

Window

Information

Accessing Classroom Reports



Classroom-related reports are located within the **Instruction** folder in the **Reports** section. Click the plus (+) sign next to the reports header to access and generate these reports.

Classroom reports are only available to those users who have been assigned a course section to teach.

It is best to have a calendar and section selected from the dropdown list before generating these reports.

Generating the Attendance Register Report



1. Select the **Attendance Register** report. A gray screen will appear describing this report.
2. Select the **Term** number from the drop-down list for which to generate this report.
3. Click the **Generate Report** button.

The report will open in a PDF (Adobe) format, listing each student in the chosen section and what days the students were absent.

ID	Student Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
1100	Andres, Maria																					
2040	Barnes, Kaitlyn																					
9024	Carroll, Jessica M																					
10176	Darr, Tracy																					
14100	Davis, Jacob A																					
10160	Hill, Daltry																					
9058	Jacobs, Jacob A																					
21018	Johanson, Heather																					
9811	Lee, Ryan																					
9811	Lynch, James																					
9811	Lee-Sims, Ruth W																					
9177	Mata, Annelise																					
9025	Mundy, Kaitlyn J																					
9684	Nelson, Adam																					
9124	Ortiz, Jacob S																					
9643	Rasmussen, Tucker																					
91	Rogge, Tandy J																					
17884	Sells, Jacob A																					
11023	Swanson, Abby																					
10176	Stolt, Kay																					
10288	Walters, Cam D																					
10581	Tang, Rash																					
10581	Trebb, Karl J																					

At the bottom of the page is a legend describing what each mark means. These marks are also defined below:

- A dash (-) indicates that the student was not in the class on that day or was not enrolled in the school on that day.
- A tardy (T) mark will appear in the days where the student was late to class.
- An absent (A) mark will appear in the days where the student did not attend class.

A gray bar in the day listing indicates that this day is a non-school day or a weekend.

Generating the Attendance Summary Report



1. Select the **Attendance Summary** report. A gray screen will appear describing this report.
2. Select the **Term** number from the drop-down list for which to generate this report.
3. Click the **Generate Report** button.

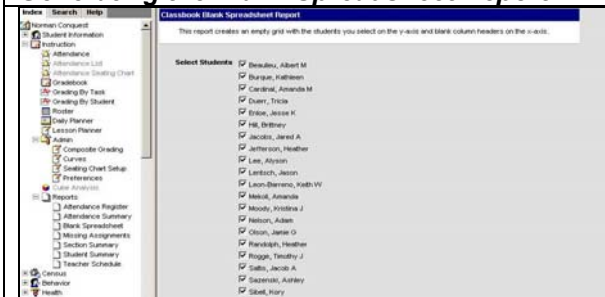
Section Roster Attendance Summary

Student	AE	AU	AX	Total Absent	Tardy
Beaulieu, Albert M Grade: 11 #1504 Term:1	0	1	0	1	3
Burque, Kathleen Grade: 11 #2547 Term:1	0	0	0	0	1
Cardinal, Amanda M Grade: 11 #5614 Term:1	5	5	1	10	0
Duerr, Tricia Grade: 11 #10116 Term:1	1	0	0	1	0
Ellis, Jesse Kathryn Grade: 11 #17436 Term:1	0	0	0	0	0
Hill, Brittany Grade: 11 #15160 Term:1	1	0	0	1	0
Jacobs, Jared A Grade: 11 #9008 Term:1	1	0	0	1	0
Jefferson, Heather Grade: 11 #2501 Term:1	0	0	0	0	1
Lee, Alyson Grade: 11 #9746 Term:1	0	0	0	0	0
Lentoch, Jason Grade: 11 #9811 Term:1	0	1	0	1	0
Leon-Barnes, Keith W Grade: 11 #9533 Term:1	0	0	0	0	0
Makol, Amanda Grade: 11 #9777 Term:1	0	0	0	0	0
Moody, Kristina J Grade: 11 #9023 Term:1	0	0	0	0	0
Nelson, Adam Grade: 11 #9544 Term:1	0	0	0	0	0
Olson, Jamie Grad Grade: 11 #9724 Term:1	0	0	0	0	0
Randolph, Heather Grade: 11 #9550 Term:1	0	0	0	0	0
Rogge, Timothy J Grade: 11 #97 Term:1	0	0	0	0	0

The report will open in a PDF (Adobe) format, listing each student in the chosen section and what types of attendance marks that student has received.

