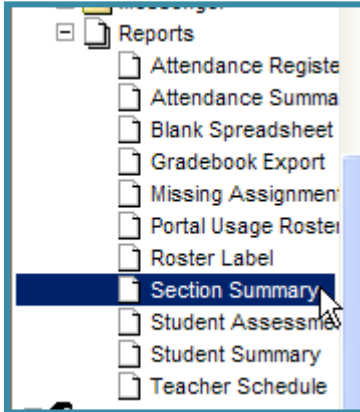
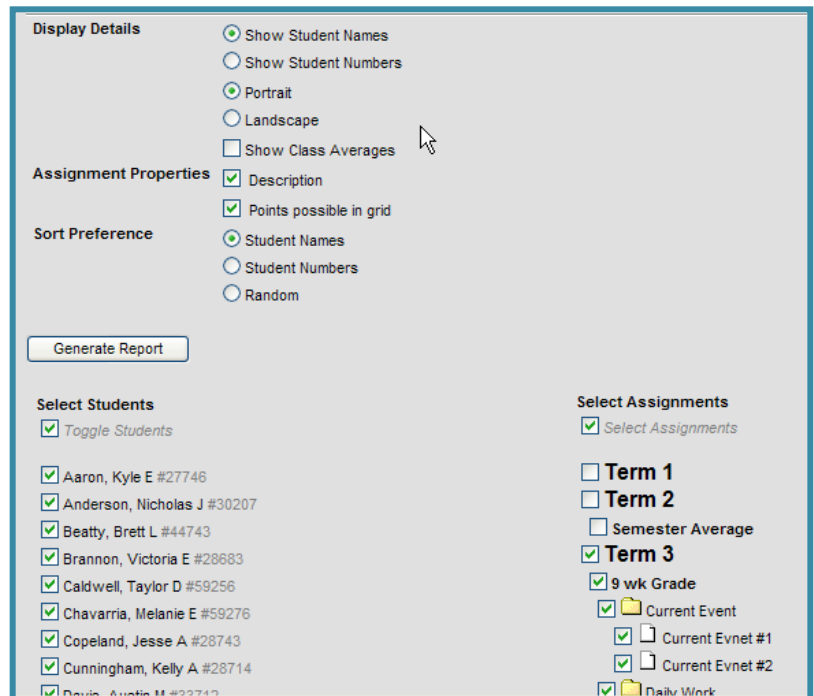


Section Summary Report

This report displays all selected assignments and students in a grid.



Expand Reports under Instruction by clicking the plus sign [+].
Select Section Summary.



The configuration window includes the following sections:

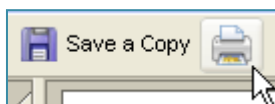
- Display Details:**
 - Show Student Names
 - Show Student Numbers
 - Portrait
 - Landscape
 - Show Class Averages
- Assignment Properties:**
 - Description
 - Points possible in grid
- Sort Preference:**
 - Student Names
 - Student Numbers
 - Random
- Generate Report** (button)
- Select Students:**
 - Toggle Students
 - Aaron, Kyle E #27746
 - Anderson, Nicholas J #30207
 - Beatty, Brett L #44743
 - Brannon, Victoria E #28683
 - Caldwell, Taylor D #59256
 - Chavarria, Melanie E #59276
 - Copeland, Jesse A #28743
 - Cunningham, Kelly A #28714
 - Davis, Austin M #22742
- Select Assignments:**
 - Select Assignments
 - Term 1
 - Term 2
 - Semester Average
 - Term 3
 - 9 wk Grade
 - Current Event
 - Current Evnet #1
 - Current Evnet #2
 - Daily Work

Choose the options you would like to use:

- You may choose all or select a few
- Display Details** - Portrait and Landscape refer to the orientation of the report on the paper. Landscape will be a good choice when you have entered lots of grades. Show Class Average will display the class average for each assignment
- Assignment Properties** – If you select Description, the report will include the Description of the assignment you entered into the Lesson Planner. Points Possible in grid will include the points possible for the assignment in a row at the top of the student grade grid.
- Sort Preference** – Choose how you want the grid organized, by Student alphabetically, by Student Number or Random.

Before clicking generate report, scroll down to make sure all students to be included the report have a check by their names. Each assignment must also have a check in order to be included in the report. Removing a check will leave the student or the assignment off the report.

Click the **Generate Report** button.



Your two page report will open as a new window in Adobe Acrobat Reader. The report may be printed or saved by using the toolbar just above the document.