Reports (Gradebook)

Click on the Reports tab to open the Reports page. There are canned reports for you to run under each category by using the drop down menu. You have the option to add a new template and create your own report and/or clone an existing template and modify.

Attendance:

- **Detail Report** - shows attendance break down by term or date range for student(s)
- **Summary Report by Class** - shows attendance break down by term or date range by class

Gradebook:

- **Grade Sheet Report** – a report of student assignments and scores OR a blank student roster.
- **Assignment Listing – By student** – can show all assignments, completed assignments, missing assignment by student OR all missing assignments for the students in the class
- **Assignment Master Report** – all assignments for the class for the date period selected
- **Missing Assignments** – all assignments that are marked as missing or past due with no grade entered
- **Email Progress Reports** – email a listing of the student’s current overall and assignment grades
- **View Emailed Reports** – check on the delivery of emailed progress reports and view the attachments for accuracy
- **Category Summary Report** – show earned category averages and overall term grades
- **Online Assignment Analysis Report**

Progress Reports:

- **Progress Detail** – print grades and assignments for a specific term
- **Enhanced Multi-Class Progress Report** – same as the progress detail report but with more options
- **Progress Summary** – list current overall grades for a specific term
- **Multi-Class Progress Report** – reports grades for term specified. If a student is in multiple classes of the same teacher, each class will list on the report for that student

Partial Progress Reports:

- **Partial Progress Detail** – a report of student assignments and scores OR a blank student roster
- **Partial Progress Summary** – report of current overall grades for a date range
- **Partial Multi-Class Progress Report** – same as the partial progress summary, but if a student is in multiple classes of the same teacher, each class will list on the report for that student

Class Information:

- **Class Roster** – select parameters for report for students in your class
- **Student Information** - more information available than from the class roster report
- **Custom Forms Report** – N/A

Report Cards:

- **Grade Proof Sheet** – list of grades and comments posted for your classes