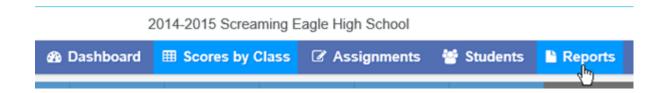
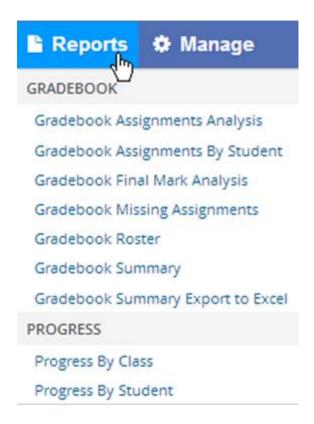
Accessing Gradebook Reports

To access **Gradebook Reports**, click the mouse on the **Reports** button in the header.



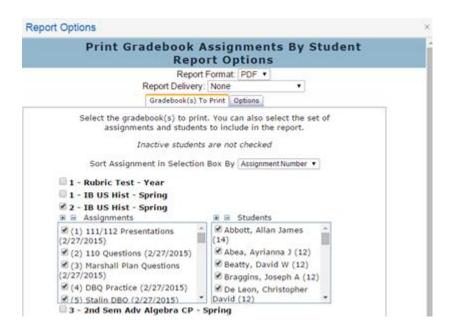
The following **Reports Window** will display. All gradebook reports have various report options available to the teacher.



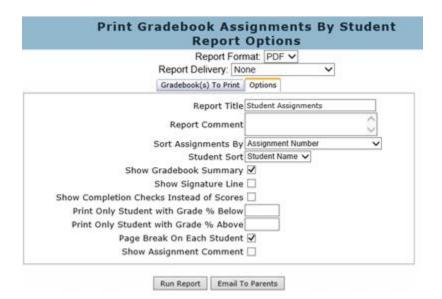
Reports can also be accessed from the navigation tree, under View All Reports.

Gradebook Assignments by Student Report

To print assignment information for the students click the mouse on **Gradebook Assignments by Student** from the list under Reports. The following screen will display. Select the Gradebook to print. Assignments and students can also be selected or deselected to print. The option **Email To Parents** is also included on this report.



Click the mouse on the **Options** tab and the following page will display.



Select which **Gradebook To Print** from the dropdown. There are various options to choose from in creating this report. Select from the following options and then click the mouse on the **Run Report** button.

- **Report Title** the title of the report when printed
- **Report Comment** area for comments about the report
- Sort Assignments By sort by assignment number or category
- Student Sort students can be sorted by name, student ID or custom sort order
- **Show Gradebook Summary** print the summary of scores by assignment type and the overall score/grade
- Show Signature Line- for the parent to sign and return to the teacher
- Show Completion Checks Instead of Scores
- Print Only Students with Grade % Below
- Print Only Students with Grade % Above
- Page Break on Each Student if selected will page break by student
- **Show Assignment Comment** If selected, will print the assignment comment on the report.

The **Email Assignments** button enables teachers a method to communicate at any time with students, parents/guardians and contacts regarding the student's progress on assignments.

For each student in the gradebook, it will send an email to all that student's contacts who have an active portal account and **Student Portal Accounts (PWA)** records attached to that student.

The following is an example of the Gradebook Assignments By Student.

IB (JS Hist - Spring - F	D 2		Student	Assignm	ents						Acosta
Abi	oott, Allan James	31	Grd:	14						05/06	/2015 02	2:20 PM
	Category	Description		Assignd	# Correct	# Correct Possible	Points Earned	Points Possible	%	Compltd	Due	Counts
1	Classwork	111/112 Presentations		02/26/15	10	10	10	10	100%	02/27/15	02/27/15	Yes
2	Classwork	110 Questions		02/26/15	3	3	3	3	100%	02/27/15	02/27/15	Yes
3	Classwork	Marshall Plan Questions		02/26/15	5	5	5	5	100%	02/27/15	02/27/15	Yes
4	Homework	DBQ Practice		02/26/15	3	3	3	3	100%	02/27/15	02/27/15	Yes
5	DBQ	Stalin DBQ		02/26/15	20	20	20	20	100%	02/27/15	02/27/15	Yes
6	Homework	Cold War Packet		02/26/15	10	10	10	10	100%	02/27/15	02/27/15	Yes
7	DBQ	China DBQ		02/26/15	25	25	25	25	100%	02/27/15	02/27/15	Yes
8	Homework	Sharing our Humanity		02/26/15	5	5	5	5	100%	02/27/15	02/27/15	Yes