The columns are based on the attendance codes that have been set up for the school (AE = Absent Excused, etc.). There is also a **Total Absent** column and a **Tardy** column.

Generating the Blank Spreadsheet Report



1. Select the **Blank Spreadsheet** report. A gray screen will appear, listing the students in this section and a check mark next to each name.
2. Select the students to show on the report, by putting a checkmark by each student's name. Every student is checked by default.
3. Click the **Generate Report** button.

Classbook Blank Spreadsheet Report

Student	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12	Column 13	Column 14	Column 15	Column 16	Column 17	Column 18	Column 19	Column 20	
Beaulieu, Albert M #1504																					
Burque, Kathleen #2547																					
Cardinal, Amanda M #5614																					
Duerr, Tricia #10116																					
Ellis, Jesse K #17436																					
Hill, Brittany #15160																					
Jacobs, Jared A #9008																					
Jefferson, Heather #2501																					
Lee, Alyson #9746																					
Lentoch, Jason #9811																					
Leon-Barnes, Keith W #9533																					

The report will open in a PDF (Adobe) format, listing each student on the y-axis and blank column headers on the x-axis.

Generating the Missing Assignments Report



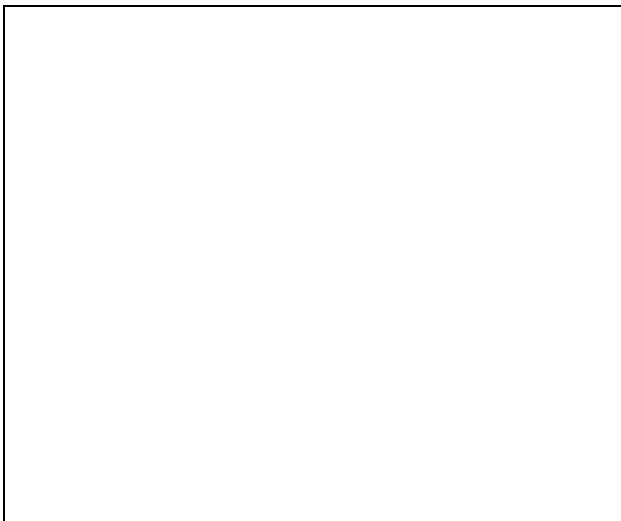
1. Select the **Missing Assignments** report.
2. Select or unselect the **Grade Summary** (overall percentage) or **Group Summary** (percentage by group) or both.
3. Select the **Grade Detail** option to show the letter grade. Unselect this option to not show the letter grade.
4. Select which items to show of the **Assignment Properties**. Options are *Name*, *Score*, *Group Name*, *Points Possible*, *Due Date*, *Percent*, *Assigned Date*, *Score Comment* and *Weight*.
5. Select **Extra Items** to include on the report: *Parent/Guardian Signature*, *Attendance Summary*, and *Student-level comments*.
6. If desired, enter any *Teacher Comments*. These comments will show on each page of

