

D & F Grade Report (Middle and High)

Report Description:

This report will list students who have a course final grade of D or F in any course for the selected term (Interim, Quarter, or Semester).

Search Criteria

In the Student Search Criteria Section:

1. Click More Search Options
2. Select Grades/GPA/Class Rank/Honor Roll
In the Letter Grade section, you have the option to select multiple letter grades or just a single one.
3. Select "D" and "F" to generate a list of all students with a letter grade meeting these criteria.
4. Select the Term as needed – I? (interim ?), Q? (quarter ?), etc.

Note: Q? (Gradebook) is pulling gradebook grades and Q? and I? are displaying posted grades for the selected grade reporting period.

Grades/GPA/Class Rank/Honor Roll

GPA Between &

Average Percent Grade Between &

Class Rank Between &

Letter Grade

☐ Did not receive

☐ CH ☐ FY ☐ FY Exam ☐ A ☐ B ☐ C ☐ D ☐ F ☐ I

☐ S1 ☐ S1 Exam ☐ Q1

☐ Q1 (Gradebook) ☐ I1

Honor Roll

☐ FY ☐ S1 ☐ Q1 ☐ I1 ☐ Honor Roll Students

The Term is dependent upon what quarter is selected/displays in the header. If you are trying to generate the report/list based on a previous quarter, it recommended that you **switch to the desired grading period first** and then proceed with selecting your search criteria.

Quarter 1

Quarter 1
Quarter 2
Quarter 3
Quarter 4

Letter Grade

☐ Did not receive

☐ CH ☐ FY ☐ FY Exam ☐ S1 ☐ S1 Exam ☐ Q1

☐ Q1 (Gradebook) ☐ I1

Using Advanced Reports

Note: The Teacher name will not display on this report.

Creating the Report:

1. Click on the Students Tab
2. Select Advanced Report

In the Selection Criteria Section:

5. Click More Search Options
6. Select Grades/GPA/Class Rank/Honor Roll
7. For Letter Grade, select "D" and "F"
8. Select the marking period as needed – I? (interim ?), Q? (quarter ?), etc.

Scheduling

Absences

Grades/GPA/Class Rank/Honor Roll

GPA Between &

Average Percent Grade Between &

Class Rank Between &

☐ CH ☐ FY ☐ FY Exam ☐ A ☐ B ☐ C ☒ D ☒ F ☐ I

☐ S1 ☐ S1 Exam ☐ Q1

☐ Q1 (Gradebook) ☐ I1

Honor Roll

☐ FY ☐ S1 ☐ Q1 ☐ I1 ☐ Honor Roll Students

Course History

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In the Fields to Include in Report section:

- Select Student ID, Last Name, First Name, Middle, Grade

Note: You can include as many fields as you'd like to this report.

Fields to include in Report:

Student ID	X
Last	X
First	X
Middle	X
Grade	X

☐ Search All Schools
☐ Include Inactive Students

- Click Run Report to generate/display the report.

Setup	Students	Users	Scheduling	Grades	Assessment	Attendance	Discipline	Billing	Eligibility	Florida Reports	Reports
Advanced Report											
Modify Report Only Display Records with Errors Save											
With Report Card Grade in Interim 1: D, F ☐ Show Courses											
114 Students Filter Search											
Student ID	Last	First	Middle	Grade							
		K	R	08							
		Is	Ly	07							

- Once your report has displayed, click the Show Courses checkbox to display the Course, Teacher, and Grade columns.

Setup	Students	Users	Scheduling	Grades	Assessment	Attendance
Advanced Report						
Modify Report						
With Report Card Grade in Interim 1: D, F ☒ Show Courses						

Note: Although the teacher column appears on this report it will remain blank and does not display.

Setup	Students	Users	Scheduling	Grades	Assessment	Attendance	Discipline	Billing	Eligibility	Florida Reports	Reports
GRD_D & F Grade Report											
Modify Report Only Display Records with Errors Save											
With Report Card Grade in Quarter 1: D, F ☒ Show Courses											
1307 Students Go to Page 1, 2 Show All Filter Search											
Student ID	Last	First	Middle	Grade	Course	Teacher	Grade				
				10	AICE GEN PAPER AS		D				
				10	CHEM 1		63% D				
				09	ALG 1		69% D				
				09	BAND 1		D				

Remember:

- Use the filter option to filter by Grade (D or F only) or by Course.
- Click on the column header to sort by the selected column.
- Click on the student's name to view detailed academic history and gradebook grades.

D & F Grade Report (Middle and High)

Using the Student Final Grades Menu Option

Note: The Teacher name will display on this report.

Creating the Report:

1. Click on the Grades Tab
2. Select Student Final Grades

In the Selection Criteria Section:

3. Click More Search Options
4. Select Grades/GPA/Class Rank/Honor Roll
5. For Letter Grade, select "D" and "F"
6. Select the marking period as needed – I? (interim ?), Q? (quarter ?), etc.

In the Include on Report Card Selection Criteria Section:

7. Select Letter, Percent, Teacher, Period, Course Number, and Term.
8. Select the Marking Period as needed – I? (interim ?), Q? (quarter ?), etc.

