



**Synergy**<sup>TM</sup>

Student Information System

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# **Synergy**<sup>®</sup>

## **Grading User Guide**



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# ABOUT THIS GUIDE

## Document History

Date	Volume	Edition	Revision	Content
July 2009	1	1	1	Initial release of this document
March 2010	1	1	2	Updated to include changes from the November 2009 release and the February and March 2010 patches.
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## CONVENTIONS USED IN THIS GUIDE

### Bold Text

**Bold Text** - Indicates a button or menu or other text on the screen to click, or text to type.



**Tip** – Suggests advanced techniques or alternative ways of approaching the subject.



**Note** – Provides additional information or expands on the topic at hand.



**Reference** – Refers to another source of information, such as another manual or website



**Caution** – Warns of potential problems. Take special care when reading these sections.

## BEFORE YOU BEGIN

Before using any of the Edupoint family of software products, please make sure the computer hardware and software meet the minimum requirements.



**Caution:** The Edupoint family of software does not support the use of pop-up blockers or third-party toolbars in the browser used to access Synergy. Please disable any pop-up blockers (also known as pop-up ad blockers) and extra toolbars in the browser before logging into any Edupoint product.



# Chapter One: CLASS GRADE

This chapter covers:

- ▶ Overview of the Grading Module
- ▶ Viewing Class Grades
- ▶ Editing Class Grades
- ▶ Menu Options

## OVERVIEW OF THE GRADING MODULE

Marks can be recorded by several methods:

- Into the **Class Grade** screen or **Student Grade** screen in Synergy
- Into the **Grades** screen in TeacherVUE
- Manually, onto a grading sheet that is then scanned into Synergy
- Into the Grade Book software

This guide illustrates how to view and enter grades using the **Class Grade** or **Student Grade** screen, as well as how to print related reports. The **Grades** screen in TeacherVUE is explained in the *Synergy SIS – TeacherVUE User Guide*. The Grade Book is described in the *Synergy SIS – Grade Book User Guide*.

For information about how to enter grades using the scanning sheets or a third-party software program, please refer to the manufacturer's guides. Scanning the completed sheets is explained in the *Synergy SIS – System Administrator Guide*.

The companion manual to this User Guide, the *Synergy SIS – Grading Administrator Guide*, illustrates how to configure the grading in Synergy SIS to support any or all of these methods.

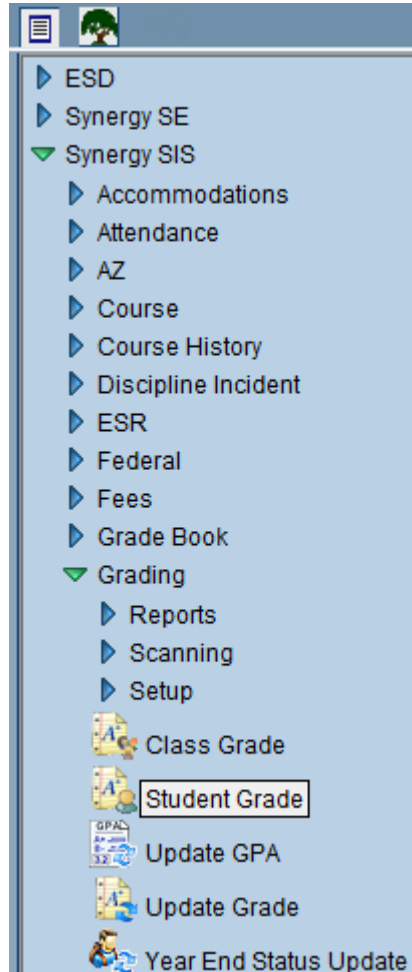
Once grades are entered, Synergy SIS calculates the final grade according to the Grading setup and transfers the final grade and course information to the student's course history for use in the transcript. The process that transfers the information to course history is explained in the *Synergy SIS – Course History Administrator Guide*. The **Update GPA** screen is also covered in the *Synergy SIS – Course History Administration Guide*.

The **Year End Status Update** screen is explained in the *Synergy SIS – New Year Rollover Guide*.



### A Note About Navigation

To indicate how to find screens, this guide uses shorthand like **Synergy SIS > Grading > Student Grade**, which means: In the Navigation Tree (also called PAD Tree), click **Synergy SIS** (if necessary to open it), then **Grading** (if necessary to open it), and then **Student Grade**.



*Synergy SIS Navigation Tree*

If the Navigation Tree pane itself is not open, click the Tree button.




*Tree Button*

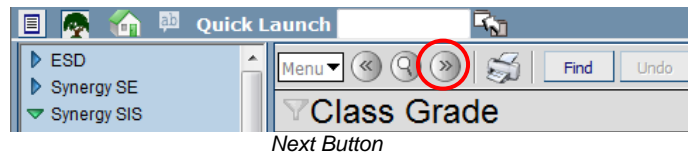
## VIEWING CLASS GRADES

**Synergy SIS > Grading > Class Grade** enables teachers to view and edit student marks by section.

To find the class marks for an entire class, there are two methods: Scroll and Find.

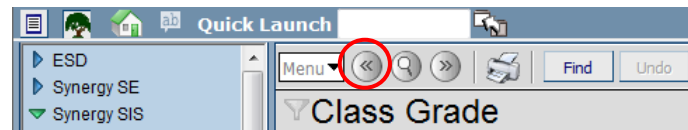
To scroll through the section IDs to find the class:

1. Click the Next button  at the top of the screen to advance to the first class record. Records are sorted alphanumerically by section ID, so the first class record to appear most likely has a section ID that starts with 0 or A.



*Next Button*


2. To scroll in reverse alphabetical order, click the Previous button .



*Previous Button*

3. Continue clicking the buttons until the desired class record appears.

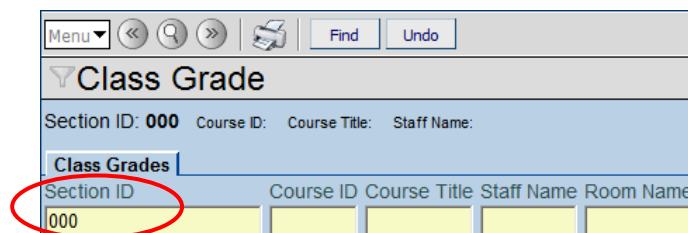
To switch to Find mode to look for the class record:

1. Click the Find Mode button .




*Find Mode Button*

2. Enter all or part of the Section ID.



*Finding By Last Name*

3. Click the **Find** button or press the Enter key. The first section with the information entered into the Find screen appears. Then use the scroll buttons if needed to find the exact section.



**Note:** In the Find Mode, sections can also be found by searching by any of the yellow fields. Entering anything in any box but the first one opens a window with a list of sections matching the criteria. Click a section, and the section record appears in the **Class Grade** screen. Close the window after selecting the record. For more information about finding in any screen, see to the *Synergy SIS – Student Information User Guide*.

Once the section has been located, a list of the students and their marks is displayed in the **Class Grades** grid.

**Class Grade**

Section ID: 1077 Course ID: SS51 Course Title: American Government Staff Name: User, Teacher

**Class Grades**

Section ID: 1077 Course ID: SS51 Course Title: American Government Staff Name: User, Teacher Room Name: 216

**Class Information**

Begin Period: 0 End Period: 0 Term Code: S2 Credit: 0.500

Grade Periods: Fourth Quarter Period Type: Grade Periods Only Filter Grade Periods Show Comments

**Class Grades**

Line	Student Name	Perm ID	Marks		Options			Comments				
			4th Qtr	Sem 2 Final	Citizenship	Conduct	Work Habits	Att 1	Att 2	Cmt 1	Cmt 2	Cmt 3
1	Abbott, Billy C.	905483	B	B	Satisfactory	Satisfactory	Needs Improvement	12	4	A		
2	Addington, Paula M.	871686	A-	A-				0	1			
3	Coleman, Jose L.	874305	B	B				0	1			
4	Cooley, Carolyn A.	922759	A+	A+				0	0			
5	Crum, Richard J.	872047	C-	C-				0	0			

Class Grade Screen

At the top of the **Class Grade** screen, the **Course ID**, **Course Title**, **Staff Name**, and **Room Name** boxes display course information. The information in these boxes appears as links. Each one can be clicked to open a screen with additional information. This information is displayed on the top of any section-related screen, and it can be edited only in the **Section** screen.

Section ID: 1077 Course ID: SS51 Course Title: American Government Staff Name: User, Teacher Room Name: 216

Section Information

If you click the **Course ID** or **Course Title**, the **District Course** screen appears for the course listed.

District Course Screen

If you click the **Staff** name, the **Staff** screen opens with additional information about the instructor of the section.

Staff Screen

Clicking on the **Room Name** opens the **Room** screen, which lists all sections that are taught in the room by period and Section ID.

Line	Term Code	Period	Section ID	Course ID	Course Title	Teacher	Student Seats	Teacher Aide Seats
		Begin	End				Total	Max
1	S1	0	0	0077	SS51	Am Govt	User, T	28 32 4 0
2	S1	1	1	0169	SS76	Psychology I	Jackson, K	22 30 0 0
3	S1	2	2	0269	SS76	Psychology I	Jackson, K	24 30 6 0
4	S1	3	3	0369	SS51	Am Govt	Jackson, K	30 32 2 0
5	S1	4	4	0469	SS51	Am Govt	Jackson, K	25 32 7 0
6	S2	0	0	1077	SS51	Am Govt	User, T	26 32 6 1
7	S2	1	1	1169	SS77	Psychology II	Jackson, K	30 30 0 0
8	S2	2	2	1269	SS51	Am Govt	Jackson, K	0 32 32 0
9	S2	3	3	1369	SS51	Am Govt	Jackson, K	0 32 32 0
10	S2	4	4	1469	SS51	Am Govt	Jackson, K	0 32 32 0

Room Screen

In the **Class Information** section of the **Class Grade** screen, additional information about the section is displayed. The **Begin Period** and **End Period** describe the period in which the section is taught. The **Term Code** refers to the semester in which the section is being taught. **Credit** refers to the amount of credit the section is worth.

Class Information			
Begin Period	End Period	Term Code	Credit
0	0	S2	0.500

*Class Information*

The information displayed in the **Class Grades** section of the screen can be filtered by grading period, the type of grading period, or both.

Grade Periods	Fourth Quarter	Period Type	Grade Periods Only	Filter Grade Periods	Show Comments
					<input checked="" type="checkbox"/>

*Filtering Class Grades*

To filter the marks displayed for each student by grading period, select the grading period to be displayed in the **Grade Periods** list and click the **Filter Grade Periods** button. To show all grading periods, select **All Periods**.

To filter by the type of grading period, select the **Period Type** (either **Grade Periods Only** or **Progress Periods Only**), and click the **Filter Grade Periods** button. **Grade Periods** must be set to **All Periods** to display the periods of the type selected; otherwise, it continues to only show the **Grade Period** selected.

Comments may be made for each student in the class. The number of comments available is set up in the **Grading Setup** screen, as described in the *Synergy SIS – Grading Administrator Guide*. To display the comments, click the **Show Comments** box.

The **Class Grades** section of the screen lists all students enrolled in the section, and the marks and options for each grading period. The **Options** column can be customized to show a variety of comments and other information. See the *Synergy SIS – Grading Administrator Guide* for instructions on how to select which options are available.

**Class Grade**

Section ID: **1077** Course ID: **SS51** Course Title: **American Government** Staff Name: **User, Teacher**

**Class Grades**

Section ID:  Course ID:  Course Title:  Staff Name:  Room Name:

**Class Information**

Begin Period:  End Period:  Term Code:  Credit:

Grade Periods:  Period Type:

**Class Grades**

Line	Student Name	Perm ID	Marks		Options					Comments		
			4th Qtr	Sem 2 Final	Citizenship	Conduct	Work Habits	Att 1	Att 2	Cmt 1	Cmt 2	Cmt 3
1	Abbott, Billy C.	905483	B	B	Satisfactory	Satisfactory	Needs Improvement	12	4	A		
2	Addington, Paula M.	871686	A-	A-				0	1			
3	Coleman, Jose L.	874305	B	B				0	1			
4	Cooley, Carolyn A.	922759	A+	A+				0	0			
5	Crum, Richard J.	872047	C-	C-				0	0			

Class Grade Screen

The information displayed for each student:

- **Line** – numerical label for each record.
- **Student Name** – student’s last name and first name.
- **Perm ID** – student’s Synergy SIS identification number
- **Marks** – marks defined for the grading period. Multiple marks may be available for each grading period, as defined in the **Grading Setup** screen.
- **Citizenship** – student’s overall performance in a classroom.
- **Conduct** – student’s overall behavior in the particular class.
- **Work Habits** – student’s ability to work productively in a course.
- **Att 1 - Att 6** – these columns calculate the number of absences marked in school attendance during the grading period. The types of absences counted here are configured in the **Grading Setup** screen, and the absences may be either automatically calculated or manually entered. See the *Synergy SIS – Grading Administrator Guide* for more information.
- **Comments** – the number of comments available is set up in the **Grading Setup** screen.

# EDITING CLASS GRADES

To edit class marks:

1. Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.



2. Select the period to edit by using the **Grade Periods** and **Period Type** lists and clicking the **Filter Grade Periods** button.

**Class Grade**

Section ID: **1077** Course ID: **SS51** Course Title: **American Government** Staff Name: **User, Teacher**

**Class Grades**

Section ID:  Course ID:  Course Title:  Staff Name:  Room Name:

**Class Information**

Begin Period:  End Period:  Term Code:  Credit:

Grade Periods:  Period Type:

**Class Grades**

Line	Student Name	Perm ID	Marks		Options				Comments			
			4th Qtr	Sem 2 Final	Citizenship	Conduct	Work Habits	Att 1	Att 2	Cmt 1	Cmt 2	Cmt 3
1	Abbott, Billy C.	905483	B	B	Satisfactory	Satisfactory	Needs Improvement	12	4	A		
2	Addington, Paula M.	871686	A-	A-				0	1			
3	Coleman, Jose L.	874305	B	B				0	1			
4	Cooley, Carolyn A.	922759	A+	A+				0	0			
5	Crum, Richard J.	872047	C-	C-				0	0			

*Class Grade, Locating Grade Periods and Period Type*

3. To see comments along with the marks, check the **Show Comments** box.

- To change or enter a mark, click in the **Marks** column for the student. A list of the possible marks appears.

The screenshot shows the 'Class Grades' interface for Section ID 1077, Course ID SS51, and Course Title American Government. A dropdown menu is open in the 'Marks' column, listing possible marks from A+ to F. The table below shows student data with columns for Line, Student Name, Perm ID, Marks, and various options like Citizenship, Conduct, Work Habits, and attendance.

Line	Student Name	Perm ID	Marks		Options			Comments				
			4th Qtr	Sem 2 Final	Citizenship	Conduct	Work Habits	Att 1	Att 2	Cmt 1	Cmt 2	Cmt 3
1	Abbott, Billy C.	905483	B	D+	Satisfactory	Satisfactory	Needs Improvement	12	4	A		
2	Addington, Paula M.	871686	A-	D				0	1			
3	Coleman, Jose L.	874305	B	D-				0	1			
4	Cooley, Carolyn A.	922759	A+	F				0	0			
5	Crum, Richard J.	872047	C-	WF				0	0			
6	Crum, William R.	872044	D	I				0	1			
7	Decker, Lori	875202	F	F				0	0			

List of Marks Available

- Click the mark to select it.
- Click the **Save** button at the top of the screen.

Ratings of a student’s citizenship, conduct, or work habits can be made in the **Class Grade** screen. Setting up these areas is explained in the *Synergy SIS – Grading Administrator Guide*.

To select a rating for any of these categories:

- Click in the box in the **Citizenship**, **Conduct**, or **Work Habits** column for the student. A list of the possible ratings appears.

