

Classic Reports		
Report	Purpose	Options
<b>Class Progress</b>	This is a Classic style report, which only works for traditional teachers' classes using the Default or Custom Setup 1 grading scale. If you are trying to run a report for a teacher's class using standards-based grading, please use the Report Builder report. The Class Progress Report displays assignment type averages, assignment assessment marks and class averages for an individual teacher's class in a reporting period	<ul style="list-style-type: none"> <li>• School*</li> <li>• Teacher*</li> <li>• Class*</li> <li>• Quarter*</li> <li>• Assignment type averages</li> <li>• Assignments</li> <li>• Sort order</li> <li>• Columns per page*</li> </ul>
<b>Daily ProgressBook Attendance</b>	Displays daily student absences by homeroom.	<ul style="list-style-type: none"> <li>• School*</li> <li>• Date</li> </ul>
<b>Gradebook Summary Report - Elementary</b>	Displays students' marks including letter grades and percentages for all their classes. The report also displays daily attendance.	<ul style="list-style-type: none"> <li>• School*</li> <li>• Report Card*</li> <li>• Course*</li> <li>• Class</li> <li>• Period*</li> </ul>
<b>Ineligibility</b>	Displays students who are ineligible to participate in activities based on grade point average.	<ul style="list-style-type: none"> <li>• School*</li> <li>• Grade Level</li> <li>• Activity Codes or Groups*</li> <li>• Activities</li> <li>• Students</li> <li>• Quarter*</li> <li>• Filter criteria by GPA*</li> </ul>
<b>Lesson Plan</b>	Displays lesson plan summaries as well as standards taught or not taught.	<ul style="list-style-type: none"> <li>• School*</li> <li>• Teacher*</li> <li>• Class*</li> <li>• Quarter or Date Range*</li> <li>• Detail</li> <li>• Summary</li> <li>• Content Taught</li> <li>• Content Not Taught</li> </ul>
<b>Lunch Count</b>	Displays daily lunch counts.	<ul style="list-style-type: none"> <li>• School*</li> <li>• Date*</li> <li>• Summary or Detail view*</li> </ul>
<b>Missing Assignment</b>	This is a Classic style report, which now only works for traditional classes using the Default or Custom Setup 1 grading scale. If you are trying to run a report for a class using standards-based grading, please use the Report Builder report. The Missing Assignment Report lists missing assignments by student or assignment.	<ul style="list-style-type: none"> <li>• School*</li> <li>• Teacher*</li> <li>• Class*</li> <li>• Quarter*</li> <li>• Quarter or Date Range*</li> </ul>

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<b>Period Attendance</b>	Provides period attendance information.	<ul style="list-style-type: none"> <li>• School*</li> <li>• Quarter or Date Range*</li> <li>• Grade Level</li> <li>• Student</li> <li>• Basic Report or Group by Student/Class/Date, Student/Date/ Class, Teacher/Class/Date/Student*</li> <li>• Filter criteria by Attendance Codes*</li> </ul>
<b>Period Attendance Audit</b>	Lists classes for which period attendance was taken or not taken.	<ul style="list-style-type: none"> <li>• School*</li> <li>• Teacher*</li> <li>• Date Range*</li> <li>• Sort by Date or Teacher*</li> <li>• Period attendance taken or not taken</li> </ul>
<b>Parent Access Login Activity Audit</b>	Displays last time parents and students logged on to the Parent/Student Access Web Site, or those who have never logged on.	<ul style="list-style-type: none"> <li>• School*</li> <li>• Grade Level</li> <li>• Student</li> <li>• Quarter or Start Date*</li> <li>• Parents logged in or never logged in</li> <li>• Students logged in or never logged in</li> </ul>
<b>Post Homework &amp; Marks to Web Audit</b>	Displays assignments which have or have not been posted to the Homework and/or Progress Details Web pages.	<ul style="list-style-type: none"> <li>• School*</li> <li>• Date Range</li> <li>• Homework posted or not posted*</li> <li>• Marks posted or not posted*</li> <li>• Summary or Detail view*</li> </ul>
<b>Potential Skip</b>	Identifies students marked present for daily attendance but absent for a specific class.	<ul style="list-style-type: none"> <li>• School*</li> <li>• Grade Level</li> <li>• Student</li> <li>• Block</li> <li>• Date or Date Range*</li> <li>• Sort by Student or Date*</li> <li>• Attendance code criteria*</li> </ul>
<b>Report Card Verification</b>	Lists teachers who have not entered report card grades.	<ul style="list-style-type: none"> <li>• Report Card</li> </ul>
<b>Staff Attendance Audit</b>	Lists homerooms or classes for which daily attendance was taken or not taken.	<ul style="list-style-type: none"> <li>• School*</li> <li>• Homeroom attendance taken, not taken or All</li> <li>• Date*</li> </ul>