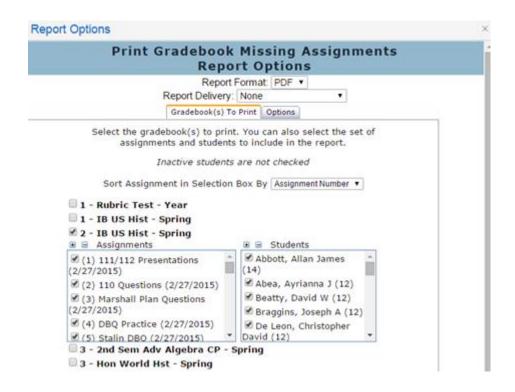
Below is a sample email to parent. The email will include the report information in the body of the email, not as an attachment.

Eng	lish 9 Cp - Fall - PD	2	Student A	Assignme	nts						Ertle
Ard	on, Daniel	Grd: 9							08/30	/2013 11	:33 AM
#	Category	Description	Assignd	# Correct	Possible	Points	Max	%	Compltd	Due	Counts
50	Homework/Classwork	Emergency Preparedness packet	12/18/12	58	60	58	60	96.79	6 12/19/12	12/19/12	Yes
51	Reading/Writing	Writing Assignment	01/08/13	36	36	36	36	100.0%	01/09/13	01/09/13	Yes
52	Participation	Discussion Turnitin.com	01/10/13	60	60	60	60	100.0%	01/11/13	01/11/13	Yes
53	Test/Quizzes	Quiz #1	01/10/13	35	35	35	35	100.0%	01/11/13	01/11/13	Yes
54	Project/Reports	Final Exam	01/16/13	200	200	200	200	100.0%	01/17/13	01/17/13	Yes
55	Participation	Extra Credit	01/17/13	5	0	5	0		01/18/13	01/18/13	Yes
56	Homework/Classwork	Last Discussion Thread	01/17/13	60	60	60	60	100.0%	01/18/13	01/18/13	Yes
57	Homework/Classwork	Shamrock	04/01/13	20	20	20	20	100.0%	04/09/13	04/09/13	Yes
58	Homework/Classwork	Interactive Notebook	04/01/13	25	35	25	35	71.4%	04/09/13	04/09/13	Yes
59	Reading/Writing	Min. R.L 3/15	04/01/13	15	15	15	15	100.0%	04/09/13	04/09/13	Yes
60	Reading/Writing	Title Reading Log	04/01/13	5	5	5	5	100.0%	04/09/13	04/09/13	Yes
61	Homework/Classwork	Interactive Notebook	04/01/13	30	40	30	40	75.0%	04/09/13	04/09/13	Yes

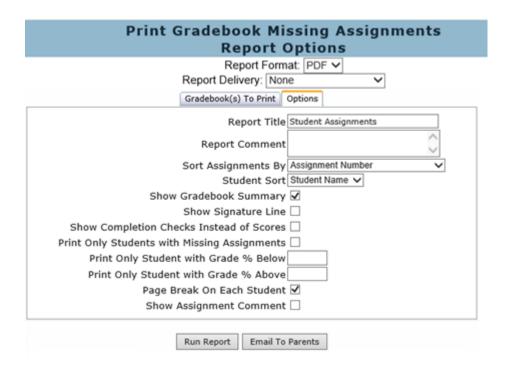
NOTE: When emailing a gradebook report to parents, the **Parents / Students** selection from the **Hide the Overall Percentage / Trend Analysis Score** and **Display the Final Mark** gradebook options will be used to determine whether the Overall Score and/or Final Mark will be included in the email.

Gradebook Missing Assignments Report

To print missing assignment information for the students click the mouse on **Gradebook Missing Assignments** from the list under Reports. Select the gradebooks and from the following options and then click the mouse on the **Run Report** button.