The screenshot shows the 'Class Grades' interface with a dropdown menu open in the 'Citizenship' column for student Cooley, Carolyn A. The dropdown lists possible ratings: Outstanding, Satisfactory, and Needs Improvement. The table below shows the same student data as the previous screenshot.

Line	Student Name	Perm ID	Marks		Options			Comments				
			4th Qtr	Sem 2 Final	Citizenship	Conduct	Work Habits	Att 1	Att 2	Cmt 1	Cmt 2	Cmt 3
1	Abbott, Billy C.	905483	B	B	Satisfactory	Satisfactory	Needs Improvement	12	4	A		
2	Addington, Paula M.	871686	A-	A-				0	1			
3	Coleman, Jose L.	874305	B	B	Outstanding			0	1			
4	Cooley, Carolyn A.	922759	A+	A+	Satisfactory			0	0			
5	Crum, Richard J.	872047	C-	C-	Needs Improvement			0	0			
6	Crum, William R.	872044	D	D				0	1			

Class Grades, Selecting Comments for Citizenship

- Click the rating to select it.
- Click **Save** button at the top of the screen.



The **Att 1 - Att 6** columns are configured in the **Grading Setup** screen. They are set up to automatically calculate the number of absences marked in school attendance for the grading period. To change the number of absences manually in the **Att** columns:

1. In the **Att** column that needs to be altered, click in the row that corresponds to the student, and enter the number of absences for the period.

Class Grades												
Line	Student Name	Perm ID	Marks		Fourth Quarter				Comments			
			4th Qtr	Sem 2 Final	Options			Att 1	Att 2	Cmt 1	Cmt 2	Cmt 3
					Citizenship	Conduct	Work Habits					
1	Abbott, Billy C.	905483	B	B	Satisfactory	Satisfactory	Needs Improvement	12	4	A		
2	Addington, Paula M.	871686	A-	A-				0	1			

*Class Grades, Marking Att 1 and Att 2*

2. Click **Save** button at the top of the screen.

When the **Show Comments** box is checked, an additional set of columns appears in the **Class Grades** section. To make changes in these comment columns:

1. Click in the box in the desired **Cmt** column in the row that corresponds to the student. A list of comment codes appears.

Class Grade

Section ID: 1077 Course ID: SS51 Course Title: American Government Staff Name: User, Teacher

**Class Grades**

Section ID: 1077 Course ID: SS51 Course Title: American Government Staff Name: User, Teacher Room Name: 216

**Class Information**

Begin Period: 0 End Period: 0 Term Code: S2 Credit: 0.500

Grade Periods: Fourth Quarter Period Type: Filter Grade Periods Show Comments:

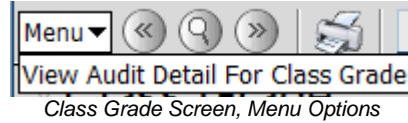
Line	Student Name	Perm ID	Marks		Fourth Quarter				Comments			
			4th Qtr	Sem 2 Final	Options			Att 1	Att 2	Cmt 1	Cmt 3	
					Citizenship	Conduct	Work Habits					
1	Abbott, Billy C.	905483	B	B	Satisfactory	Satisfactory	Needs Improvement	12	4	A		
2	Addington, Paula M.	871686	A-	A-				0	1			
3	Coleman, Jose L.	874305	B	B				0	1			

*Changing Class Grades, List of Grades Available*

2. Click the comment, and the code for the comment appears in the **Cmt** column.
3. Click **Save** button at the top of the screen.

# MENU OPTIONS

At the top of the **Class Grade** screen, a **Menu** button provides access to additional information regarding the class grading records.



The option available under the **Menu** button is:

- **View Audit Detail For Class Grade** – the **Audit Trail History** screen lists all changes made to the class grading records, including what was changed, who changed it, and when. It is the same audit trail report available through the **Section** screen. Because the Class Grade information is stored in a grid, it is not available for tracking via the audit detail report.

Audit Trail History							
Properties							
Line	Business Object	Property Name	Crud Action	New Value	Old Value	User Name	Date Time Stamp
1	Section	TrackGU	Update			User. Test	06/14/2009 17:23:13
2		RoomSimple	Update	216	216	User. Test	06/14/2009 17:23:13
3	Section	TrackGU	Update			User. Test	06/14/2009 17:21:12
4		RoomSimple	Update	216	216	User. Test	06/14/2009 17:21:12
5	Section	RoomSimple	Update	216	216	User. Admin	06/09/2009 09:02:12
6		StaffSchoolYearGU	Update	<Link>	<Link>	User. Admin	06/09/2009 09:02:12

*Audit Trail History for Class Grade*

The Print button at the top prints the information on the **Class Grade** screen.



The Print button prints the information exactly as it is displayed on the screen, and does not show the information available using the scroll bars.

Line	Student Name	Perm ID	Marks		Citizenship	Conduct	Options
			4th Qtr	Sem 2 Final			
1	Abbott, Billy C.	905483	B	B	Satisfactory	Satisfactory	Needs Improvement
2	Addington, Paula M.	871686	A-	A-			
3	Coleman, Jose L.	874305	B	B			
4	Cooley, Carolyn A.	922759	A+	A+			
5	Crum, Richard J.	872047	C-	C-			
6	Crum, William B.	872044	D	D			

*Printed Class Grade Screen*

# Chapter Two: STUDENT GRADE

This chapter covers:

- ▶ Viewing Student Grades
- ▶ Editing Student Grades
- ▶ Menu Options

## VIEWING STUDENT GRADES

**Synergy SIS > Grading > Student Grade** enables teachers to view and edit student marks by student.

The student's list of sections for the year is displayed, as well as the marks and comments for each section.

**Student Grade**  
Student Name: **Abbott, Billy C.** School: Hope High School Status: Active Room Name: 221

**Student Grades**  
Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix:  Perm ID: **905483** Grade: **12** Gender: **Male**

Periods: **Fourth Quarter** Mark Type: **Grade Periods Only** Filter Grade Periods Update Grades For This Student Update Absences For This Student

Show Comments  
 Show Credit  
 Do Not Process Term Override Credit Amount  
 Show Repeat Tag

Line	Period	Section ID	Credit	Course ID	Course Title	Repeat Tag	Teacher Name	Audit Class	First Quarter				Second Quarter		Third Quarter		Fourth Quarter		
									1st Qtr	Options	2nd Qtr	3rd Qtr	4th Qtr	1st Qtr	Options	2nd Qtr	3rd Qtr	4th Qtr	Options
1	0	0077	1.000	SS51	Am Govt		Jackson, K	<input type="checkbox"/>	B+	0	0	0	0	F	F	0			
2	0	0840	0.000	SC49	Biology		Edelstein, A.	<input type="checkbox"/>	A	0	0	0	0						
3	0	1077	1.000	SS51	Am Govt		Jackson, K	<input type="checkbox"/>								3			
4	1	0106	1.000	ARS4	Beg Jewelry		Sullivan, J.	<input type="checkbox"/>	A	0	0	A+	A+	0					
5	1	1116	1.000	EN46	Prn Eng III		Gordon, K.	<input type="checkbox"/>						B	3				
6	2	1269	0.500	SS51	Am Govt		Jackson, K	<input type="checkbox"/>											
7	2	0258	0.500	PA86	Intermediate Acting		Gardner, D.	<input type="checkbox"/>											

Ac3 Type: **GPA** Credits Attempted: **27.000** Credits Completed: **21.500** Grading Period: **Third Quarter**

CUM GPA - Cumulative GPA: **2.1** Show GPA Calculation

The GPA calculation is based on the Grading Period that is shown in the drop down on the line above. The GPA is not affected by the filter options that are selected above the Student Grades grid. To see details of how the GPA is determined click the Show GPA Calculation button.

Student Grade Screen

- Across the top of the tab is the student information: **Last Name, First Name, Middle Name, Suffix, Perm ID** (Synergy ID number), **Grade** (current grade level), and **Gender**. This information is displayed on the top of any student-related screen, and it can be edited in the **Student** screen only. Other information displayed on this tab is specific to the **Student Grade** screen.

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abbott	Billy	C		905483	12	Male

Student Grade Screen, Student Information

- The grading periods displayed for each student can be filtered by grading period, type of grading period, or both. To filter by grading period, select a period in the **Periods** list and click the **Filter Grade Periods** button. To filter by the type of grading period, select the **Mark Type** (either **Grade Periods Only** or **Progress Periods Only**) and click the **Filter Grade Periods** button.

Periods: **Fourth Quarter** Mark Type: **Grade Periods Only** Filter Grade Periods Update Grades For This Student

Show Comments  
 Show Credit

Student Grade Screen, Filter

- Until either the **Update Grades For This Student** button is clicked, or the Update Grade process is run from the **Update Grade** screen, sections are not listed for grading. To include sections from the student's schedule in the grading, or update the list of sections, click the **Update Grades For This Student** button. All sections that meet the Minimum Days Enrolled Grading Threshold are added to the list of sections. For more information about the Update Grade process, see Chapter Three. For instructions on how to change the minimum days threshold, see the section on designating classes for grading in the *Synergy SIS – Grading Administrator Guide*.

- The **Update Absences for This Student** button runs the Update Absences process for this one student in the same way that the **Update Grades For This Student** button updates the one student's grades. For details about the Update Absences and Update Grades processes, see Chapter Three.
- To display comments, check the **Show Comments** box.
- To display the credit each section is worth, check the **Show Credit** box.
- To ignore credit adjustments for term overrides, check the **Do Not Process Term Override Credit Amount** box.
- To display a **Repeat Tag** column in the **Student Grades** grid, check the **Show Repeat Tag** box.

The information available for each section includes:

Student Grade																			
Student Name: <b>Abbott, Billy C.</b> School: Hope High School Status: Active Room Name: 231																			
Student Grades																			
Last Name		First Name		Middle Name		Suffix		Perm ID		Grade		Gender							
Abbott		Billy		C				905483		12		Male							
Periods		Mark Type		Grade Periods Only		Filter Grade Periods		Update Grades For This Student		Update Absences For This Student		<input type="checkbox"/> Show Comments <input checked="" type="checkbox"/> Show Credit <input type="checkbox"/> Do Not Process Term Override Credit Amount <input checked="" type="checkbox"/> Show Repeat Tag							
Student Grades																			
Line	Period	Section ID	Credit	Course ID	Course Title	Repeat Tag	Teacher Name	Addl. Class	First Quarter				Second Quarter		Third Quarter		Fourth Quarter		
									1st Qtr	Citizenship	ABS	I2	2nd Qtr	QTR2	3rd Qtr	ABS	4th Qtr	QTR4	
1	0	0077	1.000	SS51	Am Govt		Jackson, K.		B+	O	0	0	F	F	0				
2	0	0840	0.000	SC49	Biology		Edelstein, A.		A		0	0							
3	0	1077	1.000	SS51	Am Govt		Jackson, K.										3		
4	1	0106	1.000	AR54	Beg Jewelry		Sullivan, J.		A		0	0	A+	A+	0				
5	1	1116	1.000	EN46	Prin Eng II		Gordon, K.									B	3		
6	2	1209	0.500	SS51	Am Govt		Jackson, K.												
7	2	0258	0.500	PA86	Intermediate Acting		Gardner, D.												
Acad Type		GPA		Credits Attempted		Credits Completed		Grading Period											
CUM GPA - Cumulative GPA		2.1		27.000		21.500		Third Quarter											
The GPA calculation is based on the Grading Periods that is shown in the drop down on the line above. The GPA is not affected by the filter options that are selected above the Student Grades grid. To see details of how the GPA is determined click the Show GPA Calculation button.																			

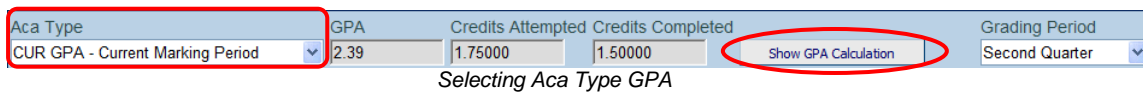
Student Grade Screen

- **Line** – provides a numerical listing for each record.
- **Period** – the schedule period during which the section meets.
- **Section ID** – the ID number of the section, as entered in the **Section** screen. Click the Section ID to open the **Section** screen in a separate window.
- **Credit** – the amount of credit the course is worth, as defined in the **District Course** screen.
- **Course ID** and **Course Title** – the ID and name of the course, as entered in the **District Course** screen. Click one to open the **District Course** screen in a separate window.
- **Repeat Tag** – helps track courses that a student takes more than once. The Update Grade process can transfer repeat tag values from **Synergy SIS > Schedule > Student Classes** to this column. The Update Course History process can transfer repeat tag values from this column to **Synergy SIS > Course History > Student Course History**.
- **Teacher Name** – the name of the instructor of the section, as selected in the Section screen.

- **Audit Class** – whether the student is auditing the class.
- **Marks** – the marks given for the grading period. Multiple marks may be available for each grading period, as defined in the **Grading Setup** screen.
- **Citizenship** – the student’s overall performance in the classroom.
- **Conduct** – the student’s overall behavior in the particular class.
- **Work Habits** – the student’s ability to work productively in a course.
- **Attendance** columns – the total number of absences that meet the criteria defined in the Att 1 - 6 definitions. (The titles for these columns can be customized using the Att 1 - 6 definitions in the **Grading Setup** screen.) The absences can be calculated automatically or entered manually.
- **Comments** – the number of comments available is set up in the **Grading Setup** screen.

At the bottom of the **Student Grade** screen, the student’s GPA is displayed. To select which GPA is displayed:

1. Select the GPA in the **Aca Type** (Academic Type) list.



The student’s GPA is displayed in the **GPA** box, along with the **Credits Attempted** and **Credits Completed**.

2. To see how a student’s GPA is calculated, click the **Show GPA Calculation** button. The **Student GPA Detail** screen opens, and lists all classes completed by the student. It also presents information regarding the formula used to calculate the student’s GPA. The setup for GPA calculations is discussed in the *Synergy SIS – Grading Administrator Guide*.

Student GPA Detail													
Student Name: <b>Abbott, Billy C.</b>													
GPA Calculation Data													
Line	Course ID	Term Code	Repeat Tag	Base Credits	Aca Type	Mark	Mark Point Value	Grade Period Weight	Credit Attempted	Credit Completed	Credit Weight	Grade Points / Quality Points	Skip Reason
1	PE761	S1		0.500	R	A+	4.00000	0.50	0.250	0.250	0.250	1.000	
2	NC952	S2		0.500	R	A-	3.33000	0.50	0.250	0.250	0.250	0.833	
3	EN46	S2		0.500	R	B	2.66000	0.50	0.250	0.250	0.250	0.665	
4	SC49	S1		0.500	R	A	3.66000	0.50	0.250	0.250	0.250	0.915	
5	PA86	YR		1.000	R	A	3.66000	0.25	0.250	0.250	0.250	0.915	
6	SS51	S1		0.500	R	C	1.66000	0.50	0.250	0.250	0.250	0.415	
7	PA86	YR		1.000	R	C	1.66000	0.25	0.250	0.250	0.250	0.415	
8	SS51	S2		0.500	R	B	2.66000	0.50	0.250	0.250	0.250	0.665	
9	FS77	S2		0.500	R	B	2.66000	0.50	0.250	0.250	0.250	0.665	
10	WL22	S1		0.500	R	C+	2.00000	0.50	0.250	0.250	0.250	0.500	
11	PE762	S2		0.500	R	B+	3.00000	0.50	0.250	0.250	0.250	0.750	
12	AR54	S1		0.500	R	A+	4.00000	0.50	0.250	0.250	0.250	1.000	
13	NC962	S2		0.500	R	A-	3.33000	0.50	0.250	0.250	0.250	0.833	
14	EN60	S1		0.500	R	A+	4.00000	0.50	0.250	0.250	0.250	1.000	
15									3.50000	3.50000	3.500	10.570	

GPA Calculation Formula			
Total Points	Total Credit Weight	GPA/QPA	Raw Value (Prior To Rounding)
10.570	3.500	= 3.020	3.00000

Additional GPA Information	
GPA Definition	GPA Grade Type
Current Marking Period	YTD GPA

GPA Definition Details			
Low Grade	High Grade	Weight GPA By Credit	Rounding
07	12	Use Credit Weighting	Round on .5 or higher
			Decimals To Store
			3

Show GPA Calculation, Student GPA Detail

- To see the GPA for a different grading period, select the period in the **Grading Period** list.

