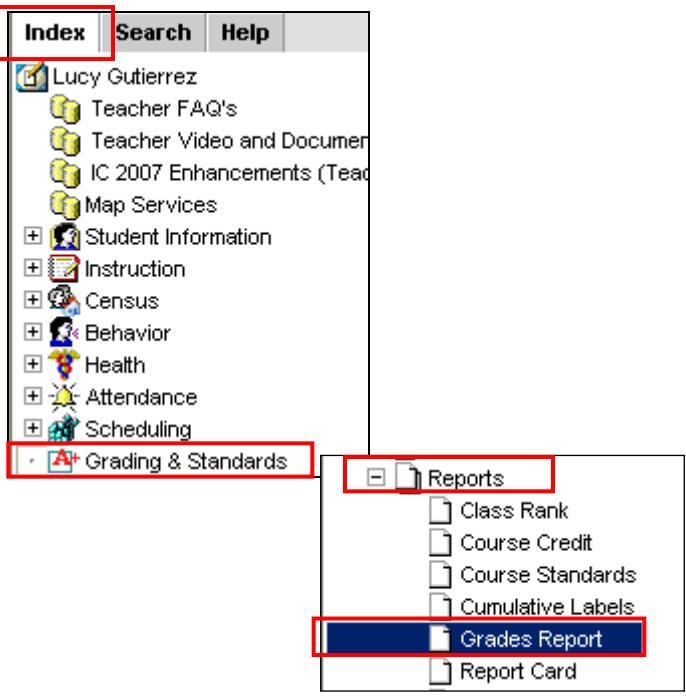
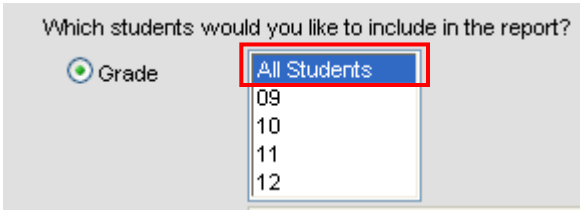


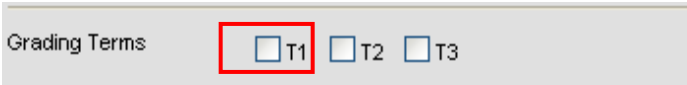

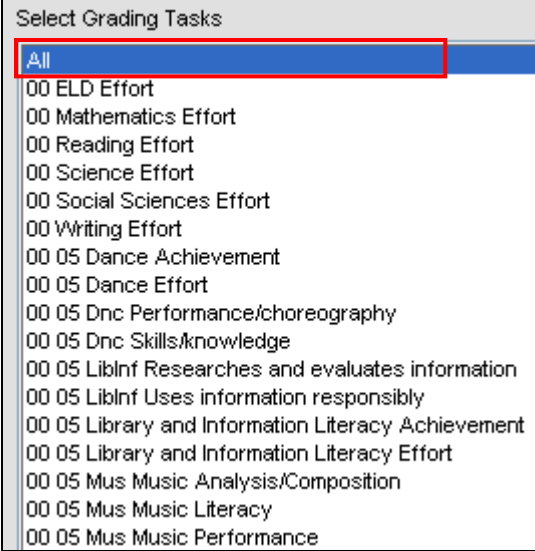
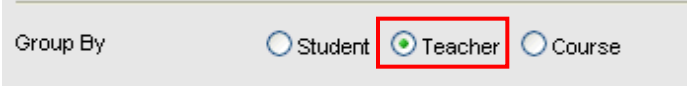
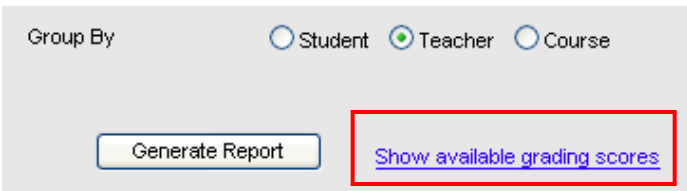
### Overview

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

The instructions below outline the steps to generate a report that lists missing marks by teacher, course and student. It also displays all teacher comments so they can be reviewed for accuracy. There may be missing marks for standards that are not scored in a particular scoring period. All comment fields will display in the Missing Marks report, whether or not comments have been entered. For additional information on entering comments refer to Quick Reference guide IC Standards Based Progress Report – Correct Location for Comments.