Click the mouse on the **Options** tab and the following page will display.



The option **Email To Parents** is also included on this report.

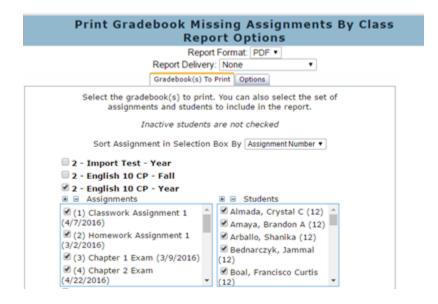
For each student in the gradebook, it will send an email to all that student's contacts who have an active portal account and **Student Portal Accounts (PWA)** records attached to that student.

The following is an example of the **Gradebook Missing Assignments**.

IΒι	JS Hist - Spring - I	PD 2		Student A	ssignm	ents						Acosta
Abt	oott, Allan James		Grd:	14						05/06/	2015 02	:25 PM
#	Category	Description		Assignd a		# Correct Possible	Points Earned	Points Possible	%	Compltd	Due	Counts
27	DBQ	CW DBQ3		05/03/15	[]	25	[]	25		05/06/15	05/06/15	Yes
28	Classwork	Exam Review		05/29/15	- 0	20	[]	20			05/30/15	Yes

Gradebook Missing Assignments by Class Report

To print missing assignment information for the class, click on the **Gradebook Missing Assignments By Class** from the list under Reports. Select the gradebooks and options for the report and then click the mouse on the **Run Report** button.



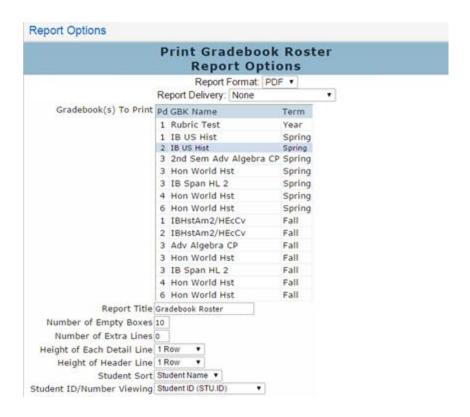
The following is an example of the Gradebook Missing Assignments by Class report.

Eng	glish 10 CP - Year -	PD 2	Studer	nt Missing As	ssignme	ents By C	lass					Acosta
#	Category	Description		Assignd #	Correct	# Correct Possible	Points Earned		%	Compltd	Due	Counts
Alm	ada, Crystal C		Grd:	12								
14	Classwork	Test		05/02/16	[]	10	[]	10			05/03/16	Yes
Ama	aya, Brandon A		Grd:	12								
14	Classwork	Test		05/02/16	[]	10	[]	10			05/03/16	Yes
Arb	allo, Shanika		Grd:	12								
14	Classwork	Test		05/02/16	[]	10	[]	10			05/03/16	Yes
Bed	lnarczyk, Jammal		Grd:	12								
14	Classwork	Test		05/02/16	[]	10	[]	10			05/03/16	Yes

Gradebook Roster Report

This report allows teachers to print student rosters from gradebook lists with student information and a series of blank columns.

To print this report click the mouse on **Gradebook Roster** from the list under Reports. The following page will display.



Select which **Gradebook To Print** from the dropdown. There are various options to choose from in creating this report. Select from the following options and then click the mouse on the **Run Report** button.

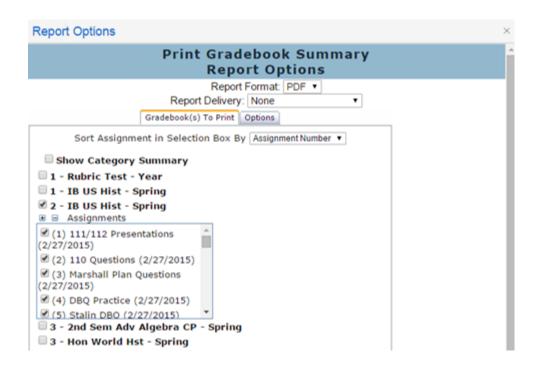
- **Report Title** the title of the report when printed
- Number of Empty Boxes this number of empty boxes will print on each line.
- Number of Extra Lines this number of empty lines will be printed at the end of the report. These empty lines can be used to write in new students.
- Height of Each Detail Line indicates how high each line of students should be.
- Student Sort students can be sorted by name, student ID or custom sort order
- Student ID/Number Viewing view by Student ID (STU.ID), Student Number (STU.SN) or Neither
- **Show Line Numbers** next to each student.
- Show Student Grade Level to the right of each student name.
- Show Phone Number
- Show Address
- **Show City** in addition to the street address.
- Show Birth Date
- Show Parent/Guardian Name
- **Include Inactives** by default, only active students print.
- Include Student Alias Names will display student alias name if applicable

