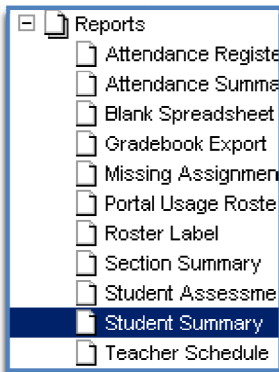


Student Summary Reports

Use this report to print out student grades. You can print them out:

- Student Summary Only – Multiple Students Per Page
- Student Summary Only – One Student Per Page
- Show Assignment Detail – This shows detailed information on each assignment that you have in your Gradebook. You may choose which options you want to show on the report.



To access this report, click the (+) next to **Reports** under the *Instruction* heading.

Click on Student Summary Reports

Page Printing Options

As mentioned above, select how you want to print your report. If you want to print out assignments with grades, select – Show Assignment Detail.

Extra Items – other information you may want on your report

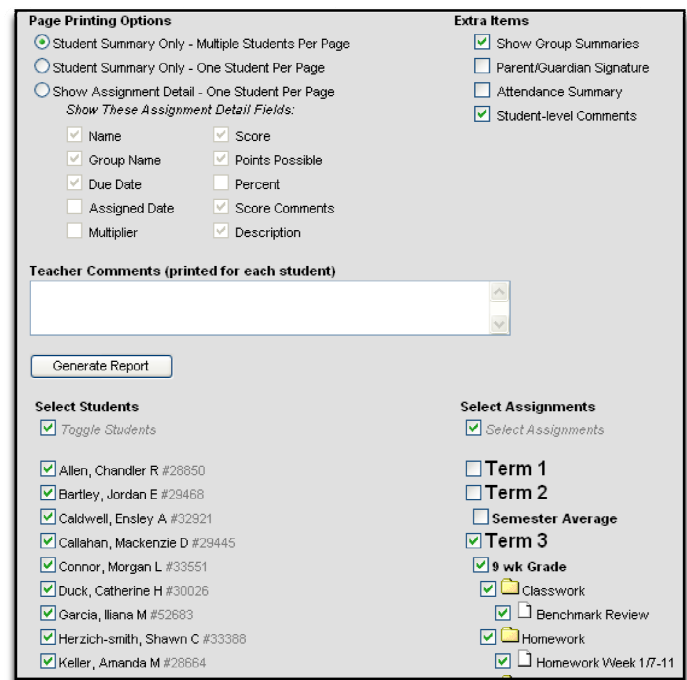
Select students – choose the students you want to print the report for. **Toggle Students** – this check box will either select all if checked or deselect all when unchecked.

Select Assignments – check the boxes of the assignments you want to show on the report.

Click **Generate Report**.

An Adobe PDF file will open. You can either print the document or save it so you can email individual ones to parents.

Sample of Student Summary – no assignments (This is an example of the first two options.)



Page Printing Options

Student Summary Only - Multiple Students Per Page
 Student Summary Only - One Student Per Page
 Show Assignment Detail - One Student Per Page

Show These Assignment Detail Fields:

Name Score
 Group Name Points Possible
 Due Date Percent
 Assigned Date Score Comments
 Multiplier Description

Teacher Comments (printed for each student)

Generate Report

Select Students

Toggle Students
 Allen, Chandler R #28850
 Bartley, Jordan E #29468
 Caldwell, Ensley A #32921
 Callahan, Mackenzie D #29445
 Connor, Morgan L #33551
 Duck, Catherine H #30026
 Garcia, Iliana M #52683
 Herzich-smith, Shawn C #33388
 Keller, Amanda M #28664

Select Assignments

Select Assignments
 Term 1
 Term 2
 Semester Average
 Term 3
 9 wk Grade
 Classwork
 Benchmark Review
 Homework
 Homework Week 1/7-11

Extra Items

Show Group Summaries
 Parent/Guardian Signature
 Attendance Summary
 Student-level Comments

Grade Summary			
Key: ** Group excluded from grade calculation			
Term 3 - 9 wk Grade		83.33%	83
Test/Quizzes (20%)	0/0	0%	
Classwork (15%)	10/10	100%	
Homework (15%)	20/30	66.7%	
Warm-up (10%)	0/0	0%	