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<b>Student Progress</b> <b>Student Progress by Assessments</b>	Displays assignment details, teacher comments, and attendance for a student.	<ul style="list-style-type: none"> <li>• School*</li> <li>• Grade level</li> <li>• Student</li> <li>• Quarter*</li> <li>• Report Features:               <ul style="list-style-type: none"> <li>• Class alias</li> <li>• Class average</li> <li>• Daily and/or Period attendance</li> <li>• Daily comments</li> <li>• Teacher comments</li> <li>• Duplex printing</li> <li>• Hide assignments</li> <li>• Hide Averages</li> <li>• Hide exempt</li> <li>• Parent signature line</li> <li>• Posted to Parent Access</li> <li>• Points missing</li> <li>• Student ID</li> </ul> </li> </ul>
<b>Attendance Detail Year to Date</b> (To access, click the Calendar icon for the student, and then click the <a href="#">Print</a> link on the Absences by Student Calendar window.)	Displays a student's absences for the year with attendance codes, reason, notes, and arrival/dismissal times.	None
<b>Absence Queue</b> (To access, click the <a href="#">Print the Queue</a> link.)	Displays unresolved absences by grade and homeroom.	<ul style="list-style-type: none"> <li>• Grade Level Sort Order</li> <li>• Homeroom Sort Order</li> <li>• Student Sort Order</li> <li>• All, Done or Not Done Status*</li> </ul>
<b>Daily Audit</b> (To access, click the <a href="#">Daily Audit Rpt</a> link.)	Displays all additions and modifications made to the Absence Queue.	<ul style="list-style-type: none"> <li>• School*</li> <li>• Grade Level Sort Order</li> <li>• Homeroom Sort Order</li> <li>• Student Sort Order</li> </ul>

Report Builder Reports		
Report	Purpose	Options
<b>Class Assignment Marks Admin</b>	For Default and Custom Setup 1 teachers' classes, the report displays class assignment mark information for individual or multiple teachers' classes in individual or multiple reporting periods, and for Custom Setup 2 teachers' classes, it displays class assignment assessment mark information for individual or multiple teachers' classes in individual or multiple reporting periods.	<ul style="list-style-type: none"> <li>• Teacher(s)*</li> <li>• Report Period(s)*</li> <li>• Include Hidden Student(s)*</li> <li>• Refer to <i>Class Assignment Marks Quick Reference</i> for more options.</li> </ul>
<b>Class Progress Standards Based Admin</b>	Displays assignment type averages, assignment assessment marks and class averages for an individual teacher's class in a reporting period. If you are trying to run a Class Progress Report on a class using traditional grading, please use the Class Progress Report in the Classic Report list.	<ul style="list-style-type: none"> <li>• Teacher*</li> <li>• Periods*</li> <li>• Refer to <i>Class Progress Standards Based Quick Reference</i> for more options.</li> </ul>
<b>Homework and Marks Posted to Parent Access Admin</b>	Displays assignments and assignment types for a school grouped by teacher and class within a date range with an indication of whether or not marks are posted to the ParentAccess Web site.	<ul style="list-style-type: none"> <li>• School Name*</li> <li>• Start Date*</li> <li>• End Date*</li> <li>• Publish Marks to Web?*</li> <li>• Published Assignment to Homework?*</li> <li>• Refer to <i>Homework and Marks Posted to Parent Access Quick Reference</i> for more options.</li> </ul>
<b>Missing Assignments Standards Based Admin</b>	Displays missing assignment information for individual and multiple teachers' classes in individual and multiple reporting periods. For assignments to be included in this report, teachers must have designated assignments as missing on the Assignment Marks screen. If you are trying to run a Missing Assignment Report on a class using traditional grading, please use the Missing Assignment Report in the Classic Report list.	<ul style="list-style-type: none"> <li>• Teacher(s)*</li> <li>• Reporting Periods*</li> <li>• Include Hidden Students*</li> <li>• Refer to <i>Missing Assignments Standards Based Quick Reference</i> for more options.</li> </ul>