The following is an example of the Gradebook Roster.

2	- IB US His	t - Spring	G	radebook Roster					Ac	osta	1
	Stu#	Student Name	Gr Phone	Address	Parent/Guardian				\Box	\Box	
1	99400001	Abbott, Allan James	14 777.555.9448	1116 Glenview Lane	M/M A Abbott					\top	
2	99400005	Abea, Ayrianna J	12 777.555.7213	1121 E Durfee	M/M A Abea				\neg	\top	٦
3	99400215	Beatty, David W	12 777.555.0862	3340 Sumner Ave #101	M/M B Beatty				\neg	\top	П
4	99400299	Braggins, Joseph A	12 777.555.4593	1169 E Level St.	M/M B Braggins				\Box	\perp	
5	99400628	De Leon, Christopher David	12 777.555.2823	1160 N Manzanita Ave	M/M D De Leon				\Box	\top	П

Gradebook Summary Report

To print a summary for a gradebook click the mouse on **Gradebook Summary** from the list under Reports. Select the gradebook and the various printing options.



The following is an example of the Gradebook Summary.

2 - IB US Hist - Sp	ring	9	95	0.1					G	rad	ebo	ok	Sui	mm	ary	į.,		0 0		e a			0.0		Acosta
Assignment Num	ber	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
Max Poi	ints	10	3	5	3	20	10	25	5	3	10	5	3	10	15	20	20	3	5	20	3	5	10	5	30 Assignments
"Grading Comple	ted	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	Overall
Student Name G	rade																								Pct Mark
Abbott, Allan James	14	10	3	5	3	20	10	25	5	3	10	5	3	10	15	20	20	2	3	15	1	5	10	7	90.62 A-
Abea, Ayrianna J	12	10	3	5	3	14	10	16	5	3	10	5	3	10	14	12	11	3	5	10	3	5	9	3	79.93 C+
Beatty, David W	12	10	3	5	3	13	8	15	0	3	8	5	3	9	15	13	12	3	5	14	3	5	10	0	80.09 B-
Braggins, Joseph A	12	10	3	5	3	12	10	19	5	3	10	0	3	10	15	9	8	3	5	9	3	5	6	3	78.12 C+
De Leon, Christopher	12	10	3	5	3	17	8	16	5	3	10	5	3	10	15	12	15	3	5	14	0	0	10	0	83.38 B
Gelfuso, Marlinna M	12	10	3	5	3	16	10	18	5	3	10	5	3	10	13	13	15	3	5	13	0	0	10	5	84.04 B
Gil, Jeremy C	12	10	0	0	2	16	7	17	0	3	10	5	3	9	15	13	12	0	0	10	3	3	10	2	72.03 C-
Huerta, Iman	12	10	3	5	3	15	8	15	5	3	10	5	3	9	15	10	12	3	5	10	3	0	10	0	76.97 C
Lansford, Kimberly	12	10	3	5	3	15	10	17	5	3	10	5	3	10	14	9	11	3	5	11	3	5	9	5	81.25 B-
Lee, Michelle	12	10	3	5	3	16	10	17	5	3	10	5	3	10	15	12	8	3	5	12	3	5	10	5	85.19 B
Leos, Christine Marie	12	10	3	5	3	19	10	23	5	3	10	5	3	10	15	13	15	3	5	14	3	5	10	5	91.11 A-