Aca Type CUR GPA - Current Marking Period	GPA 2.39	Credits Attempted 1.75000	Credits Completed 1.50000	Show GPA Calculation	Grading Period Second Quarter
--	-------------	------------------------------	------------------------------	----------------------	----------------------------------

*Selecting Grading Period for GPA*

## EDITING STUDENT GRADES

Once the correct student has been located using the Scroll or Find methods, the marks can be edited. To edit student mark information:

- Make sure the focus is set to a school and not the district. The focus is indicated in the top right corner of the screen.

		Hope High School Year: 2012-2013 User: Admin User show only active
--	--	---

*Checking Current Focus*

- Be sure all of the sections available for grading are listed. To update the list of sections, click the **Update Grades For The Student** button.

<b>Student Grade</b>						
Student Name: <b>Abbott, Billy C.</b> School: <b>Hope High School</b> Status: <b>Active</b> Room Name: <b>221</b>						
<b>Student Grades</b>						
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abbott	Billy	C		905463	12	Male
Periods	Fourth Quarter	Mark Type	Grade Periods Only	Filter Grade Periods	<b>Update Grades For This Student</b>	Show Comments Show Credit

*Student Grade Screen, Update Grades For The Student Button*

A verification message explains the items reviewed during the update.

	Update Grades Complete! Total students courses reviewed: 8 Total students courses modified: 0 Total students courses added: 0 Total students courses removed: 0 Total Time: 00:00:05.8437500
<input type="button" value="OK"/>	

*Update Grade Complete Message*

- Click **OK** to return to the **Student Grades** screen.
- Select the period to edit by using the **Periods** and **Mark Type** lists and clicking the **Filter Grade Periods** button.

<b>Student Grade</b>						
Student Name: <b>Abbott, Billy C.</b> School: <b>Hope High School</b> Status: <b>Active</b> Room Name: <b>221</b>						
<b>Student Grades</b>						
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abbott	Billy	C		905463	12	Male
Periods	Fourth Quarter	Mark Type	Grade Periods Only	Filter Grade Periods	Update Grades For This Student	Show Comments Show Credit

*Class Grade Screen, Locating Grade Periods and Period Type*

- To see the credits available for each class, check the **Show Credit** box.
- To see the teacher-selected comments along with the students' marks, check the **Show Comments** box.

- Click in the **Marks** column, in the row for a student whose grade you want to edit.

The screenshot shows the 'Student Grade' interface for a student named Abbott, Billy C. At the top, there are fields for Student Name, School (Hope High School), Status (Active), and Room Name (231). Below this is a 'Student Grades' section with a table. A red box highlights the 'Marks' column in the table, which contains a dropdown menu with options: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F+, F, F-, WF, I, S, O, and A-. Below the table, there are fields for 'Aca Type', 'GPA' (3.02), 'Credits Attempted' (3.50000), and 'Credits Completed' (3.50000). There is also a 'Show GPA Calculation' button.

Changing Student Grades, List of Marks Available

- Click a mark to select it.
- Click the **Save** button at the top of the screen.

Ratings regarding a student’s citizenship, conduct, and work habits can be made in the **Student Grade** screen. Setting up these areas is covered in the *Synergy – Grading Administrator Guide*.

To select a rating for any of these categories:

- Click in the box in the **Citizenship**, **Conduct**, or **Work Habits** column for the section. A list of the possible ratings appears.

This screenshot is similar to the previous one but shows the dropdown menu for the 'Citizenship' column in the 'Options' section of the table. The dropdown menu is open, showing a list of possible ratings: S, O-Outstanding, S-Satisfactory, and N-Needs Improvement. A red box highlights this dropdown menu.

Student Grades, Selecting Comments for Citizenship

- Click the rating to select it.
- Click the **Save** button at the top of the screen.

The **Att 1 – Att 6** columns are configured in the **Grading Setup** screen. They are set up to calculate the number of absences marked in school attendance for the grading period. To edit the number of absences in the **Att** columns:

- In the **Att** column that needs to be altered, click in the row for the section, and type the appropriate number in the box.
- Click the **Save** button at the top of the screen.



When the **Show Comments** box is checked, an additional set of columns appears in the **Student Grades** section. To make changes in these comment columns:

1. Click in the box in the desired **Cmt** column in the row that corresponds to the section. A list of comment codes appears.

Student Grade

Student Name: **Abbott, Billy C.** School: **Hope High School** Status: **Active** Room Name: **231**

**Student Grades**

Last Name: **Abbott** First Name: **Billy** Middle Name: **C** Suffix:  Perm ID: **905483** Grade: **11** Gender: **Male**

Periods: **Fourth Quarter** Mark Type:  Filter Grade Periods:  Update Grades For this Student:  Show Comments:

Line	Period	Section ID	Credit	Course ID	Course Title	Teacher Name	Marks				Comments
							4th Qtr	Sem 2 Final	Citizenship	Con	
1	0	1077	0.500	SS51	American Government	User, T.	B	B	S	S	
2	1	1116	0.500	EN46	Prin Eng III	Gordon, K.	B	B			
3	2	0258	1.000	PA86	Intermediate Acting	User, T.	A	A			
4	3	1933	0.500	PE762	Weight Trn Boys	Swartz, M.	B+	B+		S	
5	4	1435	0.500	FS77	Prin&prac Econ	Patenge, S.	B	B			
6	5	1875	0.500	NC952	Rt 5th Per	Rel Time, R.	A-	A-	S	S	
7	6	1876	0.500	NC962	Rt 6th Per	Rel Time, R.	A-	A-	O	O	

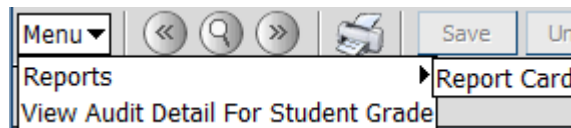
Acad Type:  GPA: **3.02** Credits Attempted: **3.50000** Credits Completed: **3.50000** Show GPA Calculation:

Student Grades Screen, Comments

2. Click the comment, and the code for the comment appears in the **Cmt** column.
3. Click the **Save** button at the top of the screen.

## MENU OPTIONS

At the top of the **Student Grade** screen, a **Menu** button provides access to additional information regarding the student grading records.



Student Grade Screen, Menu Options

The options available under the **Menu** button are:

- **Reports** – enables you to generate a report card for the student currently displayed.



**Tip:** To select additional options for this report, or to print the report for a group of students, go to **Synergy SIS > Grading > Reports > Individual**. For more information about running reports, see Chapter Four.

- **View Audit Detail For Student Grade** – the **Audit Trail History** screen lists all changes made to the class grading records, including what was changed, who changed it, and when.

Audit Trail History						
Line	Business Object	Property Name	Crud Action	New Value	Old Value	Date Time Stamp
1	StudentSchoolYearGradePeriod	Conduct	Update	S		User, Admin 07/25/2009 10:04:27
2	StudentSchoolYearGradePeriod	CreditAttOverride	Update	0.500	0.500	User, Admin 07/25/2009 10:04:27
3	StudentSchoolYearGradePeriodMark	Mark	Update	B	B-	User, Admin 06/15/2009 14:39:38
4	StudentSchoolYearGradePeriodMark	Mark	Update	B	B-	User, Admin 06/15/2009 14:39:38
5	StudentSchoolYearGradePeriod	CreditAttOverride	Update	0.500	0.500	User, Admin 06/15/2009 14:39:38
6	StudentSchoolYearGradePeriodMark	Mark	Update	B	C+	User, Admin 06/15/2009 14:39:21
7	StudentSchoolYearGradePeriod	CreditAttOverride	Update	0.500	0.500	User, Admin 06/15/2009 14:39:21
8	StudentSchoolYearGradePeriod	CreditAttOverride	Update	0.500	0.500	User, Admin 06/15/2009 14:39:21
9	StudentSchoolYearGradePeriodMark	Mark	Update	B-	D	User, Admin 06/15/2009 14:39:21
10	StudentSchoolYearGradePeriodMark	Mark	Update	B	C-	User, Admin 06/15/2009 14:39:21
11	StudentSchoolYearGradePeriodMark	Mark	Update	B+	D	User, Admin 06/15/2009 14:39:21
12	StudentSchoolYearGradePeriodMark	Mark	Update	B-	D	User, Admin 06/15/2009 14:39:21
13	StudentSchoolYearGradePeriodMark	Mark	Update	A-	D	User, Admin 06/15/2009 14:39:21
14	StudentSchoolYearGradePeriod	CreditAttOverride	Update	0.500	0.500	User, Admin 06/15/2009 14:39:21
15	StudentSchoolYearGradePeriodMark	Mark	Update	B	C+	User, Admin 06/15/2009 14:39:21
16	StudentSchoolYearGradePeriodMark	Mark	Update	B+	D	User, Admin 06/15/2009 14:39:21
17	StudentSchoolYearGradePeriodMark	Mark	Update	A-	D	User, Admin 06/15/2009 14:39:21
18	StudentSchoolYearGradePeriod	CreditAttOverride	Update	0.500	0.500	User, Admin 06/15/2009 14:39:21
19	StudentSchoolYearGradePeriodMark	Mark	Update	A	D	User, Admin 06/15/2009 14:39:21
20	StudentSchoolYearGradePeriodMark	Mark	Update	B	C-	User, Admin 06/15/2009 14:39:21

Audit Trail History for Student Grade

The Print button at the top prints the information on the **Student Grade** screen.



Print Button

The Print button prints the information exactly as it is displayed on the screen, and does not show the information available using the scroll bars.

Line	Period	Section ID	Credit	Course ID	Course Title	Teacher Name	Mark
1	0	<a href="#">1077</a>	0.500	<a href="#">SS51</a>	<a href="#">American Government</a>	User, T.	B
2	1	<a href="#">1116</a>	0.500	<a href="#">EN46</a>	<a href="#">Prin Eng III</a>	Gordon, K.	B
3	2	<a href="#">0258</a>	1.000	<a href="#">PA86</a>	<a href="#">Intermediate Acting</a>	User, T.	A
4	3	<a href="#">1933</a>	0.500	<a href="#">PE762</a>	<a href="#">Weight Trn Boys</a>	Swartz, M.	B+
5	4	<a href="#">1435</a>	0.500	<a href="#">FS77</a>	<a href="#">Prin&amp;prac Econ</a>	Patenge, S.	B
6	5	<a href="#">1875</a>	0.500	<a href="#">NC952</a>	<a href="#">Rt 5th Per</a>	Rel Time, R.	A-
7	6	<a href="#">1876</a>	0.500	<a href="#">NC962</a>	<a href="#">Rt 6th Per</a>	Rel Time, R.	A-

Printed Student Grade Screen

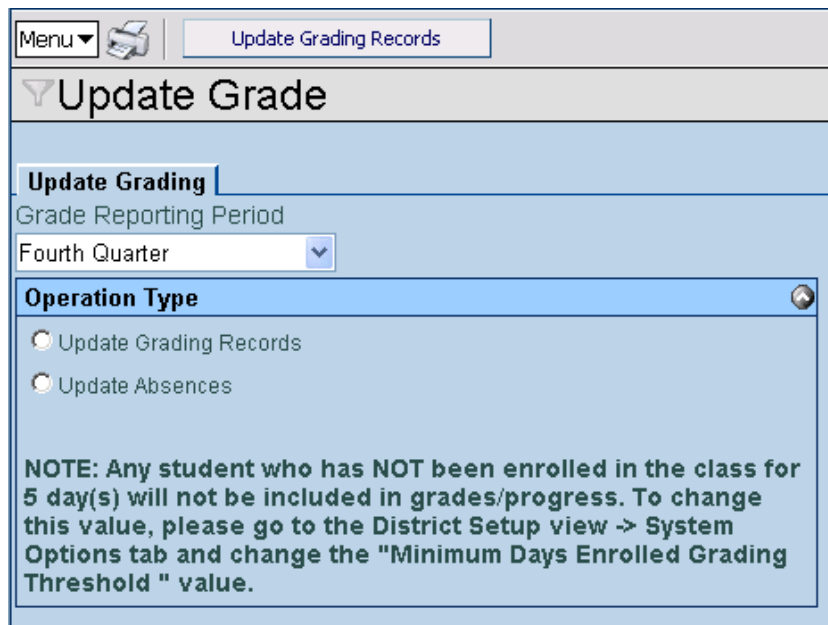
# Chapter Three: UPDATE GRADE

This chapter covers:

- ▶ Using Update Grade

## USING UPDATE GRADE

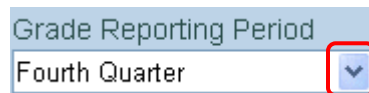
Update Grade contains two functions: **Update Grading Records** and **Update Absences**. Updating the grading records adds the sections from the student's schedule to the **Class Grade** and **Student Grade** screens that are eligible for grading. Updating absences calculates the number of absences for each grading period based on the definitions for **Att 1 – Att 6** in the **Grading Setup** screen and enters the totals in the grading screens and Grade Book.



*Update Grade Screen*

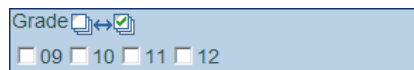
To update information using the **Update Grade** screen:

1. Go to **Synergy SIS > Grading > Update Grade**.
2. Select a **Grade Reporting Period** to update.



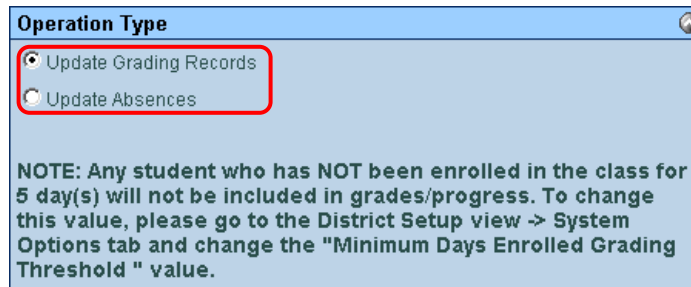
*Selecting a Grade Reporting Period*

3. To ignore credit adjustments for term overrides, check the **Do Not Process Term Override Credit Amount** box.
4. Select grades.



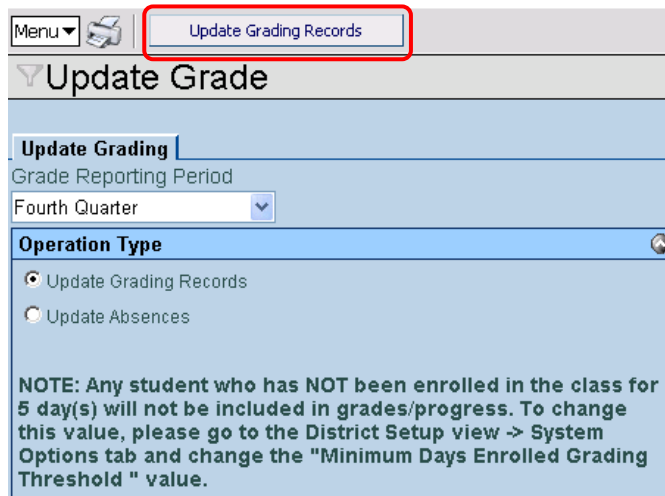
*Grades*

5. Click the desired **Operation Type**. (See below for more information.)



*Selecting an Operation Type*

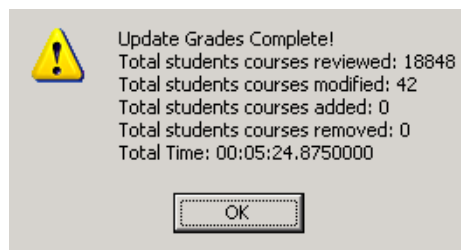
6. Click the **Update Grading Records** button.



