**Grade Book Task Summary Sheet**

The Grade Book Task Summary Sheet report provides an at-a-glance view of all assignment scoring in a class which can be printed or exported to Excel. Numeric or Grade value scores earned by students are printed for all Tasks or for a selected Category of tasks.

Students are displayed in a roster format on the left-hand side and their scores for each assignment are displayed in a columnar format, chronologically from most recent to previous. The points possible are also displayed in the column headers.

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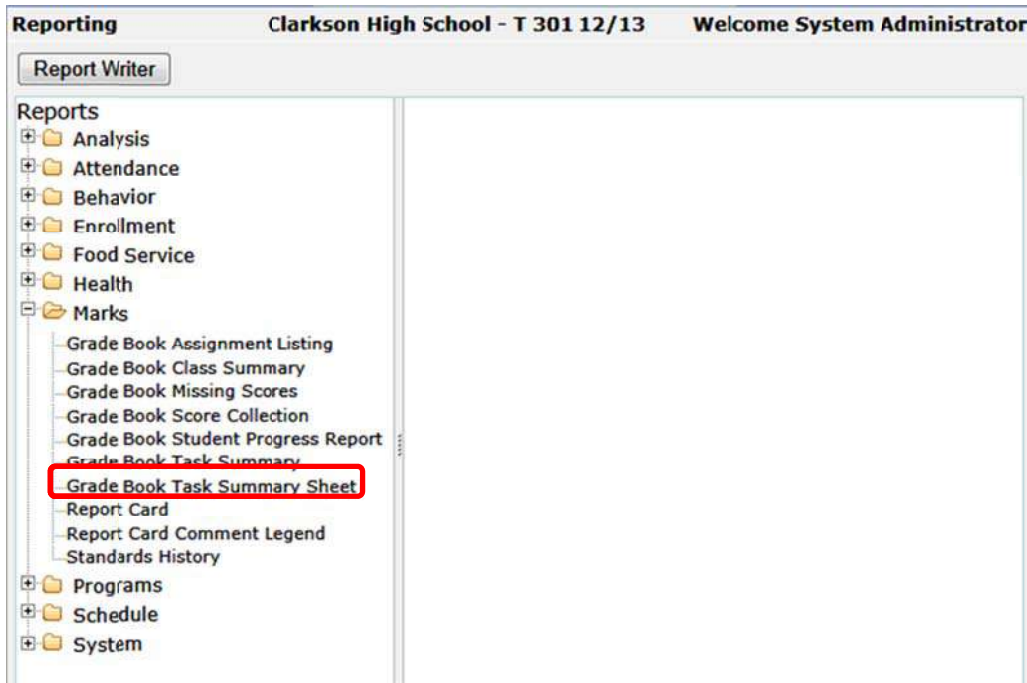- Download this document (PDF)

**Step 1 – Accessing the Grade Book Task Summary Sheet report**
The Grade Book Task Summary Sheet report is located on the Marks menu.

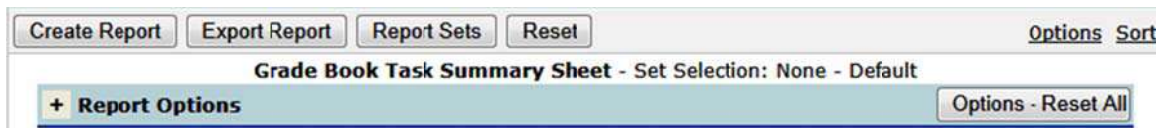1. To access the report, hover over the Marks menu and single click **Reports**.

2. Select Grade Book Task Summary Sheet 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 Task Summary Sheet report provides the following options:



1. Title – include a custom title or leave at its default title
2. Teacher – select a desired teacher.
   **NOTE**: Only teachers who have set up their grade book will be available.
3. Period/Class – select a desired class.
   **NOTE**: Only classes who have at least one grade book assignment will be available.
4. Mark Type – from the selected class, select the desired Mark Type that will be summarized on the report.
5. Category – select a category associated to the selected Mark Type.  **NOTE**: if All Mark Types option is selected, only the All Categories will be available.
6. Show – select All Students scheduled in class or Actively Enrolled Students.
7. Print – select how student(s) will be identified.  By default, both the Student Name and ID# will be printed.  For confidentiality purposes, students can alternatively be identified by ID or Row Number.
8. Grid Options:
   a. Type – print report with assignments within the selected Begin and End Dates or a blank collection form for manual entry of scores.