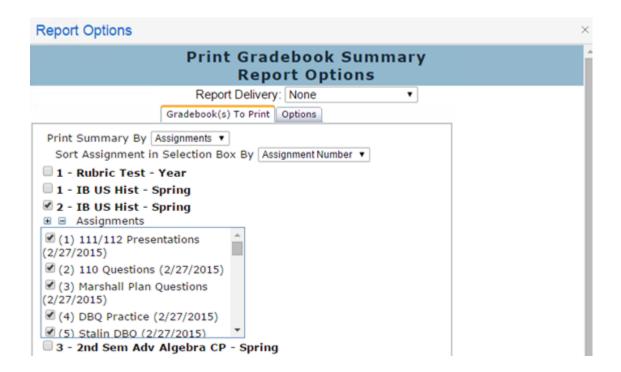
-

Gradebook Summary Export to Excel Report

There are 2 **Gradebook Summary** reports available. The **Gradebook Summary Export to Excel** report converted from ABI. In order to support a high number of assignments and to allow teachers versatility in printing options, this report will always output to XLS format.

To print a summary for a gradebook click the mouse on **Gradebook Summary Export to Excel** from the list under Reports.

Select a gradebook from the list and select the various printing options.



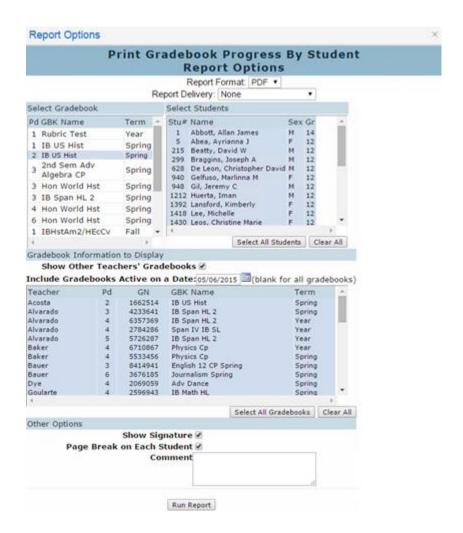
The default will select all Assignments in the Gradebook. Clicking the mouse on one assignment can select individual assignments. Holding down the **Control** (**Ctrl**) key and clicking on assignments can select more than one in that area. When complete click the mouse on the **Run Report** button.

The following is an example of the Gradebook Summary in Excel format.

	Α	В	С	D	E	F	G	H	- 1	J	K
1	Gradebook Sur	nmary									
2	2 - IB US Hist -	Spring									
3	Teacher: Acost	a									
4	Total Graded A	ssignments: 30									
5	Student Name		Gr	1	2	3	4	5	6	7	8
6	Max Corrects:			10	3	5	3	20	10	25	5
7	**Grading Com	pleted:		Υ	Y	Υ	Y	Y	Y	Y	Y
8	Abbott, Allan Jar	mes	14	10	3	5	3	20	10	25	5
9	Abea, Ayrianna	J	12	10	3	5	3	14	10	16	5
10	Beatty, David W		12	10	3	5	3	13	8	15	0
11	Braggins, Joseph	aggins, Joseph A		10	3	5	3	12	10	19	5
12	De Leon, Christo	pher David	12	10	3	5	3	17	8	16	5
13	Gelfuso, Marlinn	lfuso, Marlinna M			3	5	3	16	10	18	5

Gradebook Progress by Student Report

This report optionally allows a teacher to view on a single report how students are doing in all their subjects.



The following is an example of the **Progress By Student** report.

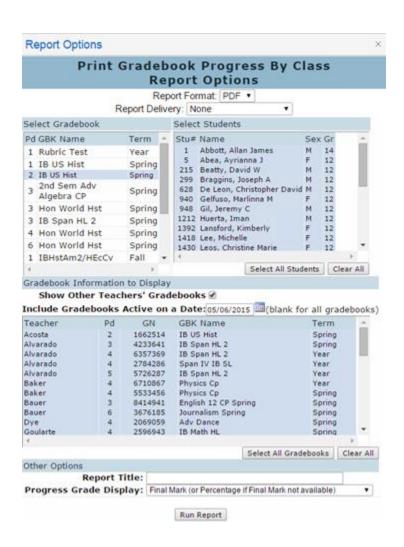
Progress Report For Allan James Abbott (1)

