

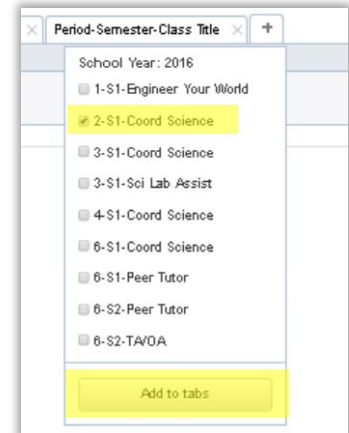
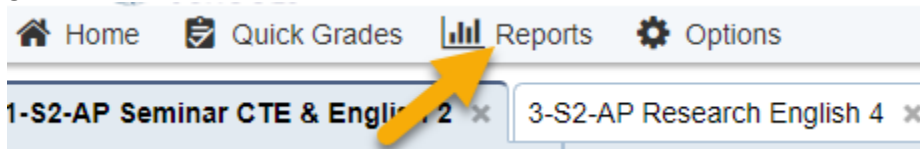
Gradebook Back-up End of Year - Middle and High School

Offices collect paper versions of teacher gradebooks. Each semester is put on file in the office.

To make the end of year turn in of gradebooks easier – teachers can print first semester gradebook reports just after grades are finalized.

In order to run a report for a class – your gradebook has to be visible on the gradebook tab. This may require you to arrow over to the + menu at the far right of your tabs and add hidden gradebooks to your view.

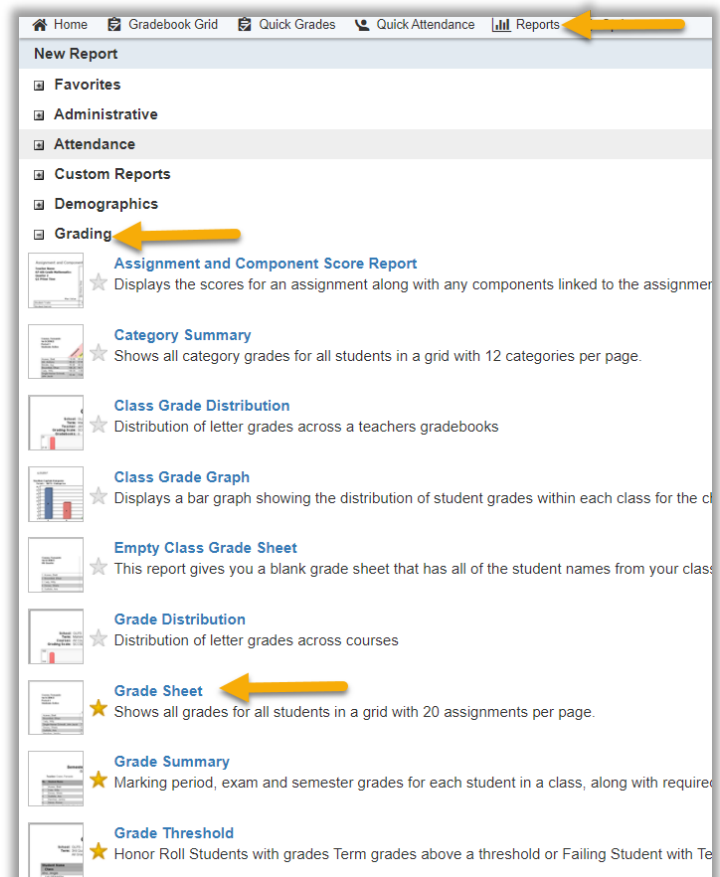
Once you have all gradebook tabs showing – go to your Reports Icon for the gradebook as shown here.



Once in New Reports – select the + for Grading menu to find the report titled “Grade Sheet” – unless you have already saved this report under your Favorites.

From the list find the Report titled <Grade Sheet>. If you select the star and turn it yellow

– this report will appear under your <Favorites> in the future.



Select the class you want to run the report for and then under Students choose All option. This will give you a list of all your active and inactive students.

Printing is class by class – each semester.

1. After un hiding gradebook – select class for report.
2. Terms should be automatically selected
3. Make certain you select the “Active” or “All” button for students
4. Select “All Assignments”
5. Your choice to Show Average
6. Keep public posting unchecked.
7. Grid Font Size – select small since this is simply a reference copy.
8. Do not select letter grade – you will want the numeric in the records.

Note: Set printer to landscape.

Parameters for Grade Sheet

Classes:
Select the class.

School Year: 2016 ▼

- ☒ 1-S2-Sci Lab Assist
- ☐ 2-S2-Coord Science
- ☐ 3-S2-Coord Science
- ☐ 4-S2-Coord Science
- ☐ 6-S2-Coord Science
- ☐ Period-Semester-Class Title

Terms:
Select the Grading Term.

- ☐ Hidden Semester 1
- ☒ Semester 2

Students:
Select the student / students.

- ☐ Active
- ☒ All
- ☐ Passing
- ☐ Failing
- ☐ Select

Assignments:
Select the assignments to include in this report.

- ☒ All Assignments
- ☐ Last 5 Assignments
- ☐ Due Date between

From: 08/27/2017
And: 8/27/2017

Show Averages:
Select whether or not to display the class average for each assignment and result column.

- ☐ Show Averages

Public Posting:
Display students in random order and show student IDs instead of names.

- ☐ Public Posting

Grid Font Size:
Select 'Small' if you want to use a smaller font in order to fit more students on each page.

- ☐ Normal
- ☒ Small

Show Letter Grade:
Select whether or not to display the letter grade for each assignment.

- ☐ Show Letter Grade

Display District Assessments:
Filter to only display District Assessments.

- ☐ Display District Assessments

Preview Print

This report can be run at semester and at end of year to submit to your office.