<p><b>Locating the Grades Report</b></p> 	<ol style="list-style-type: none"> <li>1. <b>Index → Grading &amp; Standards → Reports.</b></li> <li>2. Select <b>Grades Report.</b></li> </ol>
<p><b>Grades Batch Report Screen</b></p> 	<p><b><u>Which Students would you like to include in the report?</u></b></p> <ol style="list-style-type: none"> <li>1. Select <b>All Students.</b></li> </ol>

	<p><b><u>Grading Terms</u></b></p> <ol style="list-style-type: none"> <li>1. Select the <b>current Term (T1, T2 or T3)</b>.</li> </ol>
	<p><b><u>Select Teachers</u></b></p> <ol style="list-style-type: none"> <li>1. Select <b>All Teachers</b>.</li> </ol>
	<p><b><u>Select Grading Tasks</u></b></p> <p>Verify <b>All</b> is selected</p>
	<p><b><u>Group By Teacher</u></b></p> <p>Click the Teacher radio button</p>
	<ol style="list-style-type: none"> <li>1. Select <b><u>Show available grading scores</u></b>.</li> </ol>

## Grades Report –Searching for Missing Marks (Office)

<div style="border: 1px solid black; padding: 5px;"> <p style="font-size: small;">Select grades to appear in report (All and Missing will override other check Boxes)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td><input checked="" type="checkbox"/> All</td> <td><input checked="" type="checkbox"/> Missing</td> <td><input checked="" type="checkbox"/> 1</td> <td><input checked="" type="checkbox"/> 2</td> <td><input checked="" type="checkbox"/> 3</td> <td><input checked="" type="checkbox"/> 4</td> <td><input checked="" type="checkbox"/> A</td> <td><input checked="" type="checkbox"/> A+</td> <td><input checked="" type="checkbox"/> ABL</td> <td><input checked="" type="checkbox"/> Adv</td> <td><input checked="" type="checkbox"/> ATL</td> </tr> <tr> <td><input checked="" type="checkbox"/> B</td> <td><input checked="" type="checkbox"/> B+</td> <td><input checked="" type="checkbox"/> Beg</td> <td><input checked="" type="checkbox"/> BEL</td> <td><input checked="" type="checkbox"/> C</td> <td><input checked="" type="checkbox"/> C+</td> <td><input checked="" type="checkbox"/> D</td> <td><input checked="" type="checkbox"/> F</td> <td><input checked="" type="checkbox"/> I</td> <td><input checked="" type="checkbox"/> I1</td> <td><input checked="" type="checkbox"/> I2</td> </tr> <tr> <td><input checked="" type="checkbox"/> I3</td> <td><input checked="" type="checkbox"/> I4</td> <td><input checked="" type="checkbox"/> IA</td> <td><input checked="" type="checkbox"/> Int</td> <td><input checked="" type="checkbox"/> IP</td> <td><input checked="" type="checkbox"/> IPP</td> <td><input checked="" type="checkbox"/> IU</td> <td><input checked="" type="checkbox"/> M1</td> <td><input checked="" type="checkbox"/> M2</td> <td><input checked="" type="checkbox"/> M3</td> <td><input checked="" type="checkbox"/> M4</td> </tr> <tr> <td><input checked="" type="checkbox"/> MA</td> <td><input checked="" type="checkbox"/> MP</td> <td><input checked="" type="checkbox"/> MPP</td> <td><input checked="" type="checkbox"/> MU</td> <td><input checked="" type="checkbox"/> N/A</td> <td><input checked="" type="checkbox"/> NG</td> <td><input checked="" type="checkbox"/> P</td> <td><input checked="" type="checkbox"/> PP</td> <td><input checked="" type="checkbox"/> S</td> <td><input checked="" type="checkbox"/> U</td> <td><input checked="" type="checkbox"/> WF</td> </tr> </table> </div>	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Missing	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	<input checked="" type="checkbox"/> A	<input checked="" type="checkbox"/> A+	<input checked="" type="checkbox"/> ABL	<input checked="" type="checkbox"/> Adv	<input checked="" type="checkbox"/> ATL	<input checked="" type="checkbox"/> B	<input checked="" type="checkbox"/> B+	<input checked="" type="checkbox"/> Beg	<input checked="" type="checkbox"/> BEL	<input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> C+	<input checked="" type="checkbox"/> D	<input checked="" type="checkbox"/> F	<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> I1	<input checked="" type="checkbox"/> I2	<input checked="" type="checkbox"/> I3	<input checked="" type="checkbox"/> I4	<input checked="" type="checkbox"/> IA	<input checked="" type="checkbox"/> Int	<input checked="" type="checkbox"/> IP	<input checked="" type="checkbox"/> IPP	<input checked="" type="checkbox"/> IU	<input checked="" type="checkbox"/> M1	<input checked="" type="checkbox"/> M2	<input checked="" type="checkbox"/> M3	<input checked="" type="checkbox"/> M4	<input checked="" type="checkbox"/> MA	<input checked="" type="checkbox"/> MP	<input checked="" type="checkbox"/> MPP	<input checked="" type="checkbox"/> MU	<input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> NG	<input checked="" type="checkbox"/> P	<input checked="" type="checkbox"/> PP	<input checked="" type="checkbox"/> S	<input checked="" type="checkbox"/> U	<input checked="" type="checkbox"/> WF	<p>1. Select <b>All</b> to deselect (this will uncheck all boxes.)</p>
