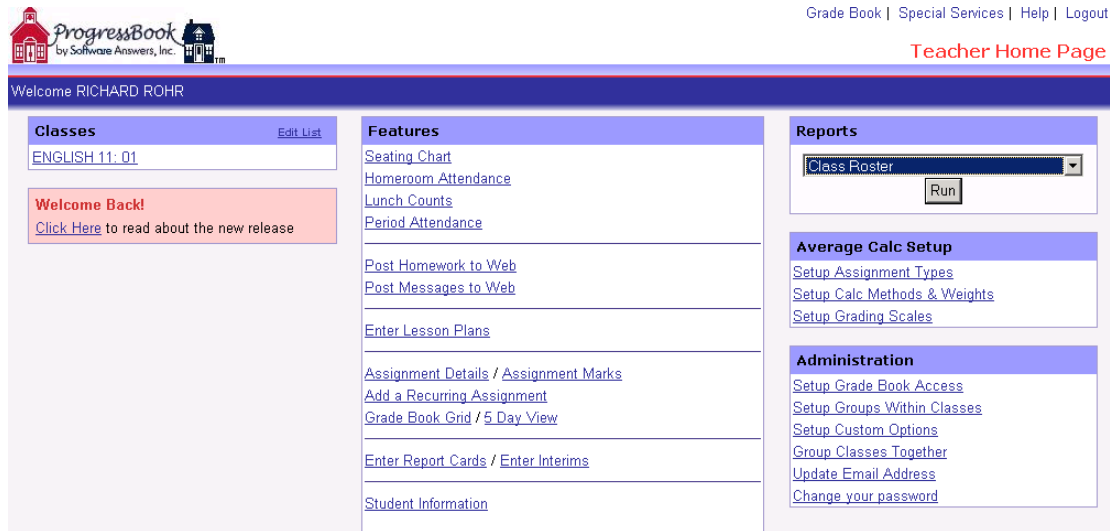


Reports

Reports Box - Grade Book Screen Progress Book offers several types of reports. These are printable. Go to reports and the drop down to make your selection. Access reports either from the Teacher home page or the Class dashboard



Types of reports include Class Roster, Class Progress Reports and Student Progress Reports. Some schools use the Student Progress Reports as their Interim Report. When you select the type of report you wish to create, you will go to a screen where you can make your selection for which option you wish.

Sample of Class Roster:

Class Roster

MATH - 04 - YOUNG, SY

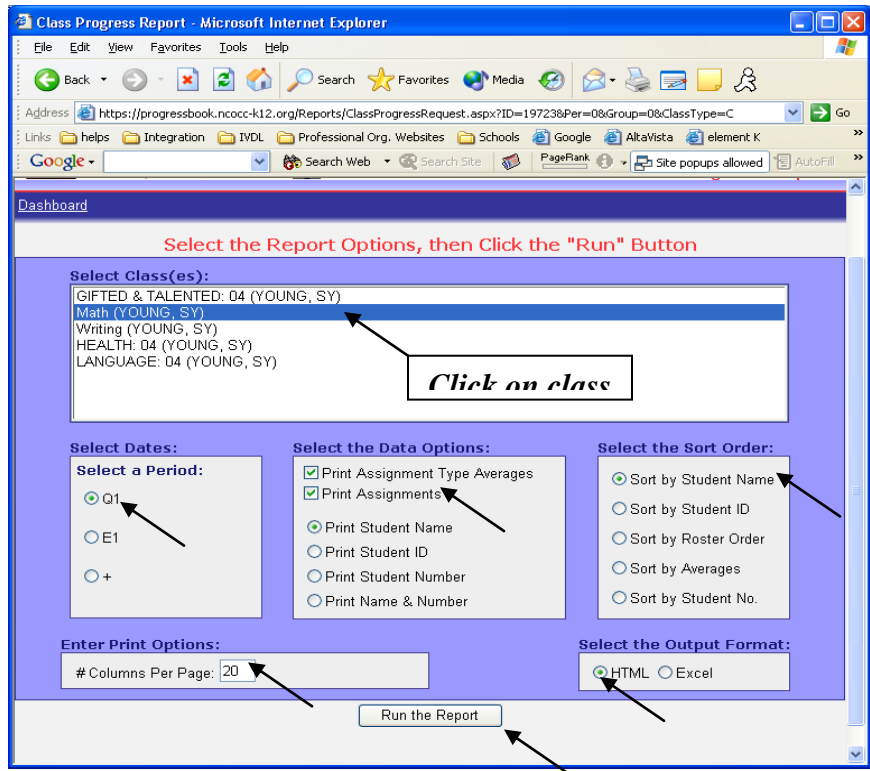
GRAY, KATIE	
KENNEDY, SARAH	
SMITH, JOHN K	
SWARTZMILLER, WILLIAM T	
TEST, SUSIE Q	
WISEMAN, LESLIE RAE	