☒ Letter Grade
 ☒ Percent

☒ Teacher
 ☒ Period

☐ Credits Attempted
 ☐ Credits Earned

☒ Course Number
 ☒ Term

☐ Comments
 ☐ Explanation of Comment Codes

☐ Period-by-Period Tardies
 ☐ Period-by-Period Absences

☐ Long Comments
 ☐ Grades from Concurrent Schools

☐ State Fields

Display marking period names using: Short Name (e.g. Q1, Q2)

Marking period from which to pull data

☐ I1
(Gradebook)

☐ I2
(Gradebook)

☐ I3
(Gradebook)

☐ Q1
(Gradebook)

☐ Q2
(Gradebook)

☐ Q3
(Gradebook)

☐ Q4
(Gradebook)

☐ S1
Exam

☐ S2
Exam

☐ FY
Exam

☐ Abbreviate Column Names

Effective Date September 25 2016

☒ Multilingual Report Cards

Sort Report Cards Alphabetically by Student Name

9. Click Continue and the report will display.

178 grades

Student	Student ID	Course Num	Course	Section	Teacher	Period	Interim 1
		1001310F	Eng 1	002		Period 1	87% B
		10004101	INTENS READ	4		Period 2	85% B
		8209510	DIGITAL DESIGN 1	002		Period 3	97% A
		2001310	ERTH/SPA SCI	107		Period 4	88% B
		3026010	Hope	005		Period 5	100% A
		1200370	ALG 1-A	004		Period 6	97% A
		8722010	Bldg Tr & Cdt 1	001		Period 1	65% D
		3026010	Hope	001		Period 2	100% A
		1200310	ALG 1	001		Period 3	77% C
		1001310F	Eng 1	005		Period 4	77% C

Note: The report will display all period grades for each student (even though the search criteria selected was D's and/or F's), therefore you will need to filter to narrow down your report to only display the courses matching this criterion.

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Applying Filters:

Filters can be used to narrow down the data in your report and hide parts of it from view. You will need to apply a filter to only review student courses with grades of D's and/or F's only.

D's Only

1. Click the Filter button
2. Select Interim 1 (grade column title – Quarter 1, interim 1, etc.)
3. Select Contains
4. Enter D
5. Click Run Filter

FILTER RULES

Interim 1

▼

Contains

▼

D

Run Filter

[Add Rule](#)
[Clear Rules](#)

6. This will display all students with a "D" in any given course on their schedule.

14 grades 

Student	Student ID	Course Num	Course	Section	Teacher	Period	Interim 1
[REDACTED]	3	8722010	Bldg Tr & Cdt 1	001	Foote, Gregory	Period 1	65% D
[REDACTED]	3	1009300	WRIT 1	003	Righter, Krystal	Period 5	64% D
[REDACTED]	3	2001310	ERTH/SPA SCI	111	Williams, Darla	Period 3	62% D
[REDACTED]	3	8209510	DIGITAL DESIGN 1	004	Bejarano, Christian	Period 6	65% D
[REDACTED]	4	2001310	ERTH/SPA SCI	110	Carter, Isabelle	Period 6	61% D
[REDACTED]	4	1200370	ALG 1-A	003	Aune, Brandon	Period 1	68% D

F's Only

1. Click the Filter button
2. Select Interim 1
3. Select Contains
4. Enter F
5. Click Run Filter

FILTER RULES

Interim 1

▼

Contains

▼

F

Run Filter

[Add Rule](#)
[Clear Rules](#)

6. This will display all students with a "F" in any given course on their schedule.

29 grades 

Student	Student ID	Course Num	Course	Section	Teacher	Period	Interim 1
[REDACTED]	3	1206310	GEO	003	Young, Nicholas	Period 2	49% F
[REDACTED]	3	1001310	Eng 1	003	Righter, Krystal	Period 4	32% F
[REDACTED]	3	2001320	ERTH/SPA SCI HON	001	Williams, Darla	Period 7	43% F
[REDACTED]	3	2001310	ERTH/SPA SCI	111	Williams, Darla	Period 3	52% F
[REDACTED]	3	1001310F	Eng 1	x009	Elwell, Maria	Period 6	49% F
[REDACTED]	3	8722010	Bldg Tr & Cdt 1	001	Foote, Gregory	Period 1	44% F
[REDACTED]	3	0101300	2-D STUDIO ART 1	002	Octave, Morame	Period 2	58% F

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Revised 10/25/2016

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D's and F's together

1. Click the Filter button
2. Select Interim 1
3. Select Contains
4. Enter D
5. Click Add Rule link
6. Select Interim 1
7. Select Contains
8. Enter F
9. Change AND to OR
10. Click Run Filter

FILTER RULES

Remove

Interim 1 ▼

Contains ▼

D

OR ▼

Remove

Interim 1 ▼

Contains ▼

F

Run Filter

[Add Rule](#) [Clear Rules](#)

11. This will display all students with a "D" and/or "F" in any given course on their schedule.

43 grades 

Student	Student ID	Course Num	Course	Section	Teacher	Period	Interim 1
	3	8722010	Bldg Tr & Cdt 1	001	Foote, Gregory	Period 1	65% D
	3	1206310	GEO	003	Young, Nicholas	Period 2	49% F
	3	1001310	Eng 1	003	Righter, Krystal	Period 4	32% F
	3	1009300	WRIT 1	003	Righter, Krystal	Period 5	64% D
	3	2001320	ERTH/SPA SCI HON	001	Williams, Darla	Period 7	43% F
	3	2001310	ERTH/SPA SCI	111	Williams, Darla	Period 3	52% F
	3	1001310F	Eng 1	x009	Elwell, Maria	Period 6	49% F
	3	8722010	Bldg Tr & Cdt 1	001	Foote, Gregory	Period 1	44% F
	3	0101300	2-D STUDIO ART 1	002	Octave, Morame	Period 2	58% F