<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Missing	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	<input checked="" type="checkbox"/> A	<input checked="" type="checkbox"/> A+	<input checked="" type="checkbox"/> ABL	<input checked="" type="checkbox"/> Adv	<input checked="" type="checkbox"/> ATL																																			
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<div style="border: 1px solid black; padding: 5px;"> <p style="font-size: small;">Select grades to appear in report (All and Missing will override other check Boxes)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> All</td> <td><input checked="" type="checkbox"/> Missing</td> <td><input type="checkbox"/> 1</td> <td><input type="checkbox"/> 2</td> <td><input type="checkbox"/> 3</td> <td><input type="checkbox"/> 4</td> <td><input type="checkbox"/> A</td> <td><input type="checkbox"/> A+</td> <td><input type="checkbox"/> ABL</td> <td><input type="checkbox"/> Adv</td> <td><input type="checkbox"/> ATL</td> </tr> <tr> <td><input type="checkbox"/> B</td> <td><input type="checkbox"/> B+</td> <td><input type="checkbox"/> Beg</td> <td><input type="checkbox"/> BEL</td> <td><input type="checkbox"/> C</td> <td><input type="checkbox"/> C+</td> <td><input type="checkbox"/> D</td> <td><input type="checkbox"/> F</td> <td><input type="checkbox"/> I</td> <td><input type="checkbox"/> I1</td> <td><input type="checkbox"/> I2</td> </tr> <tr> <td><input type="checkbox"/> I3</td> <td><input type="checkbox"/> I4</td> <td><input type="checkbox"/> IA</td> <td><input type="checkbox"/> Int</td> <td><input type="checkbox"/> IP</td> <td><input type="checkbox"/> IPP</td> <td><input type="checkbox"/> IU</td> <td><input type="checkbox"/> M1</td> <td><input type="checkbox"/> M2</td> <td><input type="checkbox"/> M3</td> <td><input type="checkbox"/> M4</td> </tr> <tr> <td><input type="checkbox"/> MA</td> <td><input type="checkbox"/> MP</td> <td><input type="checkbox"/> MPP</td> <td><input type="checkbox"/> MU</td> <td><input type="checkbox"/> N/A</td> <td><input type="checkbox"/> NG</td> <td><input type="checkbox"/> P</td> <td><input type="checkbox"/> PP</td> <td><input type="checkbox"/> S</td> <td><input type="checkbox"/> U</td> <td><input type="checkbox"/> WF</td> </tr> </table> </div>	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Missing	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> A	<input type="checkbox"/> A+	<input type="checkbox"/> ABL	<input type="checkbox"/> Adv	<input type="checkbox"/> ATL	<input type="checkbox"/> B	<input type="checkbox"/> B+	<input type="checkbox"/> Beg	<input type="checkbox"/> BEL	<input type="checkbox"/> C	<input type="checkbox"/> C+	<input type="checkbox"/> D	<input type="checkbox"/> F	<input type="checkbox"/> I	<input type="checkbox"/> I1	<input type="checkbox"/> I2	<input type="checkbox"/> I3	<input type="checkbox"/> I4	<input type="checkbox"/> IA	<input type="checkbox"/> Int	<input type="checkbox"/> IP	<input type="checkbox"/> IPP	<input type="checkbox"/> IU	<input type="checkbox"/> M1	<input type="checkbox"/> M2	<input type="checkbox"/> M3	<input type="checkbox"/> M4	<input type="checkbox"/> MA	<input type="checkbox"/> MP	<input type="checkbox"/> MPP	<input type="checkbox"/> MU	<input type="checkbox"/> N/A	<input type="checkbox"/> NG	<input type="checkbox"/> P	<input type="checkbox"/> PP	<input type="checkbox"/> S	<input type="checkbox"/> U	<input type="checkbox"/> WF	<p>2. Select <b>Missing</b> (this will check the Missing box).</p>
<input type="checkbox"/> All	<input checked="" type="checkbox"/> Missing	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> A	<input type="checkbox"/> A+	<input type="checkbox"/> ABL	<input type="checkbox"/> Adv	<input type="checkbox"/> ATL																																			
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<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <div style="border: 2px solid red; padding: 5px; display: inline-block;">             Generate Report           </div> </div>	<p>3. Select <b>Generate Report</b>.</p>																																												

**Note:** This report will print one report per class, per teacher.

- a. If missing grades are reflected, give the report back to the teacher.
- b. Each teacher will be responsible for *completing the missing grades* for their students.
- c. You may run the report multiple times before the grading window is closed.
- d. This report may include marks for standards the teacher may not intend to give.
- e. This report will include comments. Both empty comments fields and comments fields that have comments entered.
- f. This report will include either a Spanish or English Reading Level, but should not show both Spanish and English for a single student (this indicates that a reading level has not been assigned).