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.
8. Includable fields for the selected Task:
  - a. Score – student’s score.
  - b. Percent – student’s percentage.
  - c. Task Grade – student’s grade received.
  - d. Count As – scoring option applied (if applicable).
  - e. Comments – student’s comment entered by faculty.
  - f. “Share Comments” & “Drop Score” Indicators – display check flags for any task whose comments can be shared or has been dropped for a student.
  - g. Task Averages – include class averages
  - h. Task Grade Distribution Graph – include a grade distribution bar chart and statistical results such as low & high scores, mean and standard deviation.

- Sort Results By – sort by either the Print option selected or by the student’s task score (by descending score).

### Step 3 – Creating and Exporting Report

Once you have selected the Report Options and set your Sort, you can create or export the report.



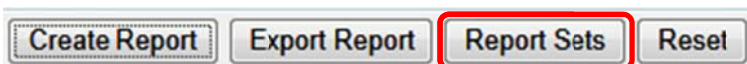
- Click **Create Report** to open a pdf version of your report.
- Click **Export Report** to export and save your report as an Excel file.

# Grade Book Task Summary Report

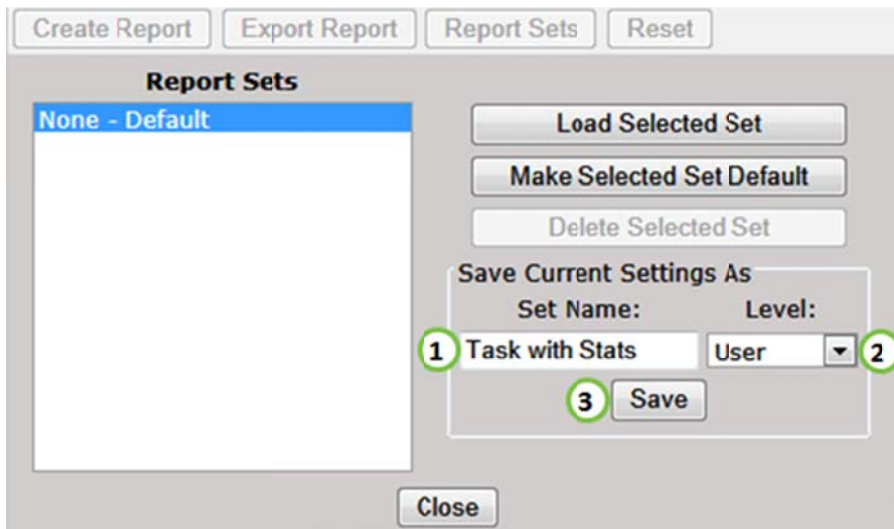
| Print Date: 11/01/2012   | <b>Clarkson High School</b> |                               |              | Page 1               |         |                                     |            |       |                    |    |   |    |   |    |   |   |   |
|--|-----------------------------|-------------------------------|--------------|----------------------|---------|-------------------------------------|------------|-------|--------------------|----|---|----|---|----|---|---|---|
| <b>Grade Book Task Summary Report</b>  |                             |                               |              |                      |         |                                     |            |       |                    |    |   |    |   |    |   |   |   |
| Class: RG61Y-I - Computer Graphics   |                             | Teacher: Cortese, Henry (166) |              |                      |         |                                     |            |       |                    |    |   |    |   |    |   |   |   |
| Period(s): 02  |                             |                               |              |                      |         |                                     |            |       |                    |    |   |    |   |    |   |   |   |
| <b>H02: Computer Hardware &amp; Software</b>   |                             |                               |              |                      |         |                                     |            |       |                    |    |   |    |   |    |   |   |   |
| Category: Homework (Academic)  |                             | Task Weight: 1.00             |              | Date Due: 08/21/2012 |         |                                     |            |       |                    |    |   |    |   |    |   |   |   |
| Short Descript: H02  |                             |                               |              | Pts Possible: 5.0    |         |                                     |            |       |                    |    |   |    |   |    |   |   |   |
| Options: Graded: <input checked="" type="checkbox"/> Hidden: <input type="checkbox"/> Extra Credit: <input type="checkbox"/>   |                             | Gradebook Average: C-         |              |                      |         |                                     |            |       |                    |    |   |    |   |    |   |   |   |
| Student  | Score                       | Percent                       | Grade        | Count As             | Comment | Share Cmnt                          | Drop Score |       |                    |    |   |    |   |    |   |   |   |
| Albert, Travon, II (0016891)   |                             |                               |              |                      |         | <input checked="" type="checkbox"/> |            |       |                    |    |   |    |   |    |   |   |   |
| Bautista, Sean M (0017538)   | 5.0                         | 100.0%                        | A+           |                      |         | <input checked="" type="checkbox"/> |            |       |                    |    |   |    |   |    |   |   |   |
| Byer, Santino M (0009063)  | 2.0                         | 40.0%                         | I            |                      |         | <input checked="" type="checkbox"/> |            |       |                    |    |   |    |   |    |   |   |   |
| Cadore, Alexander T (0014263)  | 3.0                         | 60.0%                         | D-           |                      |         | <input checked="" type="checkbox"/> |            |       |                    |    |   |    |   |    |   |   |   |
| Cantrill, Mark T (0009062)   | 5.0                         | 100.0%                        | A+           |                      |         | <input checked="" type="checkbox"/> |            |       |                    |    |   |    |   |    |   |   |   |
| Chen, Kristoffer (1022102)   | 4.0                         | 80.0%                         | B-           |                      |         | <input checked="" type="checkbox"/> |            |       |                    |    |   |    |   |    |   |   |   |
| Cruz, Aaron J (1020068)  |                             |                               |              |                      |         | <input checked="" type="checkbox"/> |            |       |                    |    |   |    |   |    |   |   |   |
| Feinberg, Micah (0012194)  | 2.0                         | 40.0%                         | I            |                      |         | <input checked="" type="checkbox"/> |            |       |                    |    |   |    |   |    |   |   |   |
| Islas, Allan J (0007418)   | 5.0                         | 100.0%                        | A+           |                      |         | <input checked="" type="checkbox"/> |            |       |                    |    |   |    |   |    |   |   |   |
| King, Aaron J (0007092)  | 4.0                         | 80.0%                         | B-           |                      |         | <input checked="" type="checkbox"/> |            |       |                    |    |   |    |   |    |   |   |   |