*Update Grading Records*

A **Job Status** window appears. This type of update can take minutes or hours to run.

A verification message describes the results of the update.



*Update Grade Completion Message*

7. Click **OK** to return to the **Update Grade** screen.

## Operation Types

The **Update Grading Records** process:

1. Looks at the sections in the student's schedule for the school and year in focus.
2. Totals the number of days in which the student has been enrolled in a section.

3. Compares the number of days enrolled in the section against the **Minimum Days Enrolled Grading Threshold** value set in the **District Setup** screen.
4. If the student has been enrolled for more days than the **Minimum Days Enrolled Grading Threshold** value, the section is listed in the **Class Grade** and **Student Grade** screens.

The **Update Absences** process:

1. Looks at the **Att 1 – Att 6** definitions in the **Grading Setup** screen for the **Grade Reporting Period** selected in the **Update Grade** screen to determine the absence reasons or absence reason types to tally.
2. Counts the number of absences for the reasons defined in **Att 1 – Att 6** for each student for the **Grade Reporting Period**.
3. Enters the total number of absences for each student in the **Att 1 – Att 6** columns in the **Class Grade** and **Student Grade** screens, and in the Grade Book.

# Chapter Four: REPORTS

This chapter covers:

- ▶ Printing grade-related reports
- ▶ Customizing grade-related reports

## AVAILABLE REPORTS

There are four categories of grading-related reports. **Individual** reports contain information about a single student per page, but can be printed for multiple students at one time. **Label** reports print grading labels. **List** reports are summaries for multiples students. **Summary** reports present numerical report summaries.

To print a report:

1. Go to **Synergy SIS > Grading > Reports**.
2. Open **Individual**, **Label**, **List**, or **Summary** and click the desired report.
3. Select the options to be used in printing the report.
4. Click the **Print** button.

The report is printed as a PDF file to the screen, which can then be sent to the printer.



**Reference:** This chapter covers only the customizations specific to each of the reports used in Grading. The options available on the other tabs in the report interface are explained in the *Synergy SIS – Query & Reporting Guide*.



## GRD201 – Report Card

The Report Card produces a customized report card that can be mailed to the students' home addresses. For more information about customizing the report card, see the chapter on report cards in the *Synergy SIS – Grading Administrator Guide*.

Edupoint School District 1st Quarter Report Card 2007-2008		Hope High School Tom McGrew, Principal 123 Main St Mesa, AZ 85281 480-555-1212		Grade Legend A = Outstanding B = Above Average C = Average D = Below Average F = Failure WF = Withdraw/Fail I = Incomplete	
Student Name: <b>Abbott, Billy C.</b>		Perms ID: <b>995483</b>	Home Room: <b>403</b>	Grade: <b>12</b>	
Period	Course ID	Course Title	Teacher	Clc	Abst
8	MU81	Marching Band	A	A	Burgener S. Scott
Comments(s) Good Participation in Class Shows Extra Effort					
1	AR54	Beg jewelry	C	B	Sullivan J. Joe
2	PA86	Int Acting	A	A	Gardner D. David
3	PET61	Weight Tr Boys	B	B	Joseph T. Thomas
Comments(s) Shows Extra Effort					
4	EN80	Eng (B-1) Lit	B	A	Snyder J. Joan
5	NC551	Rel Sh Per	A	B	Rel Time, Rel Time
8	NC561	Released Time -	A	B	Rel Time, Rel Time

Class of 2008 Graduation Requirements		
Subject Area	Credits Required	Credits Earned
Fine/Applied Arts	2.00	2.00
English Writing	0.50	0.50
English Literature	0.50	0.50
English	3.00	3.00
Mathematics	3.00	3.00
Science Required	2.00	2.00
American History	1.00	1.00
Government	1.00	0.00
Free Enterprise	1.00	0.00
World History Geography	1.00	1.00
Physical Education 9-12	2.00	2.00
Electives	7.00	7.00
<b>Total Credits</b>	<b>24.00</b>	<b>22.00</b>

Grade Point Average	
CUM GPA	1.966

Report Card

The report can be customized at the time of printing using the following options:

- The **Data Range** specifies the periods to display on the report card. The report can include multiple periods, or shows just one if you select the same period in the **Starting Grading Period** and **Ending Grading Period** lists. Be sure all periods selected fit on one page so the report card can easily be mailed.
- The **GPA**s section outlines the GPA definitions displayed on the report card. Up to three GPA definitions can be displayed. Select the GPA or GPAs in the **1st GPA**, **2nd GPA**, and **3rd GPA** lists. Select which **GPA Mark** to use (this works best with the GPA for the current grade period), or leave it blank to include all marks. Select which grade levels should be included in the GPA calculation by selecting the **Start Grade** and **End Grade**.

**Report Interface**

Name: **Report Card** Number: GRD201 Page Orientation: Portrait

Options | Label Setup | Sort / Output | Conditions | Selection

NOTE: To modify these read-only fields, navigate to "Synergy SIS > Grading > Setup > Grading Setup" and select the "Report Card Options" tab.

**Data Range**

Starting Grading Period Ending Grading Period  
 First Quarter Fourth Quarter

**GPAs**

1st GPA	1st GPA Mark	Start Grade	End Grade
CUM GPA			
2nd GPA	2nd GPA Mark	Start Grade	End Grade
3rd GPA	3rd GPA Mark	Start Grade	End Grade

**Mailing Options**

Enable Mailing Mailing Destination  
 Parent/Guardian Print Address  
 Return Address  
 School Name and School Address

**Parent/Guardian Options**

Contact Allowed  Has Custody  
 Ed. Rights  Mailings Allowed

**Graduation Requirements**

1st Requirement

Exclude the following students from Graduation Requirements

**Filter 1**

Filter	Operator	Value

**Filter 2**

Condition	Operator	Value

**Report Content Options**

Title Override

Missing Fields

Synergy>System>Setup>Organization (District Node):  
 -Website URL

Abbreviate Course Title  
 Abbreviate Teacher Name  
 DisplayConductOnly  
 DisplayCitizenshipOnly  
 Suppress GPA  
 Suppress Grad Req  
 Suppress Grading Legend  
 Suppress Barcode

Display Standards Display Concurrent

Standard Sort Option  Show Concurrent for Home School Only

Report Card, Report Interface

- The **Mailing Options** specify the mailing address and return address to be used for the report card. Select addresses in the **Destination** and **Return Address** lists. To print these addresses, check the **Enable Mailing** box. The **Parent/Guardian Options** specify which parent address is used in the report card mailing.
- The **Graduation Requirements** specify which graduation requirements definition should be used for the report card. Select the definition to use in the **1st Requirement** list.

- The filters selected in the **Exclude the following students from Graduation Requirements** section prevent the graduation requirements from printing for any student that matches the criteria set. The students can match either filter to be excluded. Select the field to use from the **Filter or Condition** drop-down, select the **Operator** as **Equal To** or **Not Equal To** or **In List**, and enter the **Value** of the field that should be matched. For example, if the Filter was set to Grade, the Operator was set to Equal To, and the Value was set to 09, the graduation requirements would not be displayed for any students in grade 9.
- **Title Override** – by default the title of the report is Report Card. The text entered in this box displays instead of Report Card.
- **Missing Fields** – this box lists any field that is used in the generation of the Report Card that is not completed, and lists where that field can be found. It is recommended that all of these fields be completed prior to printing the Report Card.
- **Abbreviate Course Title** – when checked, the Course Short Title field from the District Course screen is used instead of the Course Title field.
- **Abbreviate Teacher Name** – when checked, the Last Name of the teacher is shown followed by their first initial. If unchecked, the full first name of the teacher is shown.
- **Suppress GPA, Suppress Grad Req, and Suppress Grading Legend**– if these boxes are checked, the GPA and/or Graduation Requirements and/or Grading Legend does not print on the Report Card.
- **Suppress Barcode** – omits the mailing bar code.
- **Display Standards** – controls whether standards that have been associated with a course (in Grade Book, or on the **Standards** tab of **Synergy SIS > Course > District Course**) are displayed on the report card.
- **Standard Sort Option** – determines the display order of the standards selected in **Display Standards**.
- **Display Concurrent** – controls whether, when both schools have the same grading periods, the report card includes grades from both.
- **Show Concurrent for Home School Only** – if this is checked and **Display Concurrent** is set to **Show Concurrent**, concurrent data is included only if the current focus school is the student's home school. If the student has a different home school, only the data related to the current focus school is included.

## GRD802 – Grading Labels

The Grading Labels report produces a printed set of labels that lists all of the current sections for each student with the mark for the selected grading period.

The image displays a grid of 18 small tables, each representing a student's current sections. Each table has columns for Title, Course, Teacher, Mark, and Section #. The tables are arranged in a 6x3 grid. Each table contains a list of sections with their respective details and a mark value.

Grading Labels

The report can be customized using the following options:

- **Grading Periods** – a separate set of labels is printed for each grading period selected from the drop-down lists. If more than one mark is defined for a grading period, select which mark should be printed on the label from the **Mark Name** drop-down lists.
- **Grade** – check the boxes for the grade level of the students to be included in the labels.
- **Perm ID** – a grading label can be produced for one specific students if his/her Perm ID is listed.
- **Academic Type** – to only include a specific type of courses in the grading labels, select the academic type of the courses to be included.
- **Include Student School Attended History** – check this box to include school attended history (days absent, enrolled, and present).
- **Show School Number Or Period** – select whether to display the school number or each section's period.
- **Show Marks On One Label (Hides the course title)** – check this box to omit course titles to allow more room for marks.
- **Include School Year** – check this box to print the school year in the label header.
- **Load Student Grades for Focus School and Year Only** – check this box to restrict the labels to grades from the current school and year.

**Report Interface**  
 Name: **Grading Labels** Number: GRD802 Page Orientation: **Portrait**

Options | Label Setup | Sort / Output | Conditions | Selection

**Grading Periods**

Grading Period 1	Mark Name 1
<input type="text"/>	<input type="text"/>
Grading Period 2	Mark Name 2
<input type="text"/>	<input type="text"/>
Grading Period 3	Mark Name 3
<input type="text"/>	<input type="text"/>
Grading Period 4	Mark Name 4
<input type="text"/>	<input type="text"/>

**Student Filters**

Grade  
 09  10  11  12

Perm ID

**Course Data Filters**

Academic Type  
 CE  Honors  Non-Academic  Regular

**Label Content**

Include Student School Attended History

Show School Number Or Period

Show Marks On One Label (Hides the course title)

Include School Year

Load Student Grades for Focus School and Year Only

*Grading Labels, Report Interface*

## GRD805 – Grading Labels With GPA

The Grading Labels With GPA report prints grading labels that can include a student's GPA, attendance, and other grading report items.

<p>Abbott, Billy C. Stu ID:905493</p> <p>Grade:12</p> <p>Title Teacher <b>Mk</b> <b>ABS</b> <b>0/</b></p> <p>Beg Jewelry Sullivan J. J. C 4.00</p> <p>Eng (Brit) Lit Snyder J. J. B 4.00</p> <p>Int Acting Gardner D. D. A 5.00</p> <p>Marching Band Burgener S. S. A 4.00</p> <p>Rt 5th Per Rel Time, R. A 3.00</p> <p>Rt 6th Per Rel Time, R. A 3.00</p> <p>Weight Trn Boys Joseph T. T. B 4.00</p>	<p>Hope High School</p>	<p>Adams, Sean B. Stu ID:877340</p> <p>Grade:12</p> <p>Title Teacher <b>Mk</b> <b>ABS</b> <b>0/</b></p> <p>Am Govt Davis J. J. A 0.00</p> <p>Co-Pa-Bowling Diaz J. J. B 1.00</p> <p>Co-Persnl Dev Diaz J. J. B 1.00</p> <p>Cep Career Center, C. A 1.00</p> <p>Culinary Arts 1 Cole N., N. A 0.00</p> <p>Pers Rel Time Evit Teacher, R. C 0.00</p> <p>Rt 5th Per Rel Time, R. A 0.00</p> <p>Rt 6th Per Rel Time, R. A 0.00</p>	<p>Hope High School</p>
<p>Ackley, Brian R. Stu ID:913948</p> <p>Grade:12</p> <p>Title Teacher <b>Mk</b> <b>ABS</b> <b>0/</b></p> <p>Adv Acting Gardner D. D. B 3.00</p> <p>Algebra I Anderson G. G. B 3.00</p> <p>Int Acting Gardner D. D. B 3.00</p> <p>Mythology Stauffer P. P. C 3.00</p> <p>Prin&amp;prac Econ Davis J. J. C 3.00</p> <p>Rel Time A Hr Rel Time, R. A 3.00</p> <p>Rt 6th Per Rel Time, R. C 3.00</p>	<p>Hope High School</p>	<p>Addington, Paula M. Stu ID:871686</p> <p>Grade:12</p> <p>Title Teacher <b>Mk</b> <b>ABS</b> <b>0/</b></p> <p>Hero Hospit Ser Patenge S. S. B 0.00</p> <p>Hero Hospit Ser Patenge S. S. B 0.00</p> <p>Pers Rel Time Evit Teacher, R. A 0.00</p> <p>Prin&amp;prac Econ Wischusen T. T. B 0.00</p> <p>Rt 4th Per Rel Time, R. A 0.00</p> <p>Rt 5th Per Rel Time, R. A 0.00</p> <p>Rt 6th Per Rel Time, R. A 0.00</p> <p>World Lit Gordon K. K. B 0.00</p>	<p>Hope High School</p>
<p>Acosta, Eugene A. Stu ID:973921</p> <p>Grade:12</p> <p>Title Teacher <b>Mk</b> <b>ABS</b> <b>0/</b></p> <p>Am Sign Lang II Scott T. T. B 1.00</p> <p>American Lit Baniszewski, N. C 1.00</p> <p>Cep Career Center, C. A 1.00</p> <p>Prin&amp;prac Econ Becker C. C. C 1.00</p> <p>Rt 5th Per Rel Time, R. C 1.00</p> <p>Rt 6th Per Rel Time, R. B 1.00</p> <p>Study Hall Dunham C. C. A 1.00</p>	<p>Hope High School</p>	<p>Aelvoet, Jesse J. Stu ID:944233</p> <p>Grade:12</p> <p>Title Teacher <b>Mk</b> <b>ABS</b> <b>0/</b></p> <p>Am Govt Davis J. J. A 0.00</p> <p>Evit Sem 1 Pm Evit Teacher, E. A 0.00</p> <p>Prin Eng II Torrente J. J. A 0.00</p> <p>Prin&amp;prac Econ Wischusen T. T. A 0.00</p> <p>Rel Time A Hr Rel Time, R. A 0.00</p>	<p>Hope High School</p>
<p>Adams, Howard T. Stu ID:873985</p> <p>Grade:12</p> <p>Title Teacher <b>Mk</b> <b>ABS</b> <b>0/</b></p> <p>Ap Gov&amp;econ Wp Ries L. L. A 0.00</p> <p>Ap Physics C Canaday C. C. B 0.00</p> <p>Co-Amer Hist I Wong L. L. C 0.00</p> <p>Co-Amer Hist II Wong L. L. C 0.00</p> <p>Pers Rel Time Evit Teacher, R. A 0.00</p> <p>Rel Time A Hr Rel Time, R. C 0.00</p> <p>Sr Ap Eng Robinson R. R. C 0.00</p> <p>Study Hall Sincic T. T. A 0.00</p>	<p>Hope High School</p>	<p>Aguado, Karen C. Stu ID:135319</p> <p>Grade:12</p> <p>Title Teacher <b>Mk</b> <b>ABS</b> <b>0/</b></p> <p>Earth Science Viethaler R. R. A 0.00</p> <p>French I Trull J. J. C 0.00</p> <p>Fund Eng I Stauffer P. P. B 0.00</p> <p>Geometry Lewis J. J. B 0.00</p> <p>Pers Rel Time Evit Teacher, R. A 0.00</p> <p>Rt 6th Per Rel Time, R. A 0.00</p> <p>Student Aid Summers K. K. A 0.00</p> <p>Trigonometry Lewis J. J. B 0.00</p>	<p>Hope High School</p>
<p>Adams, Howard T. Stu ID:873985</p> <p>Grade:12</p> <p>Title Teacher <b>Mk</b> <b>ABS</b> <b>0/</b></p> <p>TA Vogl R. R. B 0.00</p>	<p>Hope High School</p>	<p>Aguilar, Roger F. Stu ID:991071</p> <p>Grade:12</p> <p>Title Teacher <b>Mk</b> <b>ABS</b> <b>0/</b></p> <p>Algebra I Keyes J. J. B 0.00</p> <p>Am Govt Jackson K. K. B 0.00</p> <p>Beg Ceramics Blishek P., P. A 0.00</p> <p>Cad &amp; Drafting Kish L. L. A 0.00</p> <p>Cep Career Center, C. A 0.00</p> <p>Fund Eng II Summers K. K. A 0.00</p> <p>Weight Trn Boys Swartz M. M. A 0.00</p>	<p>Hope High School</p>
<p>Adams, Scott M. Stu ID:939208</p> <p>Grade:12</p> <p>Title Teacher <b>Mk</b> <b>ABS</b> <b>0/</b></p> <p>Aa Girls Sports Joseph T. T. B 0.00</p> <p>Adv Wm Boys Wheeler J. J. C 0.00</p> <p>Beg Guitar Sapaikie J. J. B 0.00</p> <p>Pers Rel Time Evit Teacher, R. B 0.00</p> <p>Prin Eng III Gordon K. K. C 0.00</p> <p>Prin&amp;prac Econ Davis J. J. B 0.00</p> <p>Rel Time A Hr Rel Time, R. A 0.00</p>	<p>Hope High School</p>	<p>Aguirre, Jason K. Stu ID:952367</p> <p>Grade:12</p> <p>Title Teacher <b>Mk</b> <b>ABS</b> <b>0/</b></p> <p>Coe Bus Intern Frommer K. K. B 0.00</p> <p>Doe Sales &amp; Mkt Frommer K. K. A 0.00</p> <p>Prin&amp;prac Econ Wischusen T. T. C 0.00</p> <p>Rel Time A Hr Rel Time, R. A 0.00</p> <p>Rt 4th Per Rel Time, R. A 0.00</p> <p>Rt 5th Per Rel Time, R. A 0.00</p> <p>Rt 6th Per Rel Time, R. B 0.00</p> <p>Welding I Fromm D. D. A 0.00</p>	<p>Hope High School</p>