Course: 1201-4 Medieval History 11
Teacher: Norman Conquest
Period: 01

Kathleen Burque
Grade: 11 Student #: 25547
Missing Assignment Report

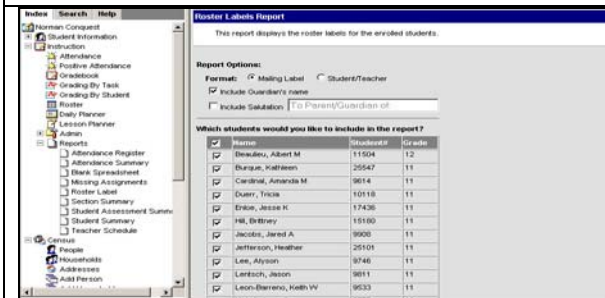
Grade Summary		Term 1 - Trimester Grade		Term 1 - Mid-Tri Grade	
81.6% C		81.6% C		81.6% C	
Homework (25.0%) 95/130		73.1% D		Tests (40.0%) 84/100	
Participation (10.0%) 56/60		93.3% A-		Participation (10.0%) 56/60	

Assignment	Group	Due Date	Pts	Score	Comments
Worksheet 1	Homework	09/09/2004	25	20	
Worksheet 2	Homework	09/14/2004	35	33	
Worksheet 3	Homework	09/16/2004	45	42	
Worksheet 4	Homework	10/19/2004	25	21	Late by two days
Exam 1	Tests	10/04/2004	100	84	
Weeks 1 & 2	Participation	09/17/2004	20	20	
Weeks 3 & 4	Participation	10/10/2004	20	20	
Weeks 5 & 6	Participation	10/15/2004	20	16	



- the report.
- To select specific students for the report, check or uncheck their name as desired.
 - To select specific assignments for the report, check or uncheck the assignment names as desired.
 - Click the **Generate Report** button. The report will list all selected students that have missing assignments. Missing assignments are defined as an empty score for a past due assignment.
- Missing assignments are determined by the due date of the assignment.

Generating the Roster Labels Report



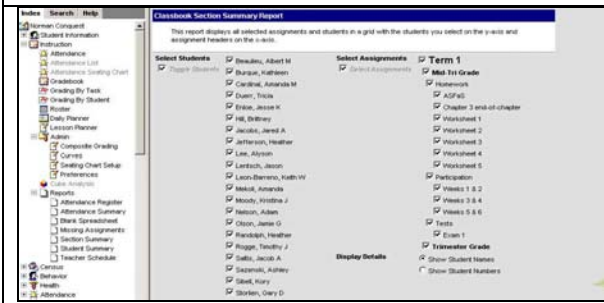
- Select the **Roster Labels** report.
- Select the **Format** of the report – if this is for a mailing label (will print addresses) or if this is student/teacher based (will print student’s name and teacher’s name).
- If this is a mailing label, check or uncheck the box to show the **Guardian’s Name** and/or the **Salutation** of *To the Parent’s Guardian of*.
- Select or unselect the student names to display on the report.
- Click the **Generate Report** button. The report will display in an Adobe (PDF) document with the appropriate settings.

TO PARENT/GUARDIAN OF: ALBERT M BEAULIEU TERESA SLOAN 10530 93RD CIR OTSEGO MN 55330	TO PARENT/GUARDIAN OF: KEITH W LEON-BARRENO LESLIE KILL 7114 JACKSON ST NE FRIDLEY MN 55432-3210	TO PARENT/GUARDIAN OF: GARY D STORLIEN DANIEL PALERMO 3049 CLOVER LEAF PKWY NE BLAINE MN 55434-2571
TO PARENT/GUARDIAN OF: ALBERT M BEAULIEU MICHAEL D BEAM 6312 84TH AVE NE SPRING LAKE PARK MN 55432-1234	TO PARENT/GUARDIAN OF: AMANDA MEKOLI LORI THOMPSON 7013 LAKEVIEW LN NE SPRING LAKE PARK MN 55432-2835	TO PARENT/GUARDIAN OF: RANDI TANG LOREN DUKE MAGNUSON 6664 ONONDAGA ST NE FRIDLEY MN 55432-3537
TO PARENT/GUARDIAN OF: KATHLEEN BURQUE CHANG LONGWORTH 6145 90TH LN NE BLAINE MN 55434-1125	TO PARENT/GUARDIAN OF: KRISTINA J MOODY FRANCIS ULSTAD 579 93RD AVE NE BLAINE MN 55449-5610	TO PARENT/GUARDIAN OF: KARL J THELLIN MARINA NAGGY 9084 HOLLAND LN NE SPRING LAKE PARK MN 55432-1961
TO PARENT/GUARDIAN OF:	TO PARENT/GUARDIAN OF:	TO PARENT/GUARDIAN OF:

The first report picture is of *mailing labels*; the second report picture is of *student/teacher*.

