

## SECTION GRADE REPORT W/STUDENT ID ONLY

1. Select **Reports** (Grade Book)
2. Choose the class section from the drop down menu
3. Select **Section Summary** from the drop down menu
4. In Display Details, select **Show Student Numbers**
5. Select the desired **Page Orientation**
6. In **Assignment Properties**, choose Select **Show** assignment description
7. In **Student Assignment Grid**, select the following choices:

Display Details

Show Student Names

Show Student Numbers

Student Assignment Grid

Show Points Possible       Show Earned Points       Show Total Points Possible

Show Percent       Show In-Progress Grade       Show Assignment Average       Show Alternate Rows

8. Choose the following from the **Grade Task Grid**:

Grading Task Grid

Show Percent and Final Grade

Show Percent Only

Show Final Grade Only

Show Class Average       Shade Alternate Rows

9. Select the **Assignment Sort Preference** as desired

Assignment Sort Preference

Category, Assignment

Assignment Seq

Assignment End/Due Date

10. Select the **Student Sort Preference** as desired

Student Sort Preference

Student Names

Student Numbers

Student PersonID

Random

11. Make sure all students are selected in the list
12. Select **Generate Report** at the top of the screen. (An example of the report is shown below)

Section Summary Report  
Any "N" means "N" - Last "Y" - Incomplete  
"C" - Cleared "D" - Cleared "E" - Error!

08/06/2014 10:52:34 AM  
Page 1 out of 3

Term Q1 Quarter Grade Assignments							
Category	Abbrev	Name	Description	Due Date	Assigned Date	Multplier Pts Poss	
1	Homework (20%)	form	Parent Form		08/25/2014	08/25/2014	1,000 15
2	Classwork (30%)	Surv	Survey		08/25/2014	08/25/2014	1,000 20
3	Assessment (30%)	TLP	Three litte pgs		08/25/2014	08/25/2014	1,000 25
4	Classwork (30%)	writ	writing		08/25/2014	08/25/2014	1,000 25

  

Term Q1 Quarter Grade Scores						
Student	1	2	3	4	Percent	In-Progress Grade
1026397	15	20	25	25	72.50	C
1026433	15	18	14		52.00	D
1026548	15	15	14		50.57	D
1026765	15	15	24		60.50	A
1027040	15	20			65.71	B
1027042	15	18	22		58.57	B
1027054	15	17	21		60.00	A
1027231	15	18	15		57.00	C
1029315	15	20			64.29	A
1029426	15	20	21		60.67	A
1029443	15	20	19		60.00	B
1029454	15	21			68.57	B
1100587	15	20			65.71	B
1102817	15				58.57	D
1102747	15	20	19		60.00	B
1102351	15	22			61.43	A
1105189	15	20			65.71	B
1105625	15	20	25		66.60	A
1107045	15	15	15		50.00	C
1107483	15	14	23		60.00	B