Wednesday, May 6, 2015

rade Summary	Overall
inglish 12 CP (Spring) - Peer	2050/3140 = 65.28 D
ERWC Units	261/415 = 62.89 D-
Homework	95/235 = 40.42 F
In Class work	645/1215 = 53.08 F
Optional Points	46/0 = 0
Projects	232/350 = 66.28 D
Quizzes	4/20 = 20 F
Interactive Reader	534/575 = 92.86 A-
Tests, exams	47/80 = 58.75 F
Writing	186/250 = 74.4 C
Missing Assignments	18
conomics Cp (Spring) - Wells	63 D
Homework/Classwork/Projects (35%)	66/140 = 47.14 F
Tests (40%)	229/308 = 74.35 C
Participation (15%)	32/45 = 71.11 C-
Final Exam (10%)	61/100 = 61 D-
Missing Assignments	l o

Gradebook Progress by Class Report

This report optionally allows a teacher to view on a single report how all their students in a gradebook are doing in all their subjects. Use the student and gradebook selections to limit the output of the report.

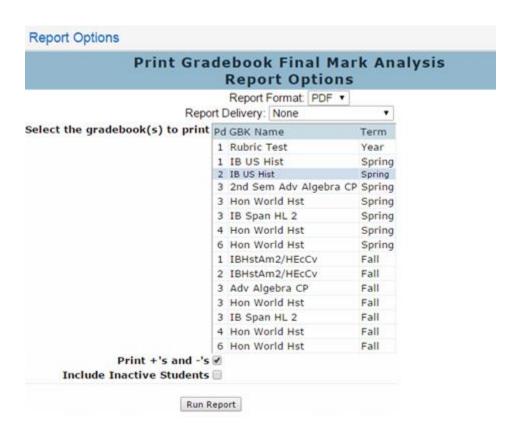


The following is an example of the Gradebook Progress By Class report.

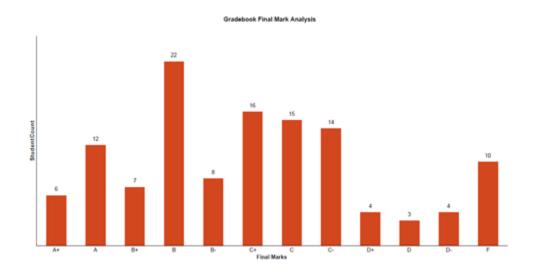
				Pr	ogress	Report E	y Class					
	costa, lednesday, May 6, 2015	[1	2	3	4	5	6	7	8	9	10
	Student Name	Avg %	Spring	IB Span HL 2 Spring Alvarado	IB Span HL 2 Year Alvarado	Span IV IB SL Year Alvarado	IB Span HL 2 Year Alvarado	Physics Cp Year Baker	Physics Cp Spring Baker	English 12 CP Spring Spring Bauer	Journalism Spring Spring Bauer	Adv Dance Spring Dye
1	Abbott, Allan	71.2%	A-				Arrest La				77.5	77.00
2	Abea, Ayrianna	90.1%	C+	A								
3	Beatty, David	80.84%	B-									
4	Braggins, Joseph	75.08%	C+	B+								
5	De Leon, Christopher	79.86%	В	B-								
6	Gelfuso, Marlinna	80.09%	В				С					
7	Gil, Jeremy	75.01%	C-									

Gradebook Final Mark Analysis Report

The **Gradebook Final Mark Analysis** report is a bar graph of final marks for students in a single gradebook or across multiple gradebooks. The **Print** +'s and -'s option will allow final marks with + or - to print. With the option not selected, final marks with + or - will not print.

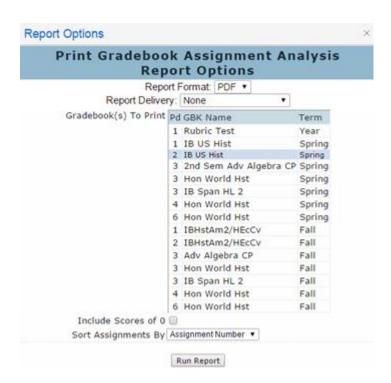


The following is an example of the **Final Mark Analysis** report.