ALBERT M BEAULIEU Teacher: Norman Conquest	KEITH W LEON-BARRENO Teacher: Norman Conquest	GARY D STORLIEN Teacher: Norman Conquest
KATHLEEN BURQUE Teacher: Norman Conquest	AMANDA MEKOLI Teacher: Norman Conquest	RANDI TANG Teacher: Norman Conquest
AMANDA M CARDINAL Teacher: Norman Conquest	KRISTINA J MOODY Teacher: Norman Conquest	KARL J THELLIN Teacher: Norman Conquest
TRICIA DUERR Teacher: Norman Conquest	ADAM NELSON Teacher: Norman Conquest	JACQUELIN N TOVSEN Teacher: Norman Conquest

Generating the Section Summary Report



1. Select the **Section Summary** report. A gray screen will appear, listing the students in this section and a check mark next to each name.
2. Select the students to show on the report, by putting a checkmark by each student's name. Every student is checked by default.
3. Select the **Assignments** to appear on the report.
4. Select the **Display Details – Show Student Names** or **Show Student Numbers**.
5. Click the **Generate Report** button.

1201-4 Medieval History 11 Section Summary Report 01/17/2005 04:04
Norman Conquest Page 1

Group	Name	Due Date	Assigned Date	Weight	PT
1	Homework	ASFA5		1,000	
2	Homework	Chapter 3 and-of-chapter		1,000	
3	Homework	Worksheet 1	09/09/2004	09/09/2004	1,000
4	Homework	Worksheet 2	09/14/2004	09/13/2004	1,000
5	Homework	Worksheet 3	09/16/2004	09/17/2004	1,000
6	Participation	Weeks 1 & 2	09/07/2004		1,000
7	Participation	Weeks 3 & 4	10/01/2004		1,000
8	Tests	Exam 1	10/04/2004		1,000
9	Participation	Weeks 5 & 6	10/15/2004		1,000
10	Homework	Worksheet 4	10/19/2004	10/18/2004	1,000
11	Homework	Worksheet 5	10/29/2004		1,000

The report will open in a PDF (Adobe) format, listing the assignments that were selected to show on the report, the student names and their scores for each assignment.

Generating the Student Assessment Report



This report lists out students' best test results for each selected test. At least one test category, test result and test score must be selected to generate the report. The option page will only list tests that were taken by at least one student in current section.

Student(#)	Grade	Test Name	Test Type	Code	Date	Score	Curve Result	Result
Beaulieu, Albert M(11504)	12	MCA 10 Reading 2003	Reading	MCA10R.03	04/29/2003	1670.0	R3	Failed
exams:0	missing:2	passed:3	failed:1					
		PS1:Literal/Explicit				Raw Score: 9.0	Scale Score: 0.0	
		PS2:Interpretive/Analytical				Raw Score: 18.0	Scale Score: 0.0	
		PS3:Critical/Evaluative				Raw Score: 17.0	Scale Score: 0.0	
		Q71:Main Idea				Raw Score: 11.0	Scale Score: 0.0	
		Q72:Distinguish Fact/Opinion				Raw Score: 4.0	Scale Score: 0.0	
		Q73:Bias, Point of View/Intent				Raw Score: 9.0	Scale Score: 0.0	
		Q74:Analyze/Evaluate				Raw Score: 13.0	Scale Score: 0.0	
		R51:Reading Complex Information				Raw Score: 37.0	Scale Score: 0.0	
		R52:Technical Reading Score				Raw Score: 7.0	Scale Score: 0.0	
		MN BST Mathematics 2001	Math	MSMT.01A	02/08/2001	643.0	PS	Passed
		Chance & Data				Raw Score: 8.0	Scale Score: 0.0	Result: H
		Estimation				Raw Score: 8.0	Scale Score: 0.0	Result: H
		Measurement				Raw Score: 5.0	Scale Score: 0.0	Result: L
		Number Sense				Raw Score: 5.0	Scale Score: 0.0	Result: L