| Lai, Timothy (0019295)   | 3.0                         | 60.0%                         | D-           |                      |         | <input checked="" type="checkbox"/> |            |       |                    |    |   |    |   |    |   |   |   |
| Macias, Roberto C (0016526)  | < Not Enrolled >            |                               |              |                      |         |                                     |            |       |                    |    |   |    |   |    |   |   |   |
| Makshanoff, Jorjyn G (0018562)   | 2.0                         | 40.0%                         | I            |                      |         | <input checked="" type="checkbox"/> |            |       |                    |    |   |    |   |    |   |   |   |
| McLaughlin, Samon M (0005469)  |                             |                               |              |                      |         | <input checked="" type="checkbox"/> |            |       |                    |    |   |    |   |    |   |   |   |
| Naderi, Keyur (0006264)  | 5.0                         | 100.0%                        | A+           |                      |         | <input checked="" type="checkbox"/> |            |       |                    |    |   |    |   |    |   |   |   |
| No, Caylin (1028887)   | 4.0                         | 80.0%                         | B-           |                      |         | <input checked="" type="checkbox"/> |            |       |                    |    |   |    |   |    |   |   |   |
| Osborne, Nicholas W (0010232)  | 3.0                         | 60.0%                         | D-           |                      |         | <input checked="" type="checkbox"/> |            |       |                    |    |   |    |   |    |   |   |   |
| Pina-Muro, Andrew W (1025091)  | 5.0                         | 100.0%                        | A+           |                      |         | <input checked="" type="checkbox"/> |            |       |                    |    |   |    |   |    |   |   |   |
| Segal, Douglas R (0014111)   | 4.0                         | 80.0%                         | B-           |                      |         | <input checked="" type="checkbox"/> |            |       |                    |    |   |    |   |    |   |   |   |
| Sirajuddin, Sydney (0014146)   | 3.0                         | 60.0%                         | D-           |                      |         | <input checked="" type="checkbox"/> |            |       |                    |    |   |    |   |    |   |   |   |
| Sneary, Timothy R (0014236)  | 2.0                         | 40.0%                         | I            |                      |         | <input checked="" type="checkbox"/> |            |       |                    |    |   |    |   |    |   |   |   |
| Wong, Sari (0012294)   |                             |                               |              |                      |         | <input checked="" type="checkbox"/> |            |       |                    |    |   |    |   |    |   |   |   |
| Report Task Averages:  |                             | 3.6                           | 71.8%        | C-                   |         |                                     |            |       |                    |    |   |    |   |    |   |   |   |
| <b>Task Grade Distribution</b>   |                             |                               |              |                      |         | Total Students: 22                  |            |       |                    |    |   |    |   |    |   |   |   |
| <table border="1"> <caption>Task Grade Distribution Data</caption> <thead> <tr> <th>Grade</th> <th>Number of Students</th> </tr> </thead> <tbody> <tr> <td>A+</td> <td>5</td> </tr> <tr> <td>B-</td> <td>4</td> </tr> <tr> <td>D-</td> <td>4</td> </tr> <tr> <td>I</td> <td>4</td> </tr> </tbody> </table> |                             |                               |              |                      |         |                                     |            | Grade | Number of Students | A+ | 5 | B- | 4 | D- | 4 | I | 4 |
| Grade  | Number of Students          |                               |              |                      |         |                                     |            |       |                    |    |   |    |   |    |   |   |   |
| A+   | 5                           |                               |              |                      |         |                                     |            |       |                    |    |   |    |   |    |   |   |   |
| B-   | 4                           |                               |              |                      |         |                                     |            |       |                    |    |   |    |   |    |   |   |   |
| D-   | 4                           |                               |              |                      |         |                                     |            |       |                    |    |   |    |   |    |   |   |   |
| I  | 4                           |                               |              |                      |         |                                     |            |       |                    |    |   |    |   |    |   |   |   |
| Low Score  | High Score                  | Report Average Score          | Median Score | Standard Deviation   |         |                                     |            |       |                    |    |   |    |   |    |   |   |   |
| 2.0  | 5.0                         | 3.6                           | 4.0          | 1.2                  |         |                                     |            |       |                    |    |   |    |   |    |   |   |   |
| Low %  | High %                      | Report Average %              | Median %     | Standard Deviation % |         |                                     |            |       |                    |    |   |    |   |    |   |   |   |
| 40.0   | 100.0                       | 71.8                          | 80.0         | 23.5                 |         |                                     |            |       |                    |    |   |    |   |    |   |   |   |

