

Grade Reports:

For a failure list or D & F list from Teacher Gradebooks:

- Select PSCB Custom Reports
- Select Grading
- Select "Class – Grades Search"
- Select the reporting term (Q1, Q2, Q3, Q4, S1, S2, or Y1)
- Select the letter grades to search for (D & F, use Command key to select more than one grade)
- Select All Students, All Courses and All for Department
- Click Submit

Class - Grades Search

Report Filters					
Grade Reporting Term	Grades	Min #	Students	Course(s)	Department
Y1	B C D E F	1	All Students	All Courses	All

Select parameters and click submit

For a failure report using the Percent from Teacher Gradebooks:

- Select PSCB Custom Reports
- Select Grading
- Select "Class – Percent Grades Range"
- Select the reporting term (Q1, Q2, Q3, Q4, S1, S2, or Y1)
- Enter the Min% and Max%
- Select All Students
- Click Submit

Class - Percent Grades Range

Report Filters				
Grade Reporting Term	Min %	Max %	Min Matches	Students
All Terms	0	59	1	All Students

Select parameters and click submit