

# 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