Grading Labels with GPA

The report can be customized using the following options:

- **Grading Period** and **Mark Name** – select the **Grading Period** to be used when printing the labels. If more than one mark is defined for the grading period, select which mark should be printed on the label from the **Mark Name** drop-down list.
- **GPA Type 1** and **GPA Type 2** – select which GPA definitions should be printed on the labels. Up to two definitions may be included. To override the GPA column heading, enter the new labels in the **Override Label** boxes.
- **Check boxes** – the check boxes include Show Attendance 1, Show Attendance 2, Show Citizenship, Show Conduct, Show Credit, Show Work Habits. Any or all of these boxes can be checked; once checked the grading labels display the appropriate information from the student grading records.
- **Term Name** –to override the default term name, enter a custom Term Name in this box.
- **Month** and **Year** – select the month and year to be printed on the grading labels.
- **Staff Name Format** -- this option allows changes to be made to the way a teacher's name appears (either **Last Name, First Initial** or **Last Name, First Name**).
- **Grade** – check the boxes for the grade level of the students to be included in the labels

**Report Interface**

Name: **Grading Labels With GPA** Number: **GRD805** Page Orientation: **Portrait**

Options | Label Setup | Sort / Output | Conditions | Selection

**Grading Periods**

Grading Period: [ ] Mark Name: [ ]

**Display Options**

GPA Type 1: [ ] Override Label (Default is ACA): [ ]

GPA Type 2: [ ] Override Label (Default is TOT): [ ]

Show Attendance 1  
 Show Attendance 2  
 Show Citizenship  
 Show Conduct  
 Show Credit  
 Show Work Habits

Term Name: [ ]

Month: [ ] Year: [ ]

**Format Options**

Staff Name Format: [ ]

**Student Filters**

Grade  
 09  10  11  12

*Grading Labels With GPA, Report Interface*

## GRD806 – Grading Period Labels with GPA

The Grading Period Labels with GPA labels list all of a student’s classes for a given month and year, and display the selected GPA.

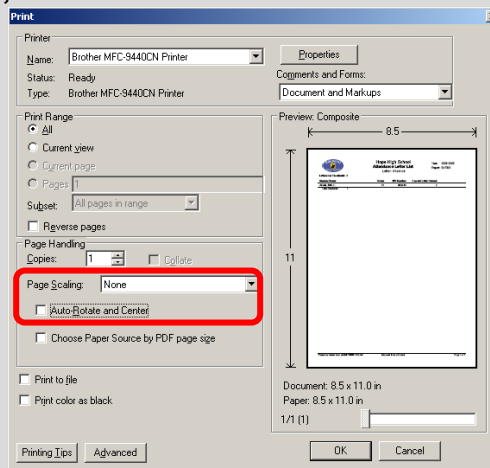
		16.50	33.00	83.78			16.00	32.00	127.12				
913948	Ackley, Brian R.	11 5/2004			873985	Adams, Howard T.	11 5/2004						
Adv Acadg		0.5	1.0	A	3.7	Adv French Iv		0.5	1.0	A	4.7		
Algebra II		0.5	1.0	D	0.7	Co Chemistry		0.5	1.0	B	3.7		
Amer History II		0.5	1.0	D	0.7	Jr Ap Eng		0.5	1.0	B	3.7		
Earth Science		0.5	1.0	D	0.7	Pre-Calculus		0.5	1.0	C	2.7		
Int Acadg		0.5	1.0	A	3.7								
Pre Eng II		0.5	1.0	D	0.7								
Ackley, Brian R.		11 5/2004	16.50	33.00	2.40	93.74	Adams, Howard T.		11 5/2004	16.00	32.00	3.94	141.78
		14.50	28.00	89.48			14.50	29.00	81.14				
873921	Acosta, Eugene A.	11 5/2004			939208	Adams, Scott M.	11 5/2004						
Algebra II		0.5	1.0	C	1.7	As Girls Sports		0.5	1.0	A	3.7		
Am Sign Lang I		0.5	1.0	B	2.7	Adv Wt Sports		0.5	1.0	A	3.7		
Amer History II		0.5	1.0	A	3.7	Amer History II		0.5	1.0	B	3.7		
Earth Science		0.5	1.0	B	2.7	American Lit		0.5	1.0	B	3.7		
Pre Eng II		0.5	1.0	A	3.7	Ho Acad & Phys		0.5	1.0	C	1.7		
Weight Trn Sports		0.5	1.0	A	3.7								
Acosta, Eugene A.		11 5/2004	17.00	34.0	3.16	107.44	Adams, Scott M.		11 5/2004	17.00	34.0	2.81	95.44

Grading Period Labels with GPA



**Caution:** Be sure to select a label on the labels tab that is large enough to contain the information. It usually requires a label that is at least 3” high and 4.5” wide.

In addition, when printing the PDF File that is created, be sure to change the Page Handling settings before printing. Change the **Page Scaling** to **None**, and uncheck the **Auto-Rotate and Center** box.





The report can be customized using the following options:

- **Calendar Month/Calendar Year** – enter the month and year when the course was completed to filter the courses included from the student’s course history. This must be entered for the report to print.
- **CHS Type** – select the CHS Type of course to only include courses with that CHS Type.
- **GPA Type** – select the type of GPA that is printed on the labels.
- **Subject Base Credit Value** – enter the number of credits that should be assigned to each section for the period. This must be entered for the report to print.
- **Show School Name** – check the box if the school name should be printed on the labels.
- **Course Title To Show** – select which course title should be printed on the labels. Since the course title in Student Course History may be manually entered, it can either be the **Title from Student Course History** or the **Long Title from District Course** or the **Short Title from District Course**. By default it shows the Long Title from District Course.
- **Staff Name Format** -- this option allows changes to be made to the way a teacher’s name appears (either **Last Name, First Initial** or **Last Name, First Name**). By default, it shows the Last Name, First Initial.
- An individual student or group of students can be selected by filtering on the **Perm ID, Last Name, First Name, or Grade**. For example, if grade 12 is selected the report prints labels for each student in grade 12.

**Report Interface**  
 Name: **Grading Period Labels With GPA** Number: **GR0806** Page Orientation: **Portrait**

**Options** | Label Setup | Sort / Output | Conditions | Selection

**Course History Criteria**  
 Calendar Month: [ ] CalendarYear: [ ] CHS Type: [v]

**Display Options**  
 GPA Type: [v]  
 Subject Base Credit Value: [ ]  
 Show School Name  
 Course Title to show: [v]  
 Title from Student Course History [v]

**Format Options**  
 Staff Name Format: [v]

**Student Filters**  
 Perm ID: [ ]  
 Last Name: [ ] First Name: [ ]  
 Grade:  09  10  11  12

*Grading Labels With GPA, Report Interface*

## GRD401 – Mark Listing By Student

The Mark Listing By Student report prints a list of all of the sections & marks for each student. It can be printed for a single grading period or a single section.

Edupoint School District		Hope High School Mark Listing By Student Section(s): 0002					Year: 2008-2009 Report: GRD401							
<b>Student Name: Green, Kimberly</b>		Perm ID	877362		Grade	12	Gender	F	Crd Att	1.750	Crd Com	1.750	GPA	2.806
Per	Course Title	Section ID	Teacher Name	4th Qtr	Sem 2 Final	Credits Att								
0	Rel Time A Hr	1869	Rel Time, Rel Time	C+	C+	0.500								
<b>Comments</b>														
1	Life Science	0002	Toft, Robert	A-	A-	0.500								
<b>Comments</b>														
2	Landscape D&M I	0201	Wejck, James	D	D	1.000								
<b>Comments</b>														
3	Mythology	1329	Tuzzino, Valerie	A-	A-	0.500								
<b>Comments</b>														
4	Yearbook	1432	Wrather, Landon	A	A	0.500								
<b>Comments</b>														
5	Prn Eng III	1516	Gordon, Kim	A-	A-	0.500								
<b>Comments</b>														
6	AA Girls Sp	1908	Webster, Bill	A-	A-	0.500								
<b>Comments</b>														
<b>Student Name: Larios, Jeffrey F.</b>		Perm ID	832781		Grade	12	Gender	M	Crd Att	1.250	Crd Com	1.250	GPA	2.864
Per	Course Title	Section ID	Teacher Name	4th Qtr	Sem 2 Final	Credits Att								
1	Life Science	0002	Toft, Robert	B-	B-	0.500								
<b>Comments</b>														
2	Mathematics	1252	Roberson, Katie	A+	A+	0.500								
<b>Comments</b>														
3	Senior Lit	1317	Gomez, Forlino	D	D	0.500								
<b>Comments</b>														
4	Evit Sem 2 Pm	1999	Evit Teacher, Evit	A-	A-	0.500								
<b>Comments</b>														
7	Schll Lock	1949	Guidance Off, Guidance Off	A+	A+	1.000								
<b>Comments</b>														
Printed by Admin User at 07/05/2009 1:51 PM														
Edupoint School District														
Page 1 of 17 Page 1 of 1														

Mark Listing By Student

The report can be customized using the following options:

- **Grading Period** – specifies what periods to display on the report card. The report can include multiple periods, or it can show just one by selecting the same period in the drop-down lists.
- **Grading Period Type** – instead of specifying the exact grading period, the report can be printed by the type of grading period: **Grading Periods, Progress Periods, or Both**.
- **GPA Type** – select the GPA that is printed on the report.
- **Show Comments** – check the box if comments entered for each student should be displayed.
- **Hide Course Title/Hide Teacher Name** – these boxes can be checked if the course title and teacher name should not be shown in the report.
- **Include Conduct** – include conduct (effort) marks on the report by checking this box.
- **Include Work Habits** – include work habits marks on the report by checking this box.
- **Grade** – select grades to be included in the report by checking the appropriate boxes.
- **Section ID** –a range of section IDs can be selected or just one section
- **Filter/Operator/Not/Value** – To select students by another criteria, select the field to use from the **Filter** drop-down, select the **Operator** such as **Equal To** or **Contains**, and enter the **Value** of the field that should be matched. To exclude the students that match the value instead of including them, check the **Not** box. For example, if the Filter was set to Grade, the Operator was set to Equal To, and the Value was set to 09, only the students in grade 9 would be included on the list.

The screenshot shows the 'Report Interface' for 'Mark Listing By Student'. The interface includes a header with the report name, number (GR0401), and page orientation. Below the header are tabs for 'Options', 'Sort / Output', 'Conditions', 'Selection', and 'Advanced'. The 'Options' tab is active, showing 'Grading Term Options' with fields for 'Grading Period', 'Grading Period Type', 'GPA Type', and 'Show Comments'. There are also checkboxes for 'Hide Course Title' and 'Hide Teacher Name'. Below this is the 'Filters' section, which includes a 'Grade' section with checkboxes for 09, 10, 11, and 12. The 'Section ID' field is also present. At the bottom, there are fields for 'Filter', 'Operator', and 'Not Value'.

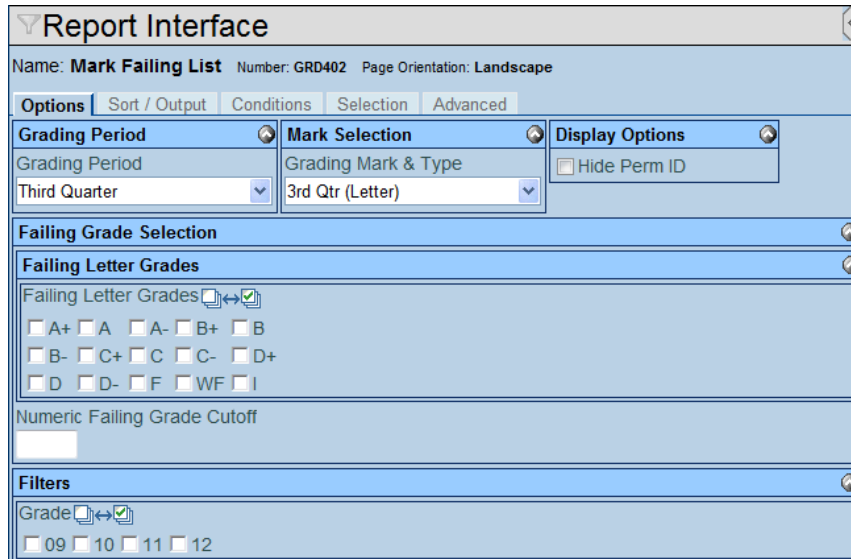
*Mark Listing By Student, Report Interface*

## GRD402 – Mark Failing List

The Mark Failing List report prints a list of students with failing grades for the specified grading period.