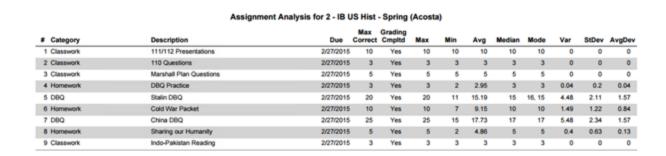


Gradebook Assignment Analysis Report

The **Gradebook Assignment Analysis** report is used to calculate and display various statistical analyses of the scores of assignments for selected gradebooks. The **Include Scores of 0** option will include or exclude assignments with a score of 0 from the statistical analysis.



The following is an example of the **Print Gradebook Assignment Analysis** report.



Gradebook Summary by Standards

The Print Gradebook Summary by Standards Report can be accessed by Admin through Teacher Emulation of the Gradebook and also by teachers under Gradebook Reports. This report is only available to Rubric gradebooks. It displays assignments that are linked to standards in a gradebook. A gradebook and Standards can be selected from the report options.

Print Gradebook Summary By Standards **Report Options** Report Format: PDF Report Delivery: Email w/ Attachment Gradebook(s) To Print Options ▼0 - ELA (Rubric) - Trimester 2 ⊞ ■ Standards ☑CEL.4.RF.3 - Know and apply grade-level phonics and word analysis skills in decoding wo CEL.4.L.1a - Write fluidly and legibly in cursive or joined italics. ✓ CEL.4.L.5 - Demonstrate understanding of figurative language, word relationships, and nu CEL.4.RL.1 - Refer to details and examples in a text when explaining what the text says exp CEL.4.RL.2 - Determine a theme of a story, drama, or poem from details in the text; summ 0 - Work Habits / Behavior (Rubric) - Trimester 2 0 - ELA (Rubric) - Trimester 3 0 - Work Habits / Behavior (Rubric) - Trimester 3 0 - ELA (Rubric) - Trimester 1 0 - Work Habits / Behavior (Rubric) - Trimester 1

Run Report

The following is an example of the Gradebook Summary by Standards report.

0 - ELA (Rubric)	- Trim	este	r 2			(Gra	dek	000	k S	um	mai	ry B	y S	tan	dar	ds										Е	nos
Sta	andard																											
		4.L.2						4.RI.9										4.L.1					4.RF.3					
Assignment N	umber	CEL	56	79	123	124	125	CEL	56	58	79	80	82	83	85	106	107	CEL	58	82	83	86	CEL	5	32	39	53	55
**Grading Com	pleted		✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	√	✓	✓		✓	✓	✓	✓	✓
Student Name	Grade																											
Alavez, Abel Benny	K	3.5	4	4	2	3	3	3.5	3	3	4	4	3	0	3	4	3	3	3	3	0	3	3.8	3	4	4	2	3
Alvarez, Haggit Briana	4	3				2	3	2						N	2	3	3	1			Ν	1	1					
Bell, Ryan Justin	4	2.5	3	3	3	3	2	3	TX	3	NA	3	2	S	NA	2	3	2	3	4	S	2	2	3	3	2	3	3
Byl, Ashley Brandy	4	3	3	2	3	NA	3	2.5	3	3	4	2	3	0	3	2	2	3	3	TX	0	3	3	3	3	3	3	4
Carr, Danielle Kristen	4	3	3	2	3	3	3	4	3	3	2	3	3	S	4	2	2	3	3	2	S	3	3	3	3	2	2	2
Ceron, Brandon David	4	3.5	4	4	2	3	3	2.5	3	3	4		3	N	4	3	3	3	3	3	N	3	3	4	3	4	4	4
Collins, Selina	4	4	4	4	4	4	4	4	4	4	4	4	4	S	4	4	4	4	4	4	S	4	4	4	4	4	4	4
Esquivel, Omnea	4	4	3	4	2	3	4	4	2	3	3	4	3	S	4	4	3	3	3	3	S	3	3	2	3	3	3	3
Ford, Kevin Dustin	4	3	3	3	3	3	3	2	3	2	2	2	3	0	2	2	3	2	2	2	0	2	2.3	2	3	3	2	3
Goodman, Tina Darcy	4	4	3	4	2	4	3	3	3	4	3	4	4	S	3	44	4	4	4	3	S	4	3.6	4	4	3	3	4