Grade Book Score Collection

The Grade Book Score Collection report produces a form for manually collecting and recording scores when computer access is not available. A roster of students for the selected class is provided, with blank spaces for entering scores.

Tell me more about using
- Accessing the Grade Book Score Collection report
- Report Options
- Sort Options
- Creating and Exporting Report
- Create and Save Report Settings
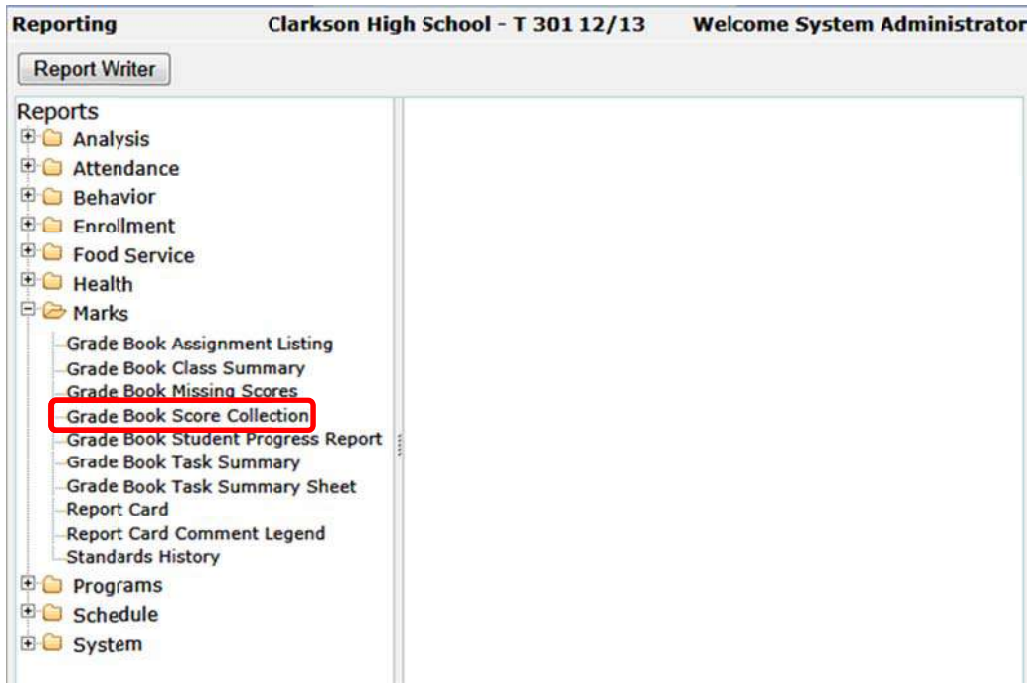- Using a Report Set
- Download this document (PDF)

Step 1 – Accessing the Grade Book Score Collection report
The Grade Book Score Collection report is located on the Marks menu.

1. To access the report, hover over the Marks menu and single click **Reports**.

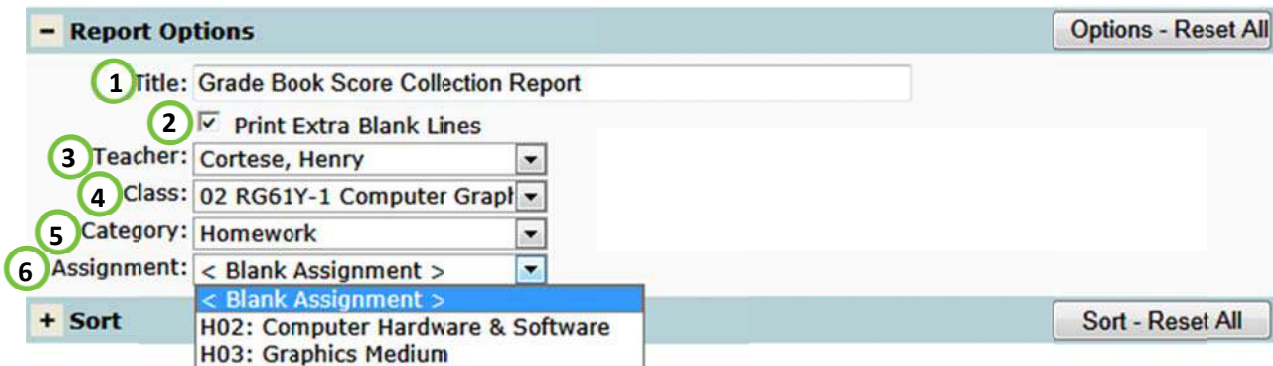2. Select Grade Book Score Collection from the list of Marks reports.

Step 2 – Report Options

The Report Options can be accessed by clicking the **+ sign** next to Report Options, or by clicking the **Options** link on the right hand side of the screen.

The Grade Book Score Collection report provides the following options:

1. Title – include a custom title or leave at its default title
2. Print Extra Blank Lines – include four blank lines for new students.
3. Teacher – select a desired teacher.
   NOTE: Only teachers who have set up their grade book will be available.
4. Class – select a desired class.
   NOTE: Only classes who have at least one grade book assignment will be available.
5. Category – select a particular grade book category to filter the report by.
6. Assignment – create a Blank Assignment form used to collect scores for any assignment or select a specific assignment. If a specific assignment is selected, the form will include Category, Date Due, Short Description, Task Weight, Points Possible and Assignment Options: Extra Credit, Graded, Hidden, or Final Exam.

Step 3 – Sort Option
Once you have selected the Report Options, you can define your sort.

1. Click **Ascending** toggle between sorting students by the last name, first name and middle name.

Step 4 – Creating and Exporting Report
Once you have selected the Report Options and set your Sort, you can create or export the report.

1. Click **Create Report** to open a pdf version of your report.
2. Click **Export Report** to export and save your report as an Excel file.

Grade Book Score Collection Report

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Clarkson High School

Class: Computer Graphics	Teacher: Cortese, Henry
Period: 02	

H02: Computer Hardware & Software

Category: Homework		Date Due: 08/21/2012
Short Descript: H02	Task Weight: 1.00	Pts Possible: 5
Options: Extra Credit: ☐ Graded: ☑ Hidden: ☐ Final Exam: ☐		

| Ident	Student Name	Score	Count As / Comments	Share Cmnt	Drop Score
0016891	Albert, Travon			☐	☐
0017538	Bautista, Sean			☐	☐
0009063	Byer, Santino			☐	☐
0014263	Cadore, Alexander			☐	☐
0009062	Cantrill, Mark			☐	☐
1022102	Chen, Kristoffer			☐	☐
1020068	Cruz, Aaron			☐	☐
0012194	Feinberg, Micah			☐	☐
0007418	Islas, Allan			☐	☐
0007092	King, Aaron			☐	☐
0019295	Lai, Timothy			☐	☐
0018562	Makshanoff, Jordyn			☐	☐
0005469	McLaughlin, Samon			☐	☐
0006264	Naderi, Keyur			☐	☐
1020887	No, Caylin			☐	☐
0010232	Osborne, Nicholas			☐	☐
1025091	Pina-Muro, Andrew			☐	☐
0014111	Segal, Douglas			☐	☐
0014146	Sirajuddin, Sydney			☐	☐
0014236	Sneary, Timothy			☐	☐
0012294	Wong, Sari			☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐

Total Students: 21

Step 5 – Create and Save Report Settings

Report options may be saved for use in the future. This saves time as users don't have to recreate the setup each time they want to run the report. To save your report settings click **Report Sets**.
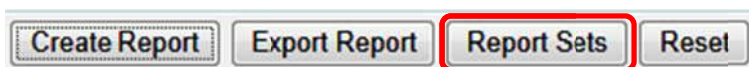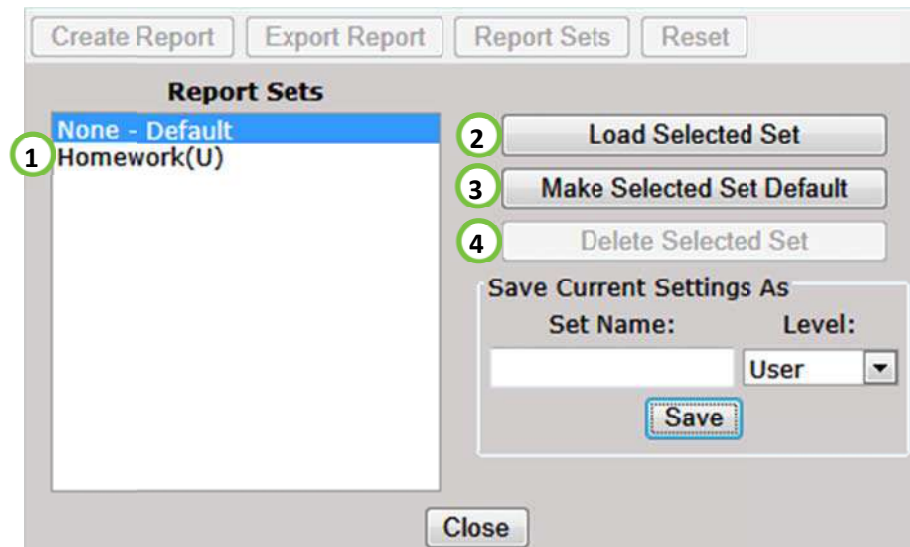
A Report Sets window should be displayed:
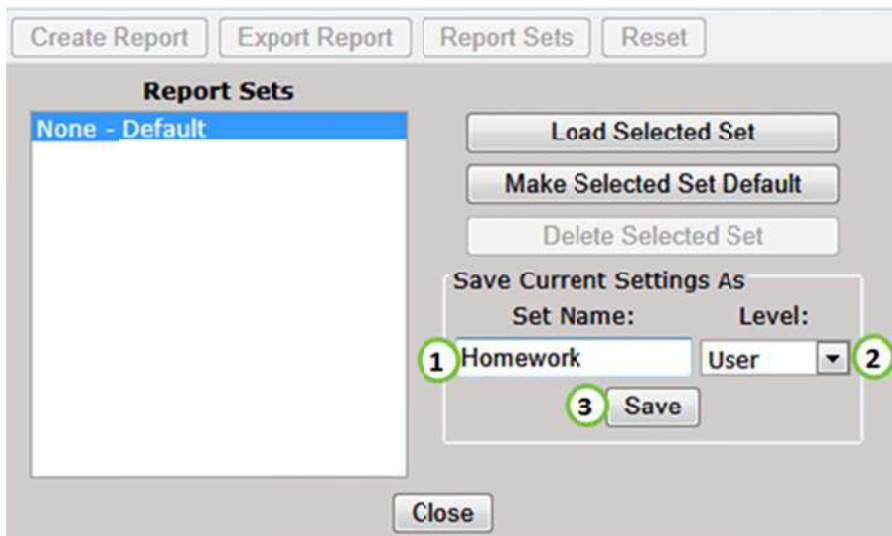
1. Type a Set Name in the Save Current Settings As box.
2. Select a setting Level (User, School or District).
3. Click **Save**.

Step 6 - Using a Report Set

Once a report set has been saved, it will appear in the Report Sets box:

1. Select the set from the Report Sets list.
2. Click **Load Selected Set**.
3. Saved settings can be set as the default by clicking **Make Selected Set Default**.
4. Click **Delete Selected Set** to delete the report set.