## 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**.



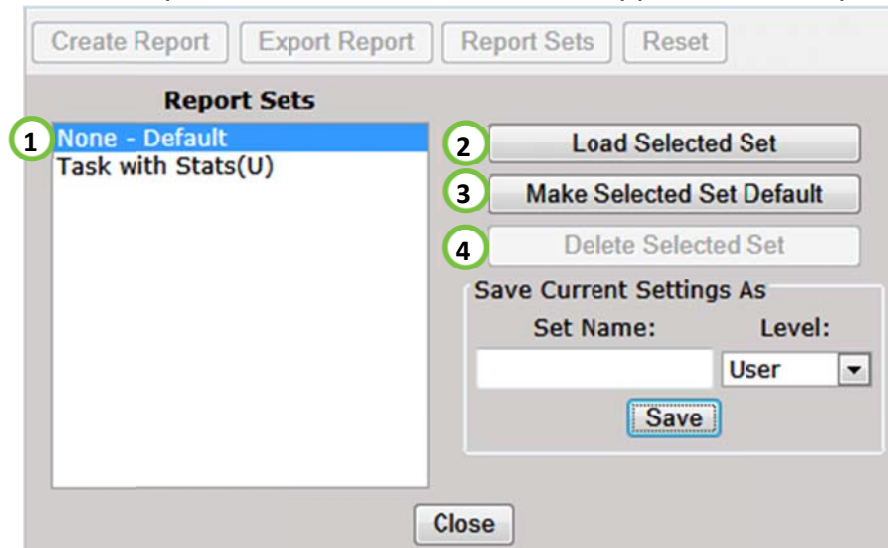
A Report Sets window should be displayed:



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.