		Hope High School					Year: 2007-2008				
		Mark Failing List					Report: GRD402				
Student Name	Perm ID	Grade	Period	Course ID	Course Title	Staff Name	Grade	Comment Code			
								1	2	3	
Allen, Tammy	901931	10	4	EN33	Prin Eng I	Traylor K, Kelly	F				
Batchelder, Jesse D.	158741	10	2	EN33	Prin Eng I	Gomez T, Fortino	F				
Brown, Ernest C.	903068	10	4	EN33	Prin Eng I	Traylor K, Kelly	F				
Campbell, Susan N.	919448	10	4	EN33	Prin Eng I	Traylor K, Kelly	F				
Chesley, Brenda J.	909353	10	2	EN33	Prin Eng I	Gomez T, Fortino	I				
Desimone, Brandon J.	904834	10	4	EN33	Prin Eng I	Traylor K, Kelly	F				
Donaldson, Howard A.	124718	10	4	EN33	Prin Eng I	Rex K, Karen	F	G	H		
Farnsworth, Jerry A., JR	903128	10	5	EN33	Prin Eng I	Rex K, Karen	F	G			
Finter, Gregory A.	901777	10	6	EN33	Prin Eng I	Rex K, Karen	F				
Grimes, Chris E.	904048	10	5	EN33	Prin Eng I	Gomez T, Fortino	F	E	F		
Hamilton, Carl P.	902990	10	2	EN33	Prin Eng I	Gomez T, Fortino	F				
Hollingsworth, Brian E.	875879	10	4	EN33	Prin Eng I	Rex K, Karen	F	J	K		
Jenkins, Deborah J.	922308	10	1	EN33	Prin Eng I	Summers K, Kim	F	I	K		
Kersh, Alice L.	979809	10	4	EN33	Prin Eng I	Traylor K, Kelly	F				
Kidwell, Ralph D.	909348	10	4	EN33	Prin Eng I	Traylor K, Kelly	F				
Newendyke, Kevin D.	929021	10	4	EN33	Prin Eng I	Traylor K, Kelly	F				
Poulson, Ryan M.	118273	10	4	EN33	Prin Eng I	Traylor K, Kelly	F				
Roosa, Carolyn M.	110406	10	4	EN33	Prin Eng I	Traylor K, Kelly	F				
Shiflet, Eugene C.	903180	10	4	EN33	Prin Eng I	Traylor K, Kelly	F				
Thomas, Beverly J.	864174	10	6	EN33	Prin Eng I	Rex K, Karen	F				
Wallace, Andrew K.	133910	10	4	EN33	Prin Eng I	Traylor K, Kelly	F				
Wilbur, Stephen R.	880452	10	4	EN33	Prin Eng I	Traylor K, Kelly	F				

Mark Failing List



**Report Interface**

Name: **Mark Failing List** Number: GRD402 Page Orientation: Landscape

Options | Sort / Output | Conditions | Selection | Advanced

**Grading Period** | **Mark Selection** | **Display Options**

Grading Period: Third Quarter | Grading Mark & Type: 3rd Qtr (Letter) |  Hide Perm ID

**Failing Grade Selection**

**Failing Letter Grades**

Failing Letter Grades

A+  A  A-  B+  B  
 B-  C+  C  C-  D+  
 D  D-  F  WF  I

Numeric Failing Grade Cutoff

**Filters**

Grade

09  10  11  12

*Mark Failing List, Report Interface*

The report can be customized using the following options:

- **Grading Period** – the period for which to run the report.
- **Grading Mark & Type** – select the mark (such as **2nd Qtr** or **Sem 1 Final**, for the second quarter) and mark type (such as **Letter**) to include in the report.
- **Hide Perm ID** – this box can be checked in order to keep the Perm ID from being printed.
- **Failing Letter Grades** – those marks that are considered “failing” should be checked.
- **Numeric Failing Grade Cutoff** – enter a numeric mark to be used to establish a cutoff to establish the failing mark threshold when numeric marks are used instead of alpha marks. Marks below that value are considered failing
- **Grade** – specific grades to be included in the label report can be selected by checking the appropriate boxes.

## GRD403 – Mark Verification By Teacher

The Mark Verification By Teacher report prints a list of student marks for each teacher's section. The report can also include all of the comments and absences as defined in the Grading Setup screen.

Edupoint Achieve District		Hope High School Mark Verification By Teacher First Quarter								Year: 2007-2008 Report: GRD403
Teacher: <b>Aderson, Gordon</b>										
Period: <b>1</b>	Section ID: <b>0140</b>	Course: <b>MA40</b>		<b>Algebra II</b>						
Student Name	SIS Number	1st Qtr	Con	Cit	WH	Abs1	Abs2	Credit	Comment	
Adams, Larry A.	889314	D	N	N	N	0	0	0.250	H - Experiences Difficulty N - Needs To Follow Correct T O - Needs To Demons. More I	
Bingham, Janice	125138	A	O	O	O	0	0	0.250	B - Excellent Student C - Good Attitude/behavr In Cl E - Shows Extra Effort	
Bowser, Kathryn J.	920454	D		S	N	0	0	0.250	H - Experiences Difficulty I - Test Scores Neg. Affect Gr K - Missing Makeup Or Class'	
Cabrera, Daniel C.	115459	A+	O	O	O	0	0	0.250	B - Excellent Student C - Good Attitude/behavr In Cl D - Good Participation In Clas	
Clark, Martha K.	101651					0	0	0.250		
Damiani, Juan T.	886827	C	S	S	S	0	0	0.250	D - Good Participation In Clas G - Showing Improvement H - Experiences Difficulty	
Gardner, Adam L.	903175	B	S	O	S	0	0	0.250	C - Good Attitude/behavr In Cl F - Complete/accurate Assign I - Test Scores Neg. Affect Gr	
Grimm, Timothy D.	852592	D	S	S	N	0	0	0.250	K - Missing Makeup Or Class' O - Needs To Demons. More I B - Excellent Student	
Hamblin, Christina L.	888178	A+	O	O	O	0	0	0.250	E - Shows Extra Effort F - Complete/accurate Assign D - Good Participation In Clas	
Ingham, Stephanie B.	886414	B-	S	O	S	0	0	0.250	F - Complete/accurate Assign D - Good Participation In Clas F - Complete/accurate Assign	
Jennings, Jacqueline E.	123020	C+	S	S	S	0	0	0.250	D - Good Participation In Clas H - Experiences Difficulty I - Test Scores Neg. Affect Gr	
John, Mildred E.	956845	D	S		N	0	0	0.250	N - Needs To Follow Correct T	
Johnson, Bobby E.	163912	C+				0	0	0.250		
McPeck, Joshua A.	901999	C				0	0	0.250		
Miku, Kelly A.	956444	B+				0	0	0.250		

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Mark Verification By Teacher

The report can be customized using the following options:

The screenshot shows a web-based report interface. At the top, there is a title bar with a back arrow and the text 'Report Interface'. Below this is a header area containing the report name 'Mark Verification By Teacher', the number 'GRD403', and the page orientation 'Landscape'. A navigation menu includes 'Options', 'Sort / Output', 'Conditions', 'Selection', and 'Advanced'. The main section is titled 'Selection Criteria (leave blank to print all teachers)'. It contains several input fields: 'Select a Teacher' with sub-fields for 'Last Name' and 'First Name', 'Or select a Section ID', 'Grading Period' (a dropdown menu currently showing 'Third Quarter'), and 'Missing Mark To Show (Blank will show all grades)' (a dropdown menu).

*Mark Verification By Teacher, Report Interface*

- The report can be filtered by teacher by entering part or all of a **Last Name** and/or **First Name**. The information is printed for the teachers matching those values. Leave these boxes blank to print the report for all teachers.
- To print the report for just a specific section, enter the **Section ID**.
- **Missing Mark to Show** refers to the marks defined for the grading period, such as the 4<sup>th</sup> Quarter Overall Mark or Semester 1 Final. Select which mark to display, or select **All Missing Marks** to display all marks not entered for the period. By default, the report shows all missing marks.

## GRD407 – Mark Exception Report

The Mark Exception Report prints a list of students with the specified mark.

		Hope High School Mark Exception Report				Year: 2007-2008 Report: GRD407		
Student Name	Perm ID	Grade	Per	Course Title	Teacher Name	Mark	Con	WH
Abbott, Billy C.	955493	12	3	Weight Tm Boys	Joseph T. T.	B		
			4	Eng (brit) Lit	Snyder J. J.	B		
Ackley, Brian R.	913948	12	2	Int Acting	Gardner D. D.	B		
Adams, Howard T.	873985	12	1	Teacher Aide	Vogl R. R.	B		
			3	Ap Physics C	Canaday C. C.	B		
Amri, Margaret M.	871884	12	4	Eng (brit) Lit	Snyder J. J.	B		
Barker, Juan B.	957095	12	0	Am Govt	Jackson K. K.	B		
Berger, Ashley J.	873993	12	1	Beg Jewelry	Sullivan J. J.	B		
Cody, Harry D.	872242	12	0	Am Govt	Jackson K. K.	B		
Curtis, Thomas B.	874188	12	1	Beg Jewelry	Sullivan J. J.	B		
Doane, Sara E.	878373	12	1	Trigonometry	Harter R. R.	B		
			5	Env Science	Blasdel W. W.	B		
Hamilton, Ruby L.	873794	12	4	Eng (brit) Lit	Snyder J. J.	B		
Harvey, Mildred J.	836901	12	0	Am Govt	Jackson K. K.	B		
Kalpeles, Susan	880519	12	3	Weight Tm Boys	Joseph T. T.	B		
Kamp, Philip M.	142659	12	0	Marching Band	Burgener S., S.	B		
Krause, Doris J.	981552	12	4	Eng (brit) Lit	Snyder J. J.	B		
Martin, Kimberly M.	872099	12	0	Am Govt	Jackson K. K.	B		
McBride, Roger R.	155878	12	3	Weight Tm Boys	Joseph T. T.	B		
Miller, Deborah	874245	12	0	Am Govt	Jackson K. K.	B		
Nunez, Joseph M.	951887	12	1	Computer Apps	Sahi M. M.	B		
Richeson, Bonnie A.	874973	12	0	Am Govt	Jackson K. K.	B		
Robbins, Christopher A.	838787	12	0	Am Govt	Jackson K. K.	B		
Seehagen, Craig A.	937261	12	0	Am Govt	Jackson K. K.	B		
Williams, Billy K.	953955	12	2	Driver Train	Atwood S., S.	B		

*Mark Exception Report*



The report can be customized using the following options:

*Mark Exception Report, Report Interface*

- **Grading Period** – specifies what periods to display on the report card.
- **Mark** refers to the marks defined for the selected grading period, such as Semester 1 Final. Select which mark to be used in the report from the drop-down list. To show all grading period marks, check the box **Show All Marks for Each Student**.
- **Show student with AT LEAST** is a filter that includes all students with a specified amount of a certain mark. Up to 4 filters may be defined. For example, the report could list all students that have at least 1 F. At least one filter must be defined.
- **Grade** - specify the grade levels to be included in the report by checking the appropriate boxes.

## GRD410 – Mark Distribution By Teacher

The Mark Distribution By Teacher report prints a list of teachers and their mark distribution information.

		Hope High School Mark Distribution By Teacher 1ST QTR												Year: 2007-2008 Report: GRD410				
Teacher Name	Course Title and ID	Per	A		B		C		D		F		I		Other		GPA	
			Total	Pct	Total	Pct	Total	Pct	Total	Pct	Total	Pct	Total	Pct				
Anderson G., Gordon	Algebra II (MA40)	1	4	21.05	4	21.05	6	31.58	2	10.53	2	10.53	1	5.26			2.21	
	Algebra II (MA40)	2	3	9.38	11	34.37	18	56.25									2.53	
	Ap Calc Bc (MA51W)	3	3	33.33	1	11.11	3	33.33	1	11.11	1	11.12					2.44	
	Algebra II (MA40)	5			1	100.00											3.00	
			10	16.39	17	27.87	27	44.26	3	4.92	3	4.92	1	1.64			0.00	2.43
Atwood S., Sharon	Driver Train (PP25)	2	4	40.00	3	30.00	1	10.00	2	20.00							2.50	
	Qj (PP29)	4	1	14.29	3	42.86	2	28.57			1	14.28					2.43	
			5	29.41	6	36.29	3	17.86	2	11.76	1	5.89			0.00		0.00	2.71
Bianzowski, Nancy	American Lit (EN57)	0	5	28.57	9	32.14	9	32.14			1	3.57	1	3.56			2.75	
	Aa Soph Eng (EN35W)	1	3	16.67	7	38.89	1	5.56	4	22.22	2	11.11	1	5.55			2.17	
	American Lit (EN57)	4					1	100.00									2.00	
	Aa Soph Eng (EN35W)	5	1	100.00													4.00	
			12	25.00	16	33.33	11	22.92	4	8.33	3	6.25	2	4.17			0.00	2.54
Becker A., Allison	Algebra II (MA40)	1	4	13.79	8	27.59	17	56.62									2.55	
	Geometry (MA30)	2	13	62.00	5	20.00			3	12.00	4	16.00					2.80	
	Geometry (MA30)	4	5	20.00	8	32.00	10	40.00			2	8.00					2.56	
			22	27.85	21	26.58	27	34.18	3	3.80	6	7.69			0.00		0.00	2.63
Becker C., Chris	Accounting I (BE47)	1	11	45.83	9	37.50	1	4.17	3	12.50							3.17	
	Prin&prac Econ (BE77)	2	10	40.00	8	32.00	1	4.00	6	24.00							2.88	
	Comp Foundation (CB10)	3	6	22.22	7	25.93	9	33.33			5	18.52					2.33	
	Computer Apps (CB11)	5	1	100.00													4.00	
			28	36.36	24	31.17	11	14.29	9	11.69	6	6.49			0.00		0.00	2.79
Behm A., Angela	Spanish I (WL21)	5	1	100.00													4.00	
			1	100.00		0.00		0.00		0.00		0.00		0.00			0.00	4.00
Blahak P., Pete	Bag Ceramics (AR41)	6	1	100.00													4.00	
			1	100.00		0.00		0.00		0.00		0.00		0.00			0.00	4.00
Blaedel W., Wendy	Env Science (SC50)	3			1	100.00											3.00	
	Env Science (SC50)	5			1	100.00											3.00	
				0.00	2	100.00		0.00		0.00		0.00		0.00			0.00	3.00
Bonsour R., Richard	Lit Explor (EN51)	6	2	100.00													4.00	
			2	100.00		0.00		0.00		0.00		0.00		0.00			0.00	4.00

Mark Distribution By Teacher

The report can be customized using the following options:

- **Mark to Print** – select the mark defined for the grading period that should be used to create the report.
- **Only Teacher** – to print the report for just one teacher, select the name of the teacher from the drop-down.
- **Mark Type** – check all marks that should be included in the printed report.

**Report Interface**

Name: **Mark Distribution By Teacher**

Options | Sort / Output | Conditions | Select

Mark to Print: [Dropdown]

Only Teacher: [Dropdown]

Mark Type:  A  B  C  D  F  I

Mark Distribution By Teacher, Report Interface

## GRD411 – Mark Distribution By Course

The Mark Distribution By Course report prints a list of courses and summarizes the distribution of marks awarded by each teacher. It shows both the number of each mark awarded, and the percentage those marks equal of all the marks issued by that teacher. The average GPA for that period's classes is also reported for each teacher.

