SKYWARD TEACHER REPORTS

Gradebook:

**Grade Sheet:** ([Gradebook Summary Report]): Displays a table for current 6 or 9 weeks average, progress report grade, and each assignment that has been entered in the gradebook. It’s sorted by students’ *last name, first name*.

- Student Name
- Student ID
- Assignments
- Max Score
- Average Score
- Signature Line

**Grade Sheet:** ([Curr Term;No ID;Assign;Max;Term Mark%;leg on sep pg; 10 font; sig]): Displays a table of current gradebook assignments and grades. It is sorted by students’ *last name, first name*. Report includes:

- Student Name
- Assignments
- Max Score
- Average Score
- Grade Marks (Average)
- Grade Percent
- Signature Line
- **Report Font Size 10**

**Grade Sheet:** ([Curr Term;No ID;Assign;Max;Term Mark%;leg on sep pg; 12 font; sig]): Same report as above, just with a size 12 font. Displays a table of current gradebook assignments and grades. It is sorted by students’ *last name, first name*. Report includes:

- Student Name
- Assignments
- Max Score
- Average Score
- Grade Marks (Average)
- Grade Percent
- Signature Line
- **Report Font Size 12**
Grade Sheet: (Curr Term;No ID;Assign;Max;Term Mark;%;leg on sep pg; 14 font; sig): Same report as above, just with a size 14 font. Displays a table of current gradebook assignments grades, progress report grades, and 6 or 9 weeks averages. It is sorted by students’ last name, first name. Report includes:

- Student Name
- Assignments
- Max Score
- Average Score
- Grade Marks (Average)
- Grade Percent
- Report Font Size 14

Grade Sheet: (Curr Term;No ID;Assign;Legend-Sep Pg;10 Font;No sig): Displays a table of ONLY current gradebook assignment grades. It leaves out progress report and 6 or 9 weeks average. It is sorted by students’ last name, first name. Report includes:

- Student Name
- Assignments
- Report Font Size 10

Grade Sheet: (Curr Term;No ID;Assign;Legend-Sep Pg;12 Font;No sig): Same report as above, just with a size 12 font. Displays a table of ONLY current gradebook assignment grades. It leaves out progress report and 6 or 9 weeks average. It is sorted by students’ last name, first name. Report includes:

- Student Name
- Assignments
- Report Font Size 12

Grade Sheet: (Curr Term;No ID;Assign;Legend-Sep Pg;14 Font;No sig): Same report as above, just with a size 14 font. Displays a table of ONLY current gradebook assignment grades. It leaves out progress report and 6 or 9 weeks average. It is sorted by students’ last name, first name. Report includes:

- Student Name
- Assignments
- Report Font Size 14
**Grade Sheet** (Curr Term;Blank Grade Sheet;10 Font): Displays a grid and sorted by *last name, first name*. This would allow for a teacher keep a hardcopy gradebook. Has columns and rows to enter assignments and grades. Two other reports create the same output, but the font can be either 12 or 14.

**Assignment Listing – By Student** (Curr Term;All Assign;Ave;No Count;Comments;Missing Indicator;Sig): Displays ALL assignments and grades for every student. It is the most detailed report for all assignments. It is sorted by students’ *last name, first name*. Report includes:

- ALL Assignments
- Student Name
- Assignment Comments
- Assignment Average Score
- Earned and Possible Points
- Missing Assignment Indicator and Reason
- Percent
- Grade Mark (Average)
- Signature Line
- 1 Student per Page
- **DOES NOT** Print Assignments Marked as “No Count”

**Assignment Listing – By Student** (Curr Term;All Assign;Sig): It is a simplified report displaying all assignments. It is sorted by students’ *last name, first name*. Report includes:

- ALL Assignments
- Student Name
- Earned and Possible Points
- Percent
- Grade Mark (Average)
- Signature Line
- 1 Student per Page
- **DOES NOT** Print Assignments Marked as “No Count”
Assignment Listing – By Student:  \texttt{(Curr Term;All Assign;Average;Sig)}: It is the same report as above, but it adds Assignment Average Score. It is sorted by students’ last name, first name. Report includes:

- ALL Assignments
- Student Name
- Assignment Average Score
- Earned and Possible Points
- Percent
- Grade Mark (Average)
- Signature Line
- 1 Student per Page
- **DOES NOT** Print Assignments Marked as “No Count”

Assignment Listing – By Student:  \texttt{(Curr Term;Completed Assign;Ave;No Count;Comments;Sig)}: Displays only COMPLETED assignments. It is the most detailed report for completed assignments. It is sorted by students’ last name, first name. Report includes:

- COMPLETED Assignments
- Student Name
- Assignment Comments
- Assignment Average Score
- Earned and Possible Points
- Percent
- Grade Mark (Average)
- Signature Line
- 1 Student per Page
- **DOES** Print Assignments Marked as “No Count”

Assignment Listing – By Student:  \texttt{(Curr Term;Completed Assign;Ave;Sig)}: It is the same report as above, but does NOT print assignments marked “No Count”. It is sorted by students’ last name, first name. Report includes:

- COMPLETED Assignments
- Student Name
- Assignment Average Score
- Earned and Possible Points
- Percent
- Grade Mark (Average)
- Signature Line
- 1 Student per Page
- **DOES NOT** Print Assignments Marked as “No Count”
**Assignment Listing – By Student:** *(Curr Term; Missing Assign; Ave; No Count; Comments; Sep pg; Only Std/missing; Sig):* Displays ONLY missing assignments. It is the most detailed report for missing assignments. It is sorted by students’ last name, first name. Report includes:

- **MISSING Assignments**
- **EXCLUDES** Student with No Missing Assignments
- Details of Missing Assignments
- Student Name
- Assignment Comments
- Assignment Average Score
- Earned and Possible Points
- Percent
- Grade Mark (Average)
- Signature Line
- 1 Student per Page
- **DOES** Print Assignments Marked as “No Count”

**Assignment Listing – By Student:** *(Curr Term; Missing Assign; Ave; No Count; Comments; No pg brk; No sig):* Displays consolidated list of all missing assignments by all students in the class. It is sorted by students’ last name, first name. Report includes:

- **MISSING Assignments**
- Does **NOT** Exclude Students with No Missing Assignments
- Details of Missing Assignments
- Student Name
- Assignment Comments
- Assignment Average Score
- Earned and Possible Points
- Percent
- Grade Mark (Average)
- MANY Students per Page
- **DOES** Print Assignments Marked as “No Count”
Assignment Listing – By Student: `[Curr Term; Missing Assign; Ave; Comments; Sep pg; Only Std/missing; Sig]`: Displays ONLY missing assignments. It is the most detailed report for missing assignments. It differs from the reports above by NOT printing assignments marked as “No Count.” It is sorted by students’ last name, first name. Report includes:

- **MISSING Assignments**
- **EXCLUDES** Students with No Missing Assignments
- Details of Missing Assignments
- Student Name
- Assignment Comments
- Assignment Average Score
- Earned and Possible Points
- Percent
- Grade Mark (Average)
- Signature Line
- 1 Student Per Page
- **DOES NOT** Print Assignments Marked as “No Count”

Assignment Listing – By Student: `[Curr Term; Missing Assign; Ave; Comments; No pg brk; No sig]`: Displays consolidated list of all missing assignments by all students in the class. It differs from the reports above by NOT printing assignments marked as “No Count.” It is sorted by students’ last name, first name. Report includes:

- **MISSING Assignments**
- Does **NOT** Exclude Students with No Missing Assignments
- Details of Missing Assignments
- Student Name
- Assignment Comments
- Assignment Average Score
- Earned and Possible Points
- Percent
- Grade Mark (Average)
- **DOES NOT** Print Assignments Marked as “No Count”

Assignment Master Report: `(Assignment Master Report – Current Term)`: Displays a list of all assignments. The report sorts assignments in descending order of term, category, and due date.
**Missing Assignments:** (Curr Term; Missing Assign; Ave; No Count; Comments; Sep Pg; Only Std/missing; Sig):

~ Same as above report with the same name ~

**Missing Assignments:** (Curr Term; Missing Assign; Ave; No Count; Comments; No page brk):

~ Same as above report with the same name ~

**Missing Assignments:** (Curr Term; Missing Assign; Ave; Comments; Sep Pg; Only Std/missing; Sig):

~ Same as above report with the same name ~

**Missing Assignments:** (Curr Term; Missing Assign; Ave; Comments; No page brk):

~ Same as above report with the same name ~

**Email Progress Report:** (Curr Term; No Count; Ungraded; Comments; Sig; Attn Totals): Creates progress reports, and emails them to the guardians of the students’. You can choose for the system to send you a copy to your district email address. Reports include:

- Student Name
- Attendance Totals
- Assignment Comments
- Earned and Possible Points
- Percent Earned
- Grade Mark (Average)
- Special Codes
- Signature Line
- Prints Ungraded Assignments
Email Progress Reports: (Curr Term; No Count; Comments; Sig; Attn Totals): Creates progress
reports, and emails them to the guardians of the students’. You can choose for the system to
send you a copy to your district email address. This report is the same as the above except it
does NOT print ungraded assignments.

- Student Name
- Attendance Totals
- Assignment Comments
- Earned and Possible Points
- Percent Earned
- Grade Mark (Average)
- Special Codes
- Signature Line
- DOES NOT Print Ungraded Assignments

Email Progress Reports: (Curr Term; No Count; Ungraded; Comments; Sig; No Attn): Creates
progress reports, and emails them to the guardians of the students’. You can choose for the
system to send you a copy to your district email address. This report is the same as above except
it DOES NOT display attendance totals. Report includes:

- Student Name
- Assignment Comments
- Earned and Possible Points
- Percent Earned
- Grade Mark (Average)
- Special Codes
- Signature Line
- DOES Print Ungraded Assignments

Email Progress Reports: (Curr Term; No Count; Comments; Sig; No Attn): Creates progress
reports, and emails them to the guardians of the students’. You can choose for the system to
send you a copy to your district email address. This report is the same as above except it DOES
NOT display attendance totals nor ungraded assignments. Report includes:

- Student Name
- Assignment Comments
- Earned and Possible Points
- Percent Earned
- Grade Mark (Average)
- Special Codes
- Signature Line
- DOES NOT Print Ungraded Assignments
**View Emailed Reports:** It will display progress report emails that were sent out. It sorts by the date created. It also shows the time it was created, the address to which it was sent, and status of the email (whether it has been sent by the system or not).

**Category Summary Report:** *(Curr Term;Student Name;Gradebook Sort)*: Displays all students’ minor and major category averages and 6 or 9 weeks average (in 3 columns). It is sorted by students’ last name, first name.