Report Builder Reports		
<b>Report Card Marks Admin</b>	<p>Provides numerous options for presenting report card information for individual or multiple teachers' class(es). While this report is designed similarly to secondary report cards, it can also be used to view report card grades for elementary classes. For example, you can apply specific filter options to create a report that displays students with grades above or below a grade threshold.</p>	<ul style="list-style-type: none"> <li>• Report Card*</li> <li>• Teacher(s)*</li> <li>• Reporting Period(s)*</li> <li>• Include Hidden Student(s)*</li> <li>• Refer to <i>Report Card Marks Quick Reference</i> for more options.</li> </ul>
<b>Student Demographics</b>	<p>Provides numerous options for displaying student demographic information for individual or multiple teachers' classes, class groups or homerooms.</p>	<ul style="list-style-type: none"> <li>• Schools*</li> <li>• Refer to <i>Student Demographics Quick Reference</i> for more options.</li> </ul>
<b>YTD (Year to Date) Final Grade Admin</b>	<p>Provides numerous options for displaying year to date grade information for students in a teacher's class or class group. The YTD Final Grade Report can only be used on classes where the YTD Grade calculation has been enabled on the report card for the class. This report cannot be used on classes using standards-based grading.</p>	<ul style="list-style-type: none"> <li>• Teacher(s)*</li> <li>• Refer to <i>YTD (Year to Date) Final Grade Quick Reference</i> for more options.</li> </ul>

## Absence Queue

The Absence Queue lists all the students that have been marked absent or tardy in daily attendance. This screen is used daily to reconcile student absences by adding reason codes, adding notes from parents, recording phone calls to the parents, etc. Student records remain in the Absence Queue until they have been resolved and marked "Done."

## Attendance by Student List

The Attendance by Student List is used to display students and edit attendance codes. When a student does not display in the Absence Queue, an attendance administrator can enter the appropriate code so the student displays in the Absence Queue.

### Search Options

- School\*
- Year\*
- Calendar\*
- Student Name
- Student ID
- Homeroom/Class
- Grade
- Absence Status

## View Teacher's Grade Book

This feature allows a principal to view, but not edit, a teacher's Grade Book.

### Search Options

- School\*
- Teacher Last Name
- Teacher ID
- Course

### Content Viewed

- Assignments & Marks
- Assignments mapped to report card assessments
- Current Averages
- Missing Assignments
- Daily Comments
- Period Attendance

## Absence Queue Icons

Icon	Description
	Opens Contact Tracking window to insert new contact information.
	Opens Contact Tracking window to edit existing contact information.
	Opens Update Absence Info window to enter absence contact information.
	Opens Update Absence Info window to edit existing absence contact information.
	Opens Absences by Student Calendar window.
	Opens Absence Comments window to insert new comment.
	Opens Absence Comments window to edit existing comment.
	Opens Class Attendance window to edit period attendance by class or by block for a student.
	Opens Delete from Queue window to delete a record from the queue.

## Grade Book Grid Symbols, Codes, Icons, Colors

Symbol/Code	Description	Color
?	Missing Assignment	Aqua
!	Excluded Assignment	Gray
!!	Excluded Assignment, Posted to Web	Orange
d	Past Due Assignment	Yellow
L	Excluded as Lowest Mark	Fuchsia
L!	Excluded as Lowest Mark, Posted to Web	Green
t	Late Assignment	Light Beige
	Parent Access alert regarding student progress was sent	Yellow icon
	Parent Access alert regarding student progress was viewed on Web	Green icon

**Views** – Daily Comments or Period Attendance, filter assignments by type or report card assessments.