1. Select the **Student Assessment Report**.
2. Select the appropriate tests to show on the report – *state tests*, *national tests* or *district test*. Users can also uncheck specific tests to not show on the report.
3. Determine if detailed test information should show. Detail test information is the items that are scored within the test, i.e., parts of the test and their individual scores.
4. Check or uncheck the result options, to narrow which scores will show on the report.
5. Select a specific score to show on the report, if desired.

Generating the Student Summary Report



1. Select the **Student Summary** report.
2. Select or unselect the **Grade Summary**.
3. Select the **Grade Detail** option to show the letter grade. Unselect this option to not show the letter grade.
4. Select which items to show of the **Assignment Properties**. Options are *Name, Score, Group Name, Points Possible, Due Date, Percent, Assigned Date, Score Comment* and *Weight*.
5. Select **Extra Items** to include on the report: *Parent/Guardian Signature, Attendance Summary, and Student-level comments*.
6. If desired, enter any *Teacher Comments*. These comments will show on each page of the report.
7. To select specific students for the report, check or uncheck their name as desired.
8. To select specific assignments for the report, check or uncheck the assignment names as desired.
9. Click the **Generate Report** button.

The report will open in a PDF (Adobe) format, listing the students and their assignment scores for each term.

Course: 1201-4 Medieval History 11 Teacher: Norman Conquest Period: 01		Albert M Beaulieu Grade: 11.2 Student #: 11504 Student Summary Report		
Grade Summary <i>For individual assignment scores see the Grade Detail section below.</i>				
Term 1 - Trimester Grade		92.99%	A-	
Term 1 - Mid-Tri Grade		88.73%	A-	
Homework (25.0%)	204/230	88.7%		
Tests (40.0%)	96/100	96%		
Participation (10.0%)	55/60	91.7%		
Grade Detail <i>Key: 'M' = Missing 'L' = Late 'C'n' = Cheated</i>				
Term 1 - Mid-Tri Grade				
Assignment	Group	Due Date	Pts Score	Comments
Worksheet 1	Homework	09/09/2004	25 21	
Worksheet 2	Homework	09/14/2004	35 28	
Worksheet 3	Homework	09/16/2004	45 41	
Worksheet 4	Homework	10/19/2004	25 21	
Worksheet 5	Homework	10/29/2004	100 93	
Exam 1	Tests	10/04/2004	100 95	
Weeks 1 & 2	Participation	09/17/2004	20 17	
Weeks 3 & 4	Participation	10/01/2004	20 20	

Generating the Teacher Schedule Report



Click the **Generate Report** button to display the teacher's schedule for the current school year.

04-05 ICHS Tr 7-A 2 Pine Tree Drive, Andes, MN 55112 Generate on 01/17/2005 04:28:02 PM Page 1 of 1		Teacher Schedule Report For Conquest, Norman Staff Number: N/A Email: norman.conquest1960@yahoo.com Total Term: 27 Total Periods: 16 Total Sections: 11 Total Courses: 3	
01	1201-4 Medieval History 11 Norman Conquest Rm: 508 Student Count: 26	2	EMPTY
02	1201-2 Medieval History 11 Norman Conquest Rm: 521 Student Count: 31		
03	1210-5 U.S. History 10 Bourbon, Mar Rm: 523 Student Count: 26		
04	1210-4 U.S. History 10		