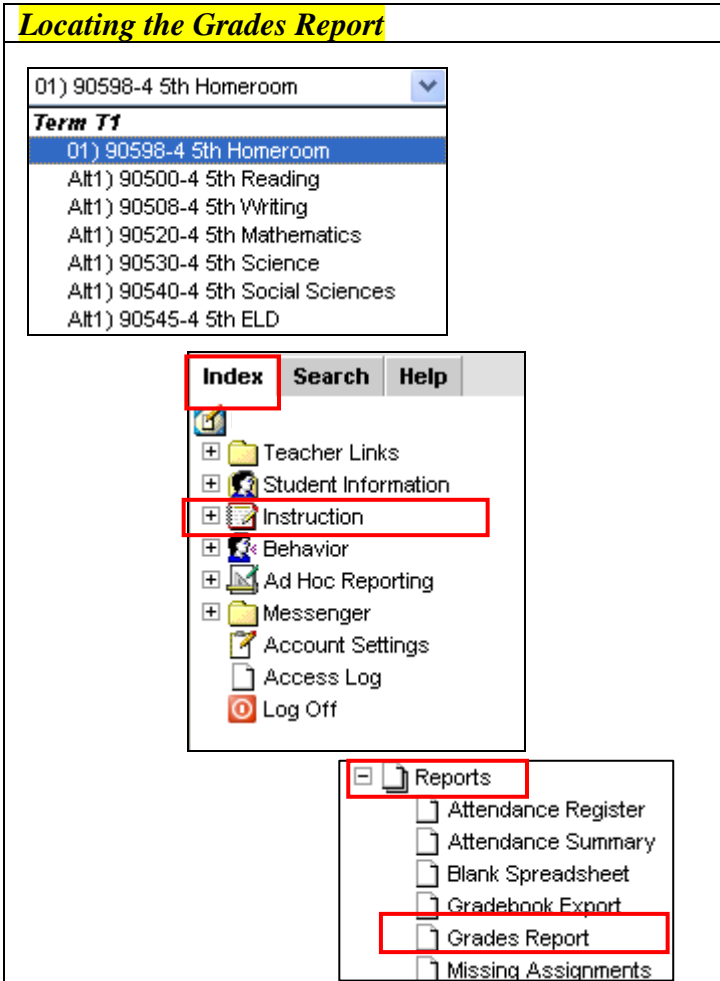


## Overview

The Grades Report can be used to identify missing marks entered for all students so teachers know which scores they have yet to enter. It is used primarily while the Scoring Window is open to view marks but can also be used at any time during the school year. It is recommended that this report be viewed electronically and not printed as it can be very long.

## Process

By following the steps below you will generate a report that lists all marks by course and student. It also displays all teacher comments so they can be reviewed for accuracy. After scanning the report for missing marks, teachers should repeat the steps below until all missing marks are accounted for. There may be missing marks for a standard if it was not scored N/A by the teacher. Teachers should fill in N/A scores for any standard not assessed during a specific reporting period. The only blank scores that should appear would be for grading tasks that will never be scored. For example, a Reading Level in Spanish for an English speaking student, or the Grading task called Comments where scores never apply, or an overall Achievement score which isn't collected until the end of the course. For additional information on entering comments refer to Quick Reference guide IC Standards Based Progress Report – Correct Location for Comments.

