

How to Print Selected Grades Report

Run the Blank Grades Report prior to printing Progress/Report Cards to make sure all grades have posted. This report can also be used as a failure report after grades have posted.

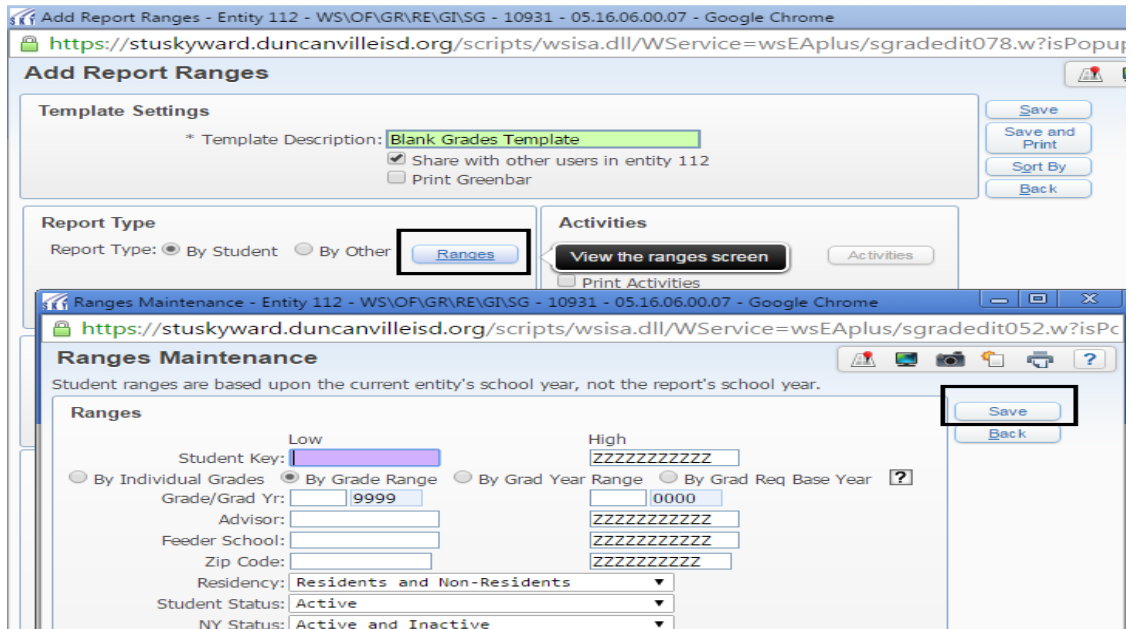
Begin in Student Management
Click: Office (OF)
Click: Grading (GR)
Click: Reports (RE)
Click: Grade Information/Analysis (GI)
Click: Selected Grades (SG)



The screenshot shows the 'Office' menu in the Student Management Setup interface. The 'Grading - GR' option is expanded, showing sub-options: 'Entry by Student - GS', 'Entry by Class - GC', and 'Reports - RE'. The 'Reports - RE' option is highlighted with a red box. Below this, a dropdown menu is visible with 'Selected Grades - SG' highlighted with a red box. Other menu items include 'Attendance - AT', 'Discipline - DI', 'Health Records - HR', and 'Activities - AC'.

Click: Add
Template Settings:
 Name Template
Report Type:
By Student:
 Ranges: Student Status
 Active **OR**
 By Other: You can
 select Teacher Name or
 Course Number
Click: Save

NOTE: Elementary campuses, Grade/Grad Yr select 01 to 04/05. If you do not select grade ranges, all PK and KG students will print on report



The screenshot shows two overlapping browser windows. The top window is titled 'Add Report Ranges' and shows the 'Template Settings' section with 'Blank Grades Template' selected. The 'Report Type' section has 'By Student' selected, and the 'Ranges' button is highlighted with a red box. The bottom window is titled 'Ranges Maintenance' and shows the 'Ranges' section with 'By Grade Range' selected. The 'Low' field is set to '9999' and the 'High' field is set to '0000'. The 'Save' button is highlighted with a red box.

How to Print Selected Grades Report



Report Options:

School Year: Current
School year

Student ID to Print:

Other ID

Put a Check Mark in Only Print Selected Grade Marks

Course Ranges:

Student Class Status:
Enrolled

Class Record Type:
Current Year

Grade Marks Selection:

Select Blank Grade
Bucket

Grade Buckets:

Select the appropriate grade buckets (Progress or Report Card Term)

Click: Save and Print

NOTE: This report can also be used for a failure report. Select all grade marks 69 and below or the specific grade marks you need.

Add Report Ranges - Entity 112 - WS\OF\GR\RE\GI\SG - 10931 - 05.16.06.00.07 - Google Chrome

https://stuskyward.duncanvilleisd.org/scripts/wsisa.dll/WService=wsEPlus/sgradedit078.w?isPo

Add Report Ranges

Template Settings

* Template Description: Blank Grades Template

Share with other users in entity 112

Print Greenbar

Report Type

Report Type: By Student By Other [Ranges](#)

Activities

Include All Activities [Activities](#)

Print Activities

Sort/Group by Activities ?

Report Options

School Year: 2016-17 Page Break: Page Break On First Sort

Student ID to Print: Other ID Grade Bucket Blocker: ***

Only Print Selected Grade Marks

Course Ranges

Student Class Status: Enrolled Include All Student Class Lengths [Class Lengths](#)

Class Record Type: Current Year

Grade Marks Selection

Include	Grade Mark	Grad Year	Display Order	
<input checked="" type="checkbox"/>	Blank Grade Bucket	9999	00	
<input type="checkbox"/>	100	9999	01	

[Select All Grades](#) [Unselect All Grades](#)

Grade Buckets To Check ?

<input checked="" type="checkbox"/> PR1	<input type="checkbox"/> S1	<input type="checkbox"/> FG	<input type="checkbox"/> XP1
<input type="checkbox"/> PR2	<input type="checkbox"/> S2		<input type="checkbox"/> XP2
<input type="checkbox"/> RC1			<input type="checkbox"/> CC1
<input type="checkbox"/> PR3			<input type="checkbox"/> XP3
<input type="checkbox"/> PR4			<input type="checkbox"/> XP4
<input type="checkbox"/> RC2			<input type="checkbox"/> CC2
<input type="checkbox"/> PR5			<input type="checkbox"/> XP5
<input type="checkbox"/> PR6			<input type="checkbox"/> XP6
<input type="checkbox"/> RC3			<input type="checkbox"/> CC3
<input type="checkbox"/> PR7			<input type="checkbox"/> XP7
<input type="checkbox"/> PR8			<input type="checkbox"/> XP8
<input type="checkbox"/> RC4			<input type="checkbox"/> CC4