

IC Tools for Administrators

Grade Book Usage Report

- Provides a list of all assignments entered by teachers
- List due dates and points possible for each assignment
- Show the percentage of assignments graded
- Includes flags added to an assignment
- Allows comparisons of assignments for common assessments and assignments

Path: Grading & Standards > Reports > Grade Book Usage

1. Select the date span desired
2. Set the Percent Scored to 100%
3. Select the teachers/grade levels or courses
4. Generate Report

Assignment Due Date Range
Start Date: 03/07/2016
End Date: 03/18/2016
Percent Scored is less than or equal to: 100 %
Use 100 for all assignments due in the range. This will limit your results to only Assignments where the percent of students scored is less than or equal to the percent entered.
 Exclude grade books that have no assignments
Teachers: All Teachers, Counselor101, Darlene, Counselor102, Duff, Counselor103, Matthew, Counselor104, Veronica, Counselor105, Walter, Counselor106, Timothy, Counselor107, Nicholas, ECS100, Arnold, Teacher100, Ariana, Teacher101, Janice, Teacher102, Victoria
Determine how you would like your data sorted. Select either Teacher or Course.
OR
Sort By: Number Name
1010001 English 9, 1010002 English 9, 1010004 English 9, 1010005 English 9, 1010400 English 9 H, 1010402 English 9 H, 1010501 English 9, 1010502 English 9, 1010503 English 9, 1010701 English 9
Generate Report, Submit to Batch

Grades Report

- See if all grading tasks have been completed at grade reporting periods
- Monitor posted grades for interventions and recognition
- Determine if grades are posted at the correct grading tasks
- Monitor particular classes or teachers for grades

Path: Grading & Standards > Reports > Grades Report

1. Select the grade level desired
2. Choose the Grading Term(s)
3. Select one, multiple or all teachers
4. Determine how the report will be arranged
5. Select the desired grading tasks
6. Generate report

Which students would you like to include in the report?
 Grade: All (Unsorted)
 Ad Hoc Filter
Grading Terms: Q1, Q2, Q3, Q4
Select Teachers: Counselor101, Darlene, Counselor102, Duff, Counselor103, Matthew, Counselor104, Veronica, Counselor105, Walter, Counselor106, Timothy, Counselor107, Nicholas
Group By: Student Teacher Course/Section
 Display term dates
 Display section dates
 Set page break for each Student
Select Standard/Grading Task: Progress Grade, Quarter Grade, Semester Exam, Semester Grade, Citizenship, No Grading Task
 All Grades / Scores
 Missing Grades / Scores
 By Grade / Score
Select the correct button based on the type of data needed.
Generate Report

Mark Distribution Analysis by Course or by Teacher

- See the percentages of grades distributed by course or teacher

Path: CCSD Custom Reports > Grading > Mark Distribution Analysis by Course or by Teacher

1. Select the Grading Task
2. Select the Term
3. Select the output of the report
4. Generate Report

Select Grading Task: Semester Grade
Select Term: Q2
Please select the report rendering format
 PDF
 Excel
Generate Report

Missing Assignments Report

- See flagged assignments and comments for a particular student or course for a specified date range

Path: Grading & Standards > Reports > Missing Assignments

Student: [Empty]
Student Name: [Empty]
Include assignments due from: Date Range Term
Include assignments: Missing, Late, Incomplete, Exempt
 Include score comments
 Add page breaks
Generate Report

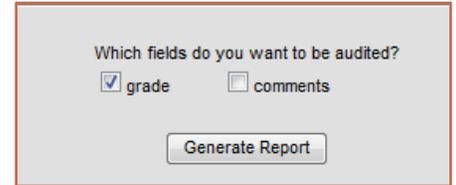
IC Tools for Administrators- Reports and Procedures

Transcript Audit Report

- Compares the grade on the transcript with the grade in the Grade Book
- Will identify possible errors of courses for graduation or promotion

Path: [Grading & Standards > Reports > Transcript Audit](#)

1. Select Grade as the field to be audited
2. Generate report

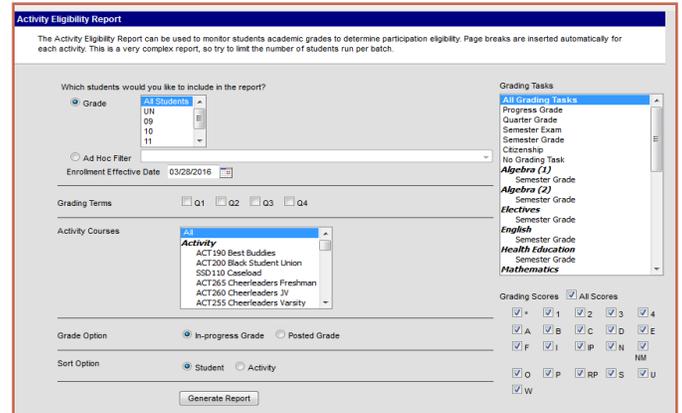


Activity Eligibility Report

- Monitor academic grades to determine participation eligibility in sports and clubs
- Activity courses must be rostered in order to run this report
- Uses In-Progress and/or Posted grades

Path: [Student Information > Reports > Activity Eligibility](#)

1. Select All Students or desired grade level
2. Choose the grading term for reporting
3. Pick the sports or activities needed
4. Select the Grading Tasks and grades
5. Determine if posted or In-progress grades are needed
6. Sort as desired
7. Generate report



Guest Access to Grade Book

- Access a read-only section of a teacher's grade book
- Allows administrators the ability to troubleshoot and review grade books
- Two ways to access the grade book

Path: [Search Course/Section > Enter Course name or push "Go" for all courses > Sections](#)

Path: [Census > People > Schedule > Grade Book](#)
Or
Search: [Staff > Enter name or click "Go" for all staff > Schedule > Grade Book](#)

Course	Sections	Grading Tasks	Standards	Categories	Grade Calc Options																																				
20200001 Algebra I	<table border="1"> <thead> <tr> <th>Section</th> <th>Teacher</th> <th>Room</th> <th>Term</th> <th>Schedule</th> <th>Period</th> <th>Seats Taken</th> <th>Scheduling Group</th> <th>Guest Access</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>WILLSON, TRACEY A</td> <td></td> <td>Q1-Q2</td> <td>1</td> <td>01</td> <td>(1)</td> <td></td> <td>Grade Book</td> </tr> <tr> <td>2</td> <td>WILLSON, TRACEY A</td> <td></td> <td>Q1-Q2</td> <td>1</td> <td>02</td> <td>(0)</td> <td></td> <td>Grade Book</td> </tr> <tr> <td>3</td> <td>WILLSON, TRACEY A</td> <td></td> <td>Q1-Q2</td> <td>1</td> <td>03</td> <td>(0)</td> <td></td> <td>Grade Book</td> </tr> </tbody> </table>	Section	Teacher	Room	Term	Schedule	Period	Seats Taken	Scheduling Group	Guest Access	1	WILLSON, TRACEY A		Q1-Q2	1	01	(1)		Grade Book	2	WILLSON, TRACEY A		Q1-Q2	1	02	(0)		Grade Book	3	WILLSON, TRACEY A		Q1-Q2	1	03	(0)		Grade Book				
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Resources

- Interact > District Link > Infinite Campus
- support.ccsd.net
- Campus Community
- Request for Infinite Campus Assistance (online forms)