<b>Locating the Grades Report</b>	
 <p>The screenshot shows the Infinite Campus interface. At the top, a dropdown menu is set to '01) 90598-4 5th Homeroom'. Below it, a 'Term T1' dropdown is open, showing a list of sections: '01) 90598-4 5th Homeroom', 'Alt1) 90500-4 5th Reading', 'Alt1) 90508-4 5th Writing', 'Alt1) 90520-4 5th Mathematics', 'Alt1) 90530-4 5th Science', 'Alt1) 90540-4 5th Social Sciences', and 'Alt1) 90545-4 5th ELD'. Below this, the 'Index' menu is open, with 'Index', 'Search', and 'Help' tabs. The 'Index' menu items are: 'Teacher Links', 'Student Information', 'Instruction' (highlighted with a red box), 'Behavior', 'Ad Hoc Reporting', 'Messenger', 'Account Settings', 'Access Log', and 'Log Off'. Below the 'Index' menu, the 'Reports' sub-menu is open, with 'Reports' highlighted. The 'Reports' sub-menu items are: 'Attendance Register', 'Attendance Summary', 'Blank Spreadsheet', 'Gradebook Export', 'Grades Report' (highlighted with a red box), and 'Missing Assignments'.</p>	<ol style="list-style-type: none"> <li>1. Select desired <b>Section</b>.</li> <li>2. <b>Index</b> → <b>Instruction</b> → <b>Reports</b>.</li> <li>3. Select <b>Grades Report</b>.</li> </ol>

## Grades Batch Report Screen

**Select Students**

Toggle Students

- Alamillo-Barrios, Eriberto #642720
- Alvidrez, Denise #611794
- Cardiel-Dominguez, Juan J #624353
- Castillo, Carlos A #624029
- Ceballos, Luis E #612006
- Chavira, Wilfredo #609308
- Chiquito-Ramirez, Manuel A #675574
- Contreras, Diego A #620809
- Delgado-Moreno, Jose M #652962
- Diaz, Celestina E #625151
- Escudero, Vivian #610443
- Flamenco-Garcia, Scott #610202
- Garcia-Cardenas, Fernando #610382
- Gonzalez, Kaleb E #662350
- Gonzalez-Aranda, Natalie M #605795
- Hernandez-Carbal, Brianna #622546
- Holbrook, Dylan J #692517
- Lopez, Luis M #654524

**Select Grading Tasks**

All

- 05 Comment
- 05 Completes class assignments
- 05 Completes homework in a timely and satisfactory manner
- 05 Follows school, class, and playground rules
- 05 Participates in class activities as a productive and respectful g
- 05 Self assesses and sets goals for further learning
- 05 Shows respect for self and others' ideas and property
- 05 Takes responsibility for own actions

4. Make sure **All Students** are selected (*students in red are inactive*).
5. Select **Generate Report** at the bottom of the page.
6. Repeat these steps for each section.

Generate Report

### Example of the Teacher Grades Report.

08-09 Lena Archuleta Elementary 16000 E. Maxwell Place, Denver CO 80239 Generate on 10/23/2008 11:34:37 AM Page 1 of 8		Teacher Grades Report Courses: 1 Sections: 1 Students: 36 Terms: T1, T2, T3 All Tasks			
Course/Section	Student	Task	Term		
			T1	T2	T3
90598-4 5th Homeroom Students: 36	05	05 Completes class assignments	2		
	Student#	05 Completes homework in a timely and satisfactory manner	2		
		05 Participates in class activities as a productive and respectful g	3		
		05 Self assesses and sets goals for further learning	[Red Box]		
		05 Takes responsibility for own actions	[Red Box]		
		05 Follows school, class, and playground rules	2		
		05 Shows respect for self and others' ideas and property	3		
		05 Comment	<i>Term T1 comments: I am glad to see the effort Eriberto is making now. Thank you for your support at home. Please have him read 30 minutes daily and practice his multiplication facts.</i>		
	05	05 Completes class assignments	3		
	Student#	05 Completes homework in a timely and satisfactory manner	3		
		05 Participates in class activities as a productive and respectful g	3		
		05 Self assesses and sets goals for further learning	3		
		05 Takes responsibility for own actions	2		
		05 Follows school, class, and playground rules	3		
05 Shows respect for self and others' ideas and property		3			

- Teachers need to analyze why marks are missing (shown in red box), if a mark should have been given, or if there is a reason there is no mark.
- Repeat this process for each section.