		Hope High School												Year: 2007-2008			
		Mark Distribution By Course												Report: GRD411			
		1ST QTR															
Course Title and ID	Teacher Name	Per	A		B		C		D		F		I		Other		GPA
			Total	Pct	Total	Pct	Total	Pct	Total	Pct	Total	Pct	Total	Pct			
Algebra I (MA40)	Anderson G., Gordon	1	4	21.05	4	21.05	6	31.58	2	10.53	2	10.53	1	5.26			2.21
	Anderson G., Gordon	2	3	9.38	11	34.38	18	56.25									2.53
	Anderson G., Gordon	5			1	100.00											3.00
	Bayer M., Michelle	3	6	22.22	4	14.81	5	18.52	7	25.93	5	18.52					1.96
	Becker A., Allison	1	4	13.79	8	27.59	17	56.62									2.55
	Cilford R., Rob	1	4	14.81	4	14.81	6	22.22	6	22.22	7	25.93					1.70
	Harder R., Rachel	3			9	32.14	9	32.14	7	25.00	3	10.71					1.86
	Kweschner J., James	0	9	50.00			4	22.22	4	22.22	1	5.56					2.67
	Kweschner J., James	2	5	38.46	3	23.08	3	23.08	1	7.69	1	7.69					2.77
	Sedani-Apt R., Rita	1	9	32.14	12	42.86	7	25.00									3.07
	Sedani-Apt R., Rita	5	1	100.00													4.00
	Vogt R., Randy	3	6	20.00	5	16.67	7	23.33	12	40.00							2.17
	<b>Grand Totals</b>		<b>51</b>	<b>20.16</b>	<b>61</b>	<b>24.11</b>	<b>62</b>	<b>32.41</b>	<b>39</b>	<b>15.42</b>	<b>19</b>	<b>7.51</b>	<b>1</b>	<b>0.40</b>			<b>2.33</b>
	<b>Grand Totals</b>		<b>51</b>	<b>20.24</b>	<b>61</b>	<b>24.21</b>	<b>62</b>	<b>32.54</b>	<b>39</b>	<b>15.48</b>	<b>19</b>	<b>7.54</b>					<b>2.34</b>

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Mark Distribution By Course

The report can be customized using the following options:

The screenshot shows a web-based report interface titled "Report Interface". At the top, it displays "Name: Mark Distribution By Course", "Number: GRD411", and "Page Orientation: Portrait". Below this are several tabs: "Options" (selected), "Sort / Output", "Conditions", "Selection", and "Advanced". The "Options" section includes a "Grading Period" dropdown menu set to "Third Quarter", a "Mark to Print" dropdown menu set to "3rd Qtr", an "Only Course ID" text input field, a "Sort By" dropdown menu set to "Course ID", a "Mark Type" section with checkboxes for "A", "B", "C", "D", "F", and "I" (all checked), a "Show GPA" checkbox (unchecked), and a "Page break by department" checkbox (unchecked).

*Mark Distribution By Course, Report Interface*

- **Grading Period** – select the period for which to summarize mark distribution.
- **Mark to Print** – select the mark defined for the grading period to be used to create the report.
- **Only Course ID** – type the course ID to print the report for just one course.
- **Sort By** – select the order by which output is sorted.
- **Mark Type** – check the marks that should be included on the printed report.
- Check **Show GPA** to display the average GPA earned in each teacher's sections of the course.
- Check **Page break by department** to start each department on a new page.

## GRD413 – Honor Roll Report

The Honor Roll Report prints a list of the students who have met the criteria for the honor roll definition selected for the report.

Student Name	Perm ID	Gender	CUR GPA	Credits Attempted	Credits Completed
<b>Grade: 10</b>					
Acevedo, Ashley	901830	Female	3.500	3.500	3.500
Acunia, Kenneth O.	110412	Male	3.200	2.500	2.500
Cahoon, Jonathan W.	937264	Male	3.500	3.000	3.000
Earhart, Eric R.	903115	Male	3.833	3.500	3.500
Fairchild, Sean A.	984856	Male	3.800	3.000	3.000
<b>Grade: 11</b>					
Ace, Andrew	886630	Male	3.500	3.000	3.000
Caddy, Virginia M.	889837	Female	3.750	2.000	2.000
Dickason, Anna K.	887273	Female	3.667	1.500	1.500
Thomas, Irene M.	887520	Female	3.000	1.500	1.500
<b>Grade: 12</b>					
Abbott, Billy C.	905483	Male	3.200	3.000	3.000
Doane, Sara E.	878373	Female	3.332	2.500	2.500

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*Honor Roll Report*

The report can be customized using the following options:

The screenshot shows the 'Report Interface' for an 'Honor Roll Report'. At the top, it displays 'Name: Honor Roll Report', 'Number: GRD413', and 'Page Orientation: Portrait'. Below this are tabs for 'Options', 'Sort / Output', 'Conditions', 'Selection', and 'Advanced'. The 'Options' tab is active, showing several dropdown menus: 'Principal's Honor Roll' (set to 'Principal's Honor Roll'), 'Grading Period' (set to 'First Quarter'), 'Grading Mark' (set to '3rd Qtr'), and 'Sort Option' (set to 'Alphabetical'). There are also two checkboxes: 'Do Not Use Grade Period Grid' and 'Suppress Credits Completed', both of which are currently unchecked. Below the options is a 'Filters' section with a 'Grade' dropdown (set to '09') and checkboxes for '09', '10', '11', and '12'. At the bottom of the filters are two input fields for 'Section ID Begin' and 'Section ID End'.

*Honor Roll Report, Report Interface*

- **Honor Roll** – select which honor roll definition should be used for the report from the drop-down.
- **Grading Period** – select the grading period that should be used to create the report.
- **Grading Mark** – select the mark (such as **2nd Qtr** or **Sem 1 Final**, for the second quarter).
- **Sort Option** – the report can be sorted by **Alphabetical** order, by **GPA**, or by the custom sort order defined on the **Sort/Output tab** of the Report Interface.
- **Do Not Use Grade Period Grid** – check this box to calculate GPA using **100%** for credit weight, bypassing the **Grade Period Weights** defined in **Grading Setup**.
- **Suppress Credits Completed** – check this box to prevent printing of a **Credits Completed** column.
- **Grade** – to specify the grade levels to be included in the report, check the appropriate boxes.
- **Section ID Begin/Section ID End** – a range of Section IDs can be established to limit the report output.

## GRD415 – Student School Rank

The Student School Rank report prints a list of students by grade level with their GPA and class rank. The report also includes the credits attempted and completed.

				CUM GPA			GPA
Student Name	Student ID	Gender	Credit Att	Credit Comp	Rank		
Abbott, Billy C.	905483	Male	186.000	156.000	790	2.021	
Ackley, Brian R.	913948	Male	196.000	196.000	615	2.743	
Acosta, Eugene A.	873621	Male	170.000	170.000	257	3.490	
Adams, Howard T.	873985	Male	180.000	180.000	22	4.126	
Adams, Scott M.	939208	Male	170.000	170.000	429	3.147	
Adams, Sean B.	877340	Male	160.000	160.000	752	2.281	
Addington, Paula M.	871688	Female	170.000	170.000	297	3.411	
Aelvoet, Jesse J.	944233	Male	166.000	160.000	708	2.454	
Aguado, Karen C.	135319	Female	190.000	190.000	109	3.850	
Agular, Roger F.	991071	Male	175.000	145.000	815	1.990	
Aguirre, Jason K.	952357	Male	166.000	166.000	678	2.575	
Aitchison, Alice E.	871731	Female	180.000	180.000	220	3.583	
Alder, Lawrence S.	910024	Male	150.000	150.000	773	2.177	
Alder, Sarah C.	968416	Female	196.000	196.000	8	4.253	
Aldrich, Steve K.	873815	Male	190.000	190.000	372	3.261	
Alexander, Fred D.	975140	Male	150.000	150.000	196	3.644	
Alexander, George M.	975141	Male	186.000	186.000	497	3.027	
Alger, Nicole C.	874433	Female	166.000	166.000	548	2.909	
Allen, Cynthia	874967	Female	200.000	200.000	11	4.213	
Allen, Helen L.	874910	Female	210.000	210.000	147	3.789	
Allen, Karen	873986	Female	206.000	206.000	143	3.780	
Allen, Karin T.	871328	Female	186.000	186.000	694	2.513	
Allen, Shawn C.	877993	Male	210.000	210.000	123	3.823	
Allison, Pamela D.	992672	Female	186.000	186.000	2	4.321	
Alpin, Steven J.	874439	Male	170.000	170.000	484	3.058	
Alwine, Roy M.	877916	Male	175.000	175.000	746	2.314	
Amri, Margaret M.	871884	Female	163.000	163.000	489	3.046	
Amundsen, Jose W.	885416	Male	200.000	200.000	131	3.807	
Anaya, Anthony C.	118268	Male	180.000	180.000	490	3.036	
Anderson, Ann M.	873634	Female	186.000	186.000	117	3.836	
Anderson, Paula N.	879286	Female	160.000	140.000	685	2.562	
Andrews, Jean L.	875456	Female	173.000	163.000	741	2.323	
Apple, Diana	873638	Female	160.000	160.000	151	3.750	
Arambula, Pamela A.	873296	Female	180.000	180.000	349	3.306	
Ardia, Anne L.	140843	Female	213.000	213.000	74	3.953	
Arnold, Jason K.	914682	Male	196.000	196.000	276	3.461	
Arnow, Kelly L.	839443	Female	156.000	156.000	505	3.000	
Arnow, Wayne M.	873640	Male	146.000	140.000	806	1.758	
Arvanitas, Christina T.	892796	Female	186.000	186.000	272	3.488	
Arviso, Anthony M.	872129	Male	190.000	190.000	441	3.130	
Ash, Louis T.	873990	Male	196.000	196.000	89	3.904	

Student School Rank

The report can be customized using the following options:

Report Interface

Name: **Student School Rank** Number: GRD415 Page Orientation: Portrait

Options | Sort / Output | Conditions | Selection | Advanced

Sort Report By Primary GPA Type Secondary GPA Type

Student Name

Grades:  09  10  11  12


*Student School Rank, Report Interface*

- **Sort Report By** - the report can be sorted by **Class Rank** or **Student Name** (the last name of the student).
- **Primary GPA Type** – the primary GPA definition to be displayed on the report
- **Secondary GPA Type** – an additional GPA can also be included on the report
- **Grades** – to specify the grade levels to be included in the report, check the appropriate boxes.



## GRD417 – Eligibility Report

The Eligibility Report prints a list of students by grade level and specifies if they meet the eligibility definition selected. If they don't meet the eligibility definition criteria, it specifies why the student did not meet the eligibility criteria.

		<b>Hope High School</b> <b>Eligibility Report</b> <small>Title: Eligibility/Ineligibility * Period: 1ST QTR * Type: Ineligibility</small>		<small>Year: 2007-2008</small> <small>Report: GRD417</small>
Student Name	Perm ID	Gender	Ineligible Reason	
<b>Grade: 12</b>				
Bowyer, Jesse P.	877361	Male	Ineligible Mark: F - 1	
Harvey, Mildred J.	839901	Female	Ineligible Mark: F - 1	
Jacobson, Susan	15	Female	Insufficient Courses: 0	
Keeme, Edward	861860	Male	Ineligible Mark: F - 1	
Lindblom, Andrea D.	839810	Female	Ineligible Mark: F - 1	
Maines, Luis	17	Male	Insufficient Courses: 0	
Nunes, Abigail	13	Female	Insufficient Courses: 0	
Paulus, Patrick B.	890458	Male	Ineligible Mark: F - 1	
Richardson, Keith A.	873355	Male	Ineligible Mark: F - 1	
Roberts, Pamela A.	906937	Female	Ineligible Mark: F - 1	
Rodriguez, Angela	19	Female	Insufficient Courses: 0	
Seehagen, Craig A.	937261	Male	Ineligible Mark: F - 1	
Thomas, Kelly R.	874732	Female	Ineligible Mark: F - 1	
Tope, Patrick R.	950479	Male	Ineligible Mark: F - 1	
Willis, Todd R.	875445	Male	Ineligible Mark: D - 2	
Woods, Benjamin T.	861519	Male	Ineligible Mark: F - 1	

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*Eligibility Report*

The report can be customized using the following options:

The screenshot shows the 'Report Interface' for an 'Eligibility Report'. At the top, it displays 'Name: Eligibility Report', 'Number: GRD417', and 'Page Orientation: Portrait'. Below this are several tabs: 'Options', 'Sort / Output', 'Conditions', 'Selection', and 'Advanced'. The 'Options' tab is active and contains the following settings:

- Eligibility Type:** Athletic Eligibility
- Grading Period:** Third Quarter
- Grading Mark:** 3rd Qtr
- Sort Option:** Alphabetical
- Reporting Type:** Ineligibility
- Do Not Use Grade Period Grid

Below the options is a 'Filters' section with the following fields:

- Grade:** A dropdown menu with a double-headed arrow icon and a checkmark icon. Below it are checkboxes for '09', '10', '11', and '12'.
- Section ID Begin:** An empty text input field.
- Section ID End:** An empty text input field.

*Eligibility Report, Report Interface*

- **Eligibility Type** – select the eligibility definition to be used with the report.
- **Grading Period** – select the grading period that should be used to create the report.
- **Grading Mark** – select the mark (such as **2nd Qtr** or **Sem 1 Final**, for the second quarter)
- **Sort Option** – the reports can be sorted by **Alphabetical** order, by **GPA**, or by the custom sort order defined on the **Sort/Output tab** of the Report Interface.
- **Reporting Type** – you can show only eligible students by selecting **Eligibility** as the reporting type, or only ineligible students by selecting **Ineligibility**. If nothing is selected, only eligible students are reported.
- **Do Not Use Grade Period Grid** – check this box to calculate GPA using **100%** for credit weight, bypassing the **Grade Period Weights** defined in **Grading Setup**.
- **Grade** – to specify the grade levels to be included in the report, check the appropriate boxes.
- **Section ID Begin** and **Section ID End** – enter the Section ID in these boxes to select a range of Section IDs to be included on the report. For example, MA001 to MA009 would print all 9 math sections if the sections for math all started with MA.

## GRD418 – Eligibility Detail Report

The Eligibility Detail Report prints a list of students with a detailed list of each student's classes and marks for the selected grading period.

Edupoint School District		Hope High School Eligibility Detail Report			Year: 2007-2008 Report: GRD418 Grade: 12	
Title: Principal's Honor Roll * Period: 3rd Qtr * Type:						
Student Name: Abbott, Billy C. Perm ID: 905483 Gender: M Credits Att: 1.500 Credits Com: 1.500						
Period	Section ID	Course Title	Teacher Name	3rd Qtr	Comments	
0	1077	Am Govt	Jackson K, Kathy	A-	B D E	
1	1116	Prin Eng III	Gordon K, Kim	B	D E G	
2	0258	Int Acting	Gardner D, David	A-	G O	
3	1963	Weight Tm Boys	Joseph T, Thomas	B+	D N	
4	1435	Prin&prac Econ	Patenge S, Sara	A-	C E F	
5	1875	Rt 5th Per	Rel Time, Rel Time	A		
6	1876	Rt 6th Per	Rel Time, Rel Time	A		
Student Name: Gutierrez, Richard E. Perm ID: 120844 Gender: M Credits Att: 1.500 Credits Com: 1.500						
Period	Section ID	Course Title	Teacher Name	3rd Qtr	Comments	
0	1868	Rel Time A Hr	Rel Time, Rel Time	A+		
1	0101	Animal Sci	Wojcik J, James	A	D E F	
2	1222	Fund Eng II	Summers K, Kim	C+	E G M	
3	1933	Weight Tm Boys	Swartz M, Mark	A	B C E	
4	1464	App Read III	Sawyer K, Kyle	A+	B D F	
5	1546	Algebra I	Keyes J, Jennifer	B-	C E	
6	1806	Stu Asst Attend	Attend Office, Attend Off	B-	E	
Student Name: Johnson, Dorothy B. Perm ID: 874917 Gender: F Credits Att: 1.250 Credits Com: 1.250						
Period	Section ID	Course Title	Teacher Name	3rd Qtr	Comments	
0	1869	Rel Time A Hr	Rel Time, Rel Time	A+		
1	1178	Ap Amer Govt	Epley J., James	B-	C D E	
2	1862	Pers Rel Time	Evit Teacher, Rel T Per	C+		
2	2_733_SA99	Student Aid	Thiel M, Michael	B	C	
3	1344	Trig/colg Math	Haws K, Kayla	B-	C G	
4	1425	English 101	Webster M, Mitch	A+	B C E	
5	0675	Ap Psychology	Vanosdall K, Kim	B	C E	
Student Name: Kale, Patricia J. Perm ID: 878645 Gender: F Credits Att: 1.500 Credits Com: 1.500						
Period	Section ID	Course Title	Teacher Name	3rd Qtr	Comments	
0	1870	Rel Time A Hr	Rel Time, Rel Time	A-		
1	1165	Prin&prac Econ	Wischhusen T, Ted	B-	C E	
2	0258	Int Acting	Gardner D, David	B-	D E	
3	1753	Study Hall	Dunham C, Cheryl	A+		
4	1447	Geometry	Kretschmer J, James	C+	G H	
5	1529	Mythology	Tuzzino V, Valerie	A-	B C E	
6	1678	Am Govt	Davis J, Jeffrey	A-	C D E	
Student Name: Linton, Steve H. Perm ID: 874232 Gender: M Credits Att: 1.500 Credits Com: 1.500						
Period	Section ID	Course Title	Teacher Name	3rd Qtr	Comments	
0	1870	Rel Time A Hr	Rel Time, Rel Time	B-		
1	1143	Trig/colg Math	Harder R, Rachel	A-	B D E	
2	1062	Physics	Mortensen K, Klaus	A-	C D F	
3	0375	Ap Psychology	Vanosdall K, Kim	B-	D E	
4	1471	Ap Amer Govt	Ries L, Lianne	C-	D G	
5	1525	English 101	Webster M, Mitch	A	B D F	
6	1996	Pers Rel Time	Evit Teacher, Rel T Per	A		

Eligibility Detail Report

The report can be customized using the following options:

The screenshot shows the 'Report Interface' for an 'Eligibility Detail Report'. At the top, it displays 'Name: Eligibility Detail Report', 'Number: GRD418', and 'Page Orientation: Portrait'. Below this are several tabs: 'Options' (selected), 'Sort / Output', 'Conditions', 'Selection', and 'Advanced'. The 'Options' section includes dropdown menus for 'Eligibility Type' (Athletic Eligibility), 'Grading Period' (Third Quarter), 'Grading Mark' (3rd Qtr), 'Sort Option' (Alphabetical), and 'Reporting Type' (Ineligibility). There are also four checkboxes: 'Suppress Credits', 'Suppress Credits Completed', 'Include Students With No Marks', and 'Do Not Use Grade Period Grid'. A 'Filters' section at the bottom includes a 'Grade' filter with checkboxes for 09, 10, 11, and 12, and two text input fields for 'Section ID Begin' and 'Section ID End'.