≡

Sample of Class Progress Report

Make the following choices:

- Desired class for report
- Desired reporting period(dates)
- Desired data option
- Desired sorting option
- Desired number of columns to print per page
- Desired print output format (HTML or Excel)



Report looks like this.

Class Progress MATH 04 - SY YOUNG Grading Period: Q1

	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Students	Avg	HW%	TT%	Lab%	HW	HW	HW	Lab	TT	HW	Lab	HW	HW	HW
GRAY, KATIE					---	---	*X*	---	---	---	---	---	---	---
KENNEDY, SARAH					---	---	*X*	---	---	---	---	---	---	---
SMITH, JOHN K	91.25	78.67	84	128.57		*M*	8	25	42	6	20	10	25	10
SWARTZMILLER, WILLIAM T	86.43	74.55	70	128.57		*X*		25	35	8	20	10	15	8
TEST, SUSIE Q	48.67	64	50	0		10	8	*M*	25	10	*X*	10	*M*	10
VMSEMAN, LESLIE RAE	95.71	93.85	96	100		10	8	25	48	8	*X*	*X*	25	10
Class Average:	80.5	77.8	75	89.3	0	5	6	15	25	5.3	10	6	13	6.3
Total:	0	0	0	0	10	10	10	25	50	10	10	10	25	10

M=Missing *X*=Excused ---=Not Assigned Missing & Excused assignments are not included in the class average. Missing assignments count as 0 when calculating each student's average.

1) Weighted Average (12/26)	2) Homework Avg (12/26)	3) Tests Avg (12/26)	4) Lab Avg (12/26)
5) Current Events (9/4)	6) Current Events (9/11)	7) Current Events (9/18)	8) Measurement - determining your (9/29)
9) Quiz over metric measurement (10/1)	10) Current Events (10/2)	11) Read Appendix: 1 lesson 4 (10/7)	12) Read About Einstein in Text (10/8)
13) pgs 14-18 even numbers (10/9)	14) Current Events (10/9)		

Student Progress

Clicking the on Student Progress link will give the teacher a listing of particular student's progress or a whole class of individual reports.

Select the class where the student would be listed and if only one student is desired,

click on SHOW STUDENTS - seen in circle below.

board

Select One or More Students

Available Selected

GIFTED & TALENTED: 04
Math
----golfers
----Swimmers
Writing
----Swimmers
HEALTH: 04
LANGUAGE: 04
----Golfers
----Swimmers

Show Students * = not all students selected

Select One or More Periods

Q1
 E1
Select All De-Select All

Select the Output Format

PDF Parent Signature Line Teacher Comment
 Excel Single Column Report
 RTF 2 Column Report
 Tiff

Submit

Once you have clicked on a student's name you must move them over to the Selected column, shown in the square.

Click on the desired reporting period you want to view or print.

Select the desired format

Choose from extras options

Parent's signature line - for reports you want returned

Single column or two column report style

Add an additional teacher comment just for the report - new feature as of **Period by Period Attendance Report**

This report will list period by period attendance if you enter it. You can run it for an entire class or an individual student.

10/09/03	Current Events	8/10	
10/09/03	pgs 14-18 even numbers	15/25	
	Lab	Points: 45/35	
09/29/03	Measurement - determining your Pace length	25/25	
10/07/03	Read Appendix 1 lesson 4	20/10	
	Tests	Points: 35/50	Average: 70 (D+)
10/01/03	Quiz over metric measurement	35/50	
	Class Attendance		
10/07/03	Tardy		

Parent Signature _____ Date: _____

Please Note:
Willy is doing a fine job in class. He takes the time to do his problems neatly.