## Detail Progress Report from Gradebook

1 Teacher Access	
1. Teacher Access	Home Heacher Access Administrator Access
	My Gradebook
2. Reports for All Classes	Current Year Classes Prior Years Classes
2 Progress Datail	Classes:  All  Current  Meeting Today  Show Grades Posted Message  Reports for All Classes
5. Flogress Detail	001 PEARLAND HIGH SCHOOL         001 - Secondary Grad           Dept         Subject         Terms         Period         Days Meet         Class         Des           Attendance         Class         Des         Attendance         Class         Des
	01 01 1 - 2 2 MTWRF 01200A / 001 ENG Summary Report by Cla
	OI         OI         1 - 2         3         MTWRF         OI200A / NO2         ENG         Grade Sheet Report
	01         01         3 - 4         3         MTWRP         012008 / N02         ENG         Assignment Listing - By           01         01         1 - 2         5         MTWRF         0144PA / 001         AP C         Missing Assignments
	01 01 3 - 4 5 MTWRF 0144PB / 001 AP C 01 01 1 - 2 6 MTWRF 01200A / 021 ENG Email Progress Report
	01 01 3 - 4 6 MTWRF 01200B / 021 ENG 01 01 1 - 2 7 MTWRF 01200A / 022 ENG
	01 01 3 - 4 7 MTWRF 01200R / 022 FN Progress Detail
	Report Templates
4. Add a new Template or	Add a new Report Template for the Progress Detail Report.
Modify parameters of	Sequence #: 20 Save Add a new Template
Template II alleady cleated	Rename Template  Rename Template  Modify parameters of Template
5. Name the Report	Clone Template
-	Select Different Classes
6. Choose Terms for your Progress Report	Progress Detail Report 1 Save
7. Select parameters for your	20 - Detail Progress Report Undo Grades and Students to Print Back Back
report	Display Grades and Assignments for Term: TERM 4 : 03/19/2018 - 05/31/2018 Only print students with a grade mark of 100 Progress Report 2 : 08/21/2017 - 09/29/2017 Progress Report 2 : 08/21/2018 Progress Report 2
_	Only print students with less than percent PROFENSION 1002/0017 11/10/2017     Only print students with less than absences PROFENSION 1002/0017 12/12/2017 12/12/2017     PROFENSION 21:072/2017 12/12/2017     PROFENSION 21:072/2017 12/12/2017
8. Select the Report Format	Report Format         TERM 3         10/04/2018         20/216/2018           Header Area         PROGRESS REPORT 5 - 03/09/2018         04/06/2018
	✓ Display Student's Name       ✓ Display Attendance Totals       □ Display Student's Ad\ftepM 4: 09/19/2018 - 05/31/2018         ✓ Display Student's ID       □ Only for Selected Term       □ Display Grades for Previous Terms
	Free Form Header Label 1:
9. Choose the Assignment	Label 2: Category Totals
Detail	Display Category Totals     Assignment Detail      Fields to Print
	Do Not Print Assignments Marked as No Count     Do Not Print Ungraded (*) Assignments
	Group Assignments Not Posted to Parmiy Access     Group Assignments by Category     Defend and Possible Points     Defend and Possible Points
10. Select the Footer Area	Grade Mark I Grade Mark I Special Codes
option	Special Codes Legend
	Date Sequence of Assignments Operanding (newest to oldest)
11 Cons	O Ascending (oldest to newest)
11. Save	Display List of Missing Assignments
	□ Display Teacher's Log ✓ Display Signature Line
	Display Guardian Signature Line with Course and Teacher Names     Free Form Footer
12. Highlight the Report	All Classes - Report: Progress Detail
12. Inginght the hepoit	Seq # Report Lemplate Name 13 Print
13. Print for all classes	200         Detail Hogress Report         Add a new Template           900         Curr Term;No Count;Ungraded;Comments;Sig;Attn Totals         Rename Template           910         Curr Term;No Count;Comments;Sig;Attn Totals         Rename Template
	920         Curr Term;No Count;Ungraded;Comments;Sig;No Attn         Modify parameters of Template           930         Curr Term;No Count;Comments;Sig;No Attn         Delete Template
14. Select Specific Classes by choosing Select Different	Clone Template
Classes and choose the	Select Different Classes
classes for the report.	Select All Clear All Frint Print
	□ 3 - 4 0 00001B / 056 HOMEROOM Back ■ 3 - 4 2 01200B / 001 ENGLISH 2
15. Print	✓ 3 - 4 3 01200B / 001 ENGLISH 2
	3 - 4         5         0144PB / 001         AP CAPSIONE RESEARCH           Image: Comparison of the state of t
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