b. Begin and End Dates – manually enter or select assignment due dates to include.
c. Print Blank Columns in Extra Space – include column fillers to the right-hand side of the spreadsheet which can be used for manually entering other assignment scores. Blank assignments will have numbered headers which will correspond to the Legend at the end of the report.
d. Base Current Grade By: calculate current grade by the included assignments or by desired term. **NOTE**: when selecting the Term option, a Term drop-down list will become available for you to select a specific term.
9. Includable fields:
a. Hidden Scores – include scores for assignments by the teacher as hidden.
b. Current Overall Grades – include student(s) current letter grade in class.
c. Current Overall Percentages – include student(s) current percentage in class.
d. Task Averages – include the current average percentage score earned by each student.
e. Count As Codes (Scoring Options) – display scoring option codes adjacent to the applicable scores.
f. Show Scores with Count As Values Applied – adjust original scores by the scoring options applied.
g. Count As (Score Options) Legend – include a legend with associated scoring option codes.
h. Assignment Legend – include a legend of the Assignment short descriptions used in the column headers.
10. Sort Results By – sort by either the Print option selected or by the student's task score (by descending score).

## Step 3 – Creating and Exporting Report

Once you have selected the Report Options and set your Sort, you can create or export the report.

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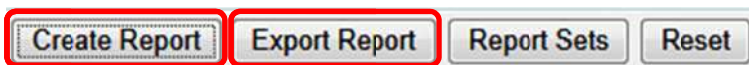
1. Click **Create Report** to open a pdf version of your report.
2. Click **Export Report** to export and save your report as an Excel file.

# Grade Book Task Summary Sheet Report

## Grade Book Task Summary Spreadsheet
### Clarkson High School

**Class: RG61Y-1 - Computer Graphics**
**Period: 02**

Academic Grades for Assignments from 8/20/2012-11/5/2012

**Teacher: Cortese, Henry (166)**
**Assignments From: 08/20/2012 - 11/05/2012**

| Student (Ident) | 8/20-11/5 Current Grade | H02 821/12 5 | Q01 8/22/12 10 | H03 8/23/12 5 | H04 8/24/12 0 N | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Bautista, Sean M (0017538) | B- (82%) | 5 | 7 | 5 | | | | | | | | | | | | |
| Byer, Santino M (0009063) | C (76%) | 2 | 8 | 5 | | | | | | | | | | | | |
| Cadore, Alexander T (0014263) | B (86%) | 3 | 9 | 5 | | | | | | | | | | | | |
| Cantrill, Mark T (0009062) | A+ (100%) | 5 | 10 | 5 | | | | | | | | | | | | |
| Chen, Kristoffer (1022102) | A- (90%) | 4 | | 5 | | | | | | | | | | | | |
| Cruz, Aaron J (1020068) | A (94%) | | 9 | 5 | | | | | | | | | | | | |
| Feinberg, Micah (0012194) | C- (72%) | 2 | 8 | 4 | | | | | | | | | | | | |
| Islas, Allan J (0007416) | D- (60%) | 5 | 4 | 4 | | | | | | | | | | | | |
| King, Aaron J (0007092) | F (58%) | 4 | 5 | 3 | | | | | | | | | | | | |
| Lai, Timothy (0019295) | D- (62%) | 3 | 5 | 5 | | | | | | | | | | | | |
| Macias, Roberto C (0016526) | B (86%) | | 9 | 4 | | | | | | | | | | | | |
| Makshanoff, Jordyn G (0018562) | I (46%) | 2 | 5 | | | | | | | | | | | | | |
| McLaughlin, Samon M (0005469) | C (76%) | | 6 | 5 | | | | | | | | | | | | |
| Naderi, Keyur (0006264) | C (76%) | 5 | 8 | 2 | | | | | | | | | | | | |
| No, Caylin (1020887) | B- (82%) | 4 | 9 | 3 | | | | | | | | | | | | |
| Osborne, Nicholas W (0010232) | B (84%) | 3 | 10 | | | | | | | | | | | | | |
| Pina-Muro, Andrew W (1025091) | F (58%) | 5 | 5 | 2 | | | | | | | | | | | | |
| Segal, Douglas R (0014111) | B (84%) | 4 | 8 | 5 | | | | | | | | | | | | |
| Sirajuddin, Sydney (0014146) | C (74%) | 3 | 7 | 5 | | | | | | | | | | | | |
| Sneary, Timothy R (0014236) | D- (60%) | 2 | 6 | 4 | | | | | | | | | | | | |
| Wong, Sari (0012294) | D (66%) | | 7 | 3 | | | | | | | | | | | | |
| Albert, Travon (0016891) - TA | (0%) | | | | | | | | | | | | | | | |
| **Total Students: 22** | **Averages:** | **3.5** | **7.2** | **4.1** | | | | | | | | | | | | |

Assignment Heading Notations:   E = Extra Credit | N = Not Graded

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## Grade Book Task Summary Spreadsheet
### Clarkson High School

**Class: RG61Y-1 - Computer Graphics**
**Period: 02**

**Teacher: Cortese, Henry (166)**
**Assignments From: 08/20/2012 - 11/05/2012**

### Count As (Scoring Options) Legend

| Code | Description | % of Entered Value | Ignore Assignment |
|---|---|---|---|
| ** | Dropped Score | | X |
| L | Late Submission | 50% | |

### Assignment Legend

| Short Description | Date Due | Category | Description | Pts Poss | Task Wt | Extra Credit | Graded |
|---|---|---|---|---|---|---|---|
| H02 | 8/21/2012 | Homework | H02: Computer Hardware & Software | 5 | 1 | | X |
| Q01 | 8/22/2012 | Quiz | Q01: Quiz #1 | 10 | 1 | | X |
| H03 | 8/23/2012 | Homework | H03: Graphics Medium | 5 | 1 | | X |
| H04 | 8/24/2012 | Homework | H04: Storyboard Designs | 0 | 1 | | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |

## Step 4 – 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**.
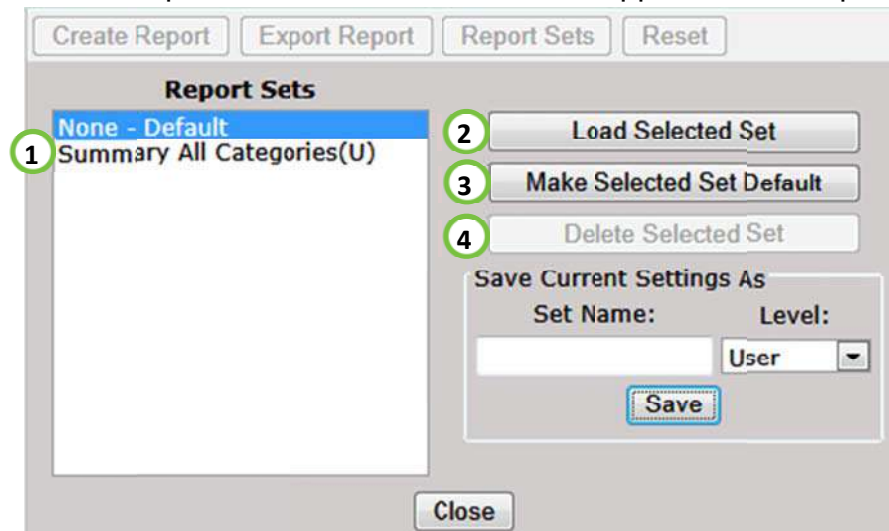


A Report Sets window should be displayed:
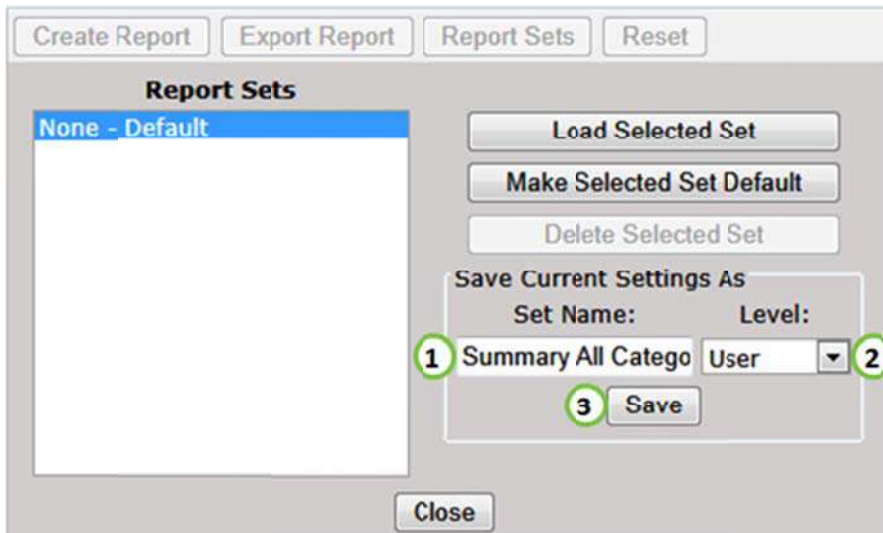


1. Type a Set Name in the Save Current Settings As box.
2. Select a setting Level (User, School or District).
3. Click **Save**.

## Step 5 - 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.