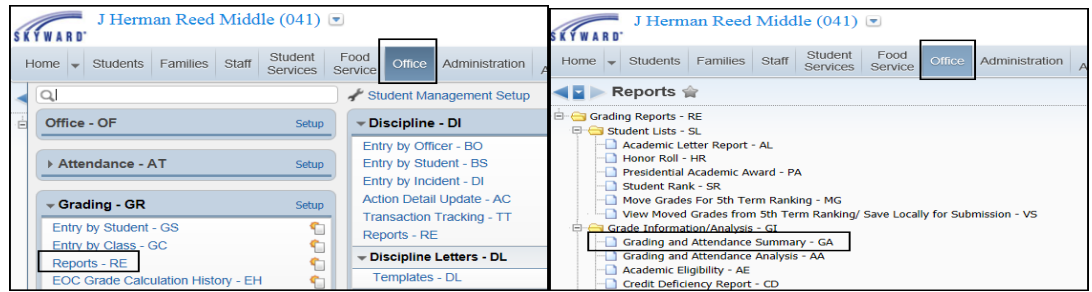


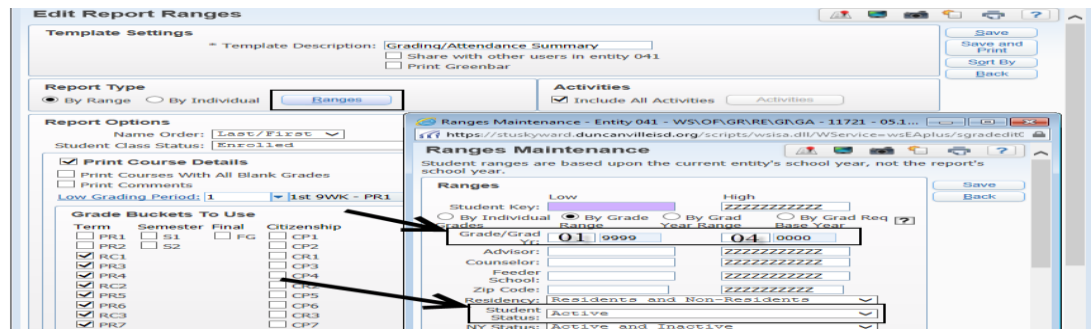
This report prints posted grades only and can be used to print a summary of a student's grades and attendance.

In Student Management
 Click: **Office**
 Click: **Grading**
 Click: **Reports**
 Click: **Grading and Attendance Summary**



Setting Up Report Ranges

Click: **Ranges**
 Grade/Grad Yr: Elementary
 Campuses Enter **01 to 04**
 Student Status: **Active**
 Click: **Save**

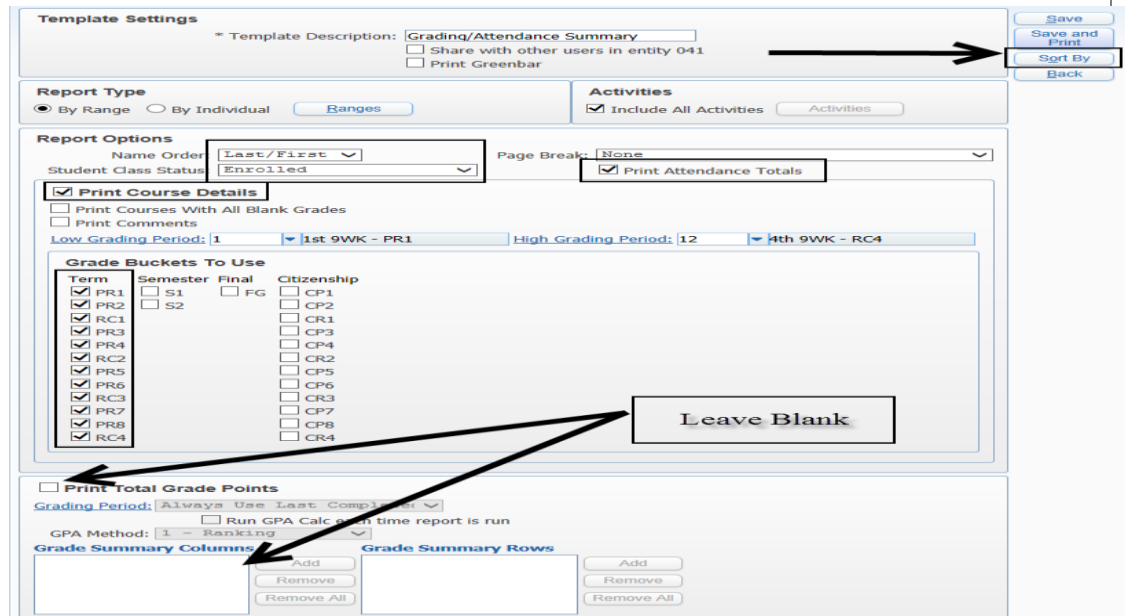


Report Options
 Name Order: **Select how you would like the name to print on the report.**
 Student Class Status: **Enrolled**
 Page Break: **Optional**
 Click: **Print Attendance Totals**

Click: **Print Course Details**

Grade Buckets to Use: **Select desired Grade Buckets**

Click: **Sort By**

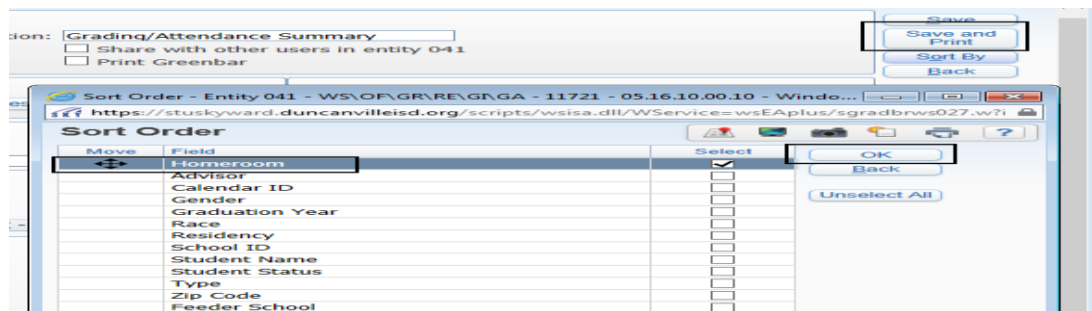


Sort Order: **Select the Order you wish your report to print.**

If Homerooms are setup at your campus, you can select Homeroom.

Click: **Ok**

Click: **Save and Print**



Idea Guide Grading and Attendance Summary Report