How To Create an Eligibility Report for your Activities

1. Click on the Teacher Access tab in Educator Access Plus.

2. Select My Activities.

3. Select the activity that you need to run an eligibility report for.
   
   Click “Student Search and Reports.”


   A new window will open.
5. Under Options, check the box for “Only print students with less than.”

In the box below, enter “70” percent.

This will make the report only print students with averages below 70.

6. Click “Select Grade Buckets.”

A new window will open.

7. Put check marks in the boxes for the grading periods that you need to check for eligibility.

8. After you have chosen your grading period, click the X in the upper right hand corner to close the window.
9. Click “View Report for All Students.”

Your “My Print Queue Screen” will open.

10. The “My Print Queue” screen shows the progress of the reports that are being run.

After the report has finished running, a message window will open.


The message box will close, and your report will open in a new window.

12. Your report will look similar to this one.

The report is going to locate any student has an average below a 70 in ANY class. It is going to display all of the student’s grades for the grading period.

The report is going to print one student per page.

You can “Save” or “Print” from this screen.