*Eligibility Detail Report,, Report Interface*

- **Eligibility Type** – select the eligibility definition to be used in the report
- **Grading Period** – select the grading period that should be used to create the report.
- **Grading Mark** – select the mark (such as **2nd Qtr** or **Sem 1 Final**, for the second quarter)
- **Sort Option** – the reports can be sorted by **Alphabetical** order, by **GPA**, or by the custom sort order defined on the **Sort/Output tab** of the Report Interface.
- **Reporting Type** – you can show only eligible students by selecting **Eligibility** as the reporting type, or only ineligible students by selecting **Ineligibility**. If nothing is selected, only eligible students are reported.
- **Suppress Credits** – if checked, the credit for each class are not displayed.
- **Suppress Credits Completed** –
- **Include Students With No Marks** – if checked, the report includes student that have not received marks for their classes for the selected grading period.
- **Do Not Use Grade Period Grid** – check this box to calculate GPA using **100%** for credit weight, bypassing the **Grade Period Weights** defined in **Grading Setup**.
- **Grade** – to specify the grade levels to be included in the report, check the appropriate boxes.
- **Section ID Begin** and **Section ID End** – enter the Section ID in these boxes to select a range of Section IDs to be included on the report. For example, MA001 to MA009 would print all 9 math sections if the sections for math all started with MA.


## GRD419 – Class Grading Form

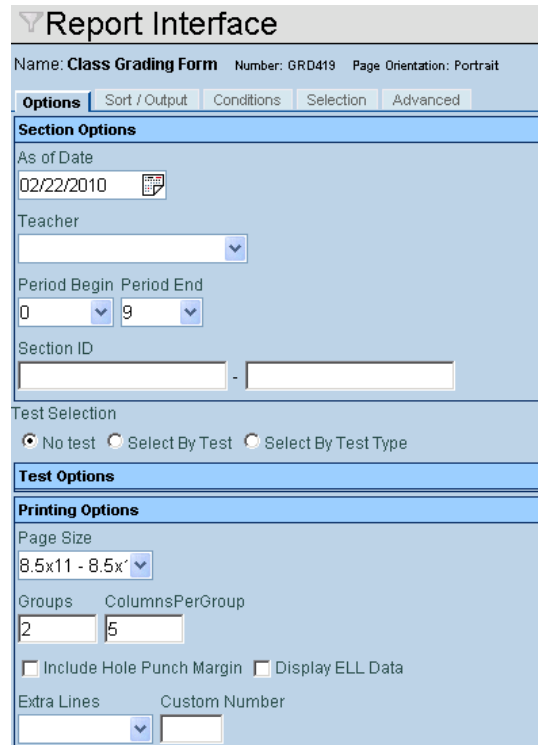
The Class Grading Form report prints a form for each section that can be used by teachers to record student marks. It includes 10 blank columns to be used for section-specific test results, as well as a column where the final mark for the class can be recorded.

School Hope High School				Yr 2007	Term S1	Per 1											HOPE HIGH SCHOOL CLASS GRADES			
Section 0140	Subject Algebra II	Room 12B	Teacher Anderson G., Gordon											STUDENT NAME	GRADE	CONDUCT	NO.			
NO.	STUDENT NAME	Gr	Gen											STUDENT NAME	GRADE	CONDUCT	NO.			
1	Adams, Larry A.	11	M											Adams, Larry A.			1			
2	Bingham, Janice	11	F											Bingham, Janice			2			
3	Bowser, Kathryn J.	10	F											Bowser, Kathryn J.			3			
4	Clark, Martha K.	11	F											Clark, Martha K.			4			
5	Damiani, Juan T.	11	M											Damiani, Juan T.			5			
6	Grimm, Timothy D.	11	M											Grimm, Timothy D.			6			
7	Hambin, Christina L.	11	F											Hambin, Christina L.			7			
8	Ingham, Stephanie B.	11	F											Ingham, Stephanie B.			8			
9	Jennings, Jacqueline E.	10	F											Jennings, Jacqueline E.			9			
10	John, Mildred E.	11	F											John, Mildred E.			10			
11	Johnson, Bobby E.	11	M											Johnson, Bobby E.			11			
12	Johnston, Joan J.	10	F											Johnston, Joan J.			12			
13	McPeck, Joshua A.	10	M											McPeck, Joshua A.			13			
14	Milu, Kelly A.	11	F											Milu, Kelly A.			14			
15	Miller, Steve R.	11	M											Miller, Steve R.			15			
16	Mortensen, Matthew K.	10	M											Mortensen, Matthew K.			16			
17	Nielsen, Robert J. JR	10	M											Nielsen, Robert J. JR			17			
18	Palmer, Shawn R.	11	M											Palmer, Shawn R.			18			
19	Pollard, Wanda N.	11	F											Pollard, Wanda N.			19			
20	Richardson, Linda B.	11	F											Richardson, Linda B.			20			
21	Rider, Angela M.	11	F											Rider, Angela M.			21			
22	Rohde, Jack S.	11	M											Rohde, Jack S.			22			
23	Schwalb, Robert T.	11	M											Schwalb, Robert T.			23			
24	Stine, Nancy R.	11	F											Stine, Nancy R.			24			
25	Tilton, Marilyn N.	11	F											Tilton, Marilyn N.			25			
26	Wernboldt, Albert R.	10	M											Wernboldt, Albert R.			26			
27	Ward, Jennifer L.	11	F											Ward, Jennifer L.			27			
28	Whipple, Frances E.	10	F											Whipple, Frances E.			28			

Class Grading Form

The report can be customized using the following options:

- **As of Date** – The dates must be entered in the M/D/YY format, or they can be selected by using the Calendar  button.
- **Teacher** – to print the report for just one teacher, select the name of the teacher from the drop-down.
- **Period Begin/Period End** – select the bell schedule periods that should be used to create the report.
- **Section ID** – a range of Section IDs can be entered to limit the report output to only those sections matching the ID range.
- **Test Selection** – to include test results from tests entered into Student Test History choose **Select By Test** or **Select By Test Type**.
- **Test Options** – If **Select by Test** is chosen, the Test Options section expands to allow the **Test** to be selected from the drop-down list. Once the test is selected, the **Parts** (if a part-based test) or **Objectives** (if an objectives-based test) can be chosen from the **Selection** drop-down lists. The **Score Types** to be printed can be selected as well. To change the name of the columns listing the test scores, enter the new column name in the **Label Override** boxes.




**Report Interface**

Name: **Class Grading Form** Number: GRD419 Page Orientation: Portrait

options | Sort / Output | Conditions | Selection | Advanced

**Section Options**

As of Date  
02/22/2010 

Teacher  
[Dropdown]

Period Begin Period End  
0 [Dropdown] 9 [Dropdown]

Section ID  
[Text Box] - [Text Box]

Test Selection  
 No test  Select By Test  Select By Test Type

**Test Options**

**Printing Options**

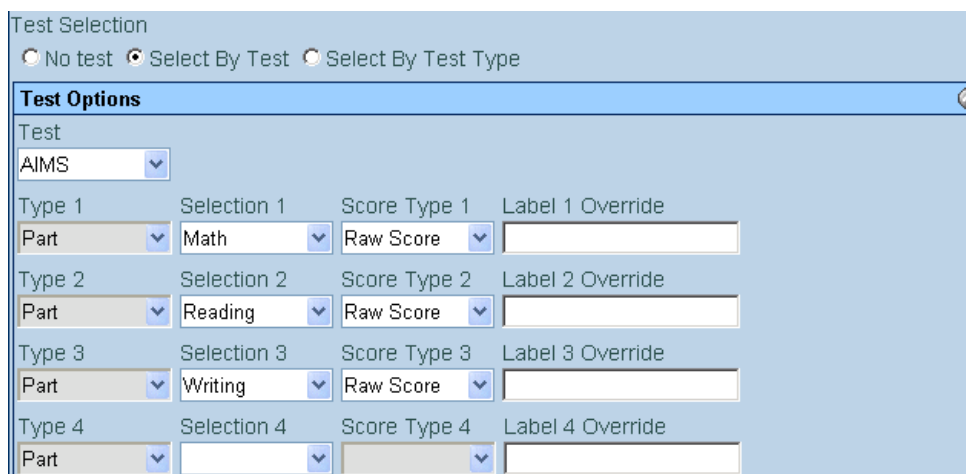
Page Size  
8.5x11 - 8.5x' [Dropdown]

Groups ColumnsPerGroup  
2 [Text Box] 5 [Text Box]

Include Hole Punch Margin  Display ELL Data

Extra Lines Custom Number  
[Text Box] [Text Box]

*Class Grading Form, Report Interface*



Test Selection  
 No test  Select By Test  Select By Test Type

**Test Options**

Test	Type	Selection	Score Type	Label Override
AIMS	Type 1	Selection 1	Score Type 1	Label 1 Override
	Part	Math	Raw Score	[Text Box]
	Type 2	Selection 2	Score Type 2	Label 2 Override
	Part	Reading	Raw Score	[Text Box]
	Type 3	Selection 3	Score Type 3	Label 3 Override
	Part	Writing	Raw Score	[Text Box]
	Type 4	Selection 4	Score Type 4	Label 4 Override
	Part	[Dropdown]	[Dropdown]	[Text Box]

*Test Options, Select By Test*

If **Select By Test Type** is chosen, the Test Options section expands to allow the Test Type to be selected from the drop-down list. Once the test type is selected, the test is selected, the **Parts** (if part-based tests) or **Objectives** (if objectives-based test) of all the tests of that type can be chosen from the **Selection** drop-down lists. The **Score Types** to be printed can be selected as well. To change the name of the columns listing the test scores, enter the new column name in the **Label Override** boxes.

The screenshot shows a 'Test Selection' window with three radio buttons: 'No test', 'Select By Test', and 'Select By Test Type' (which is selected). Below this is a 'Test Options' section with a 'Test Type' dropdown set to 'College Entra'. There are four rows, each representing a different test type (Type 1 to Type 4). Each row has four columns: 'Type', 'Selection', 'Score Type', and 'Label Override'. The 'Type' column for all rows is set to 'Part'. The 'Selection' column values are 'English', 'Math', 'Science', and 'Composite'. The 'Score Type' column for all rows is set to 'Raw Score'. The 'Label Override' column contains empty text boxes.


Type	Selection	Score Type	Label Override
Part	English	Raw Score	
Part	Math	Raw Score	
Part	Science	Raw Score	
Part	Composite	Raw Score	

*Test Options, Select By Test Type*

- **Page Size** – select the size of paper to be used during the printing.
- **Groups/Columns Per Group** – this allows the user to define the number of groups and columns found in each group for the blank columns to be used for section-specific marks.
- **Include Hole Punch Margin** – to add additional space at the top of the report so that the report can be hole punched for inclusion in a binder, check this box.
- **Display ELL Data** – to display the student's ELL information, check this box.
- **Extra Lines & Custom Number** - to add blank lines to the end of the report so that the teacher can handwrite the names of the students who enter the class after the report has been printed, select the number of extra lines from the drop-down list. To add a different number of lines than is available in the drop-down list, enter the number of lines in the Custom Number box.

## GRD603 – Sections Missing Marks List

The Sections Missing Marks List report prints a list of sections (classes) which are missing marks in the student grading record.

		Hope High School		Year: 2007-2008	
		Sections Missing Marks List		Report: GRD603	
Teacher Name: Anderson G., Gordon					
Period	Section ID	Course Title	Room #	Sheet #	
1	0140	Algebra II	128	1	
2	0240	Algebra II	128	3	
3	0340	Ap Calc Bc	128	5	
4	0440	Algebra II	128	6	
5	0540	Algebra II	128	8	

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*Sections Missing Marks List*



The report can be customized using the following options:

- **Grading Period** – select the grading period that should be used to create the report.
- **Period Begin/Period End** – select the bell schedule periods that should be used to create the report.
- **Grouping Option** – the report can be grouped by **Teacher** or **Period**.

The screenshot shows a web interface titled "Report Interface" for a report named "Sections Missing Marks List". The interface includes a header with the report name, number (GRD603), and page orientation. Below the header are several tabs: "Options" (selected), "Sort / Output", "Conditions", "Selection", and "Advanced". The "Options" tab contains three sections: "Grading Period" with a dropdown menu, "Period Range" with "Starting Period" and "Ending Period" dropdowns, and "Grouping Option" with a dropdown menu.

*Sections Missing Marks List, Report Interface*

## GRD602 – Mark Distribution By Ethnicity

The Mark Distribution By Ethnicity report prints a list of all the ethnic codes in use at the school, and totals the number of each type of marks earned by students with that ethnic code. The report also shows the percentage each mark represents in the total of the marks for each ethnic group.

Ethnic Codes		A		B		C		D		F		I		Other		Total
		Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	
White	116	48.33	57	23.75	42	17.50	15	6.25	10	4.17						240
Black	6	40.00	2	13.33	3	20.00	1	6.67	1	6.67		2	13.33			15
Hispanic	22	48.89	12	26.67	7	15.56	3	6.67	1	2.22						45
Native American	1	25.00	2	50.00	1	25.00										4
Asian	1	16.67	1	16.67	3	50.00	1	16.67								6
<b>Total</b>	<b>146</b>	<b>47.10</b>	<b>74</b>	<b>23.87</b>	<b>56</b>	<b>18.06</b>	<b>20</b>	<b>6.45</b>	<b>12</b>	<b>3.87</b>	<b>2</b>	<b>0.65</b>				<b>310</b>

Mark Distribution by Ethnicity

The report can be customized using the following options:

**Report Interface**

Name: **Mark Distribution By Ethnicity** Number: **GRD602** Page Orientation: **Landscape**

**Options** | Sort / Output | Conditions | Selection | Advanced

Mark to Print  
Sem 2 Final

Grade  
-

Ethnicity Type  
Resolved Race / Ethnicity

**Resolved Race / Ethnicity**

Hispanic  Two or More  White  Black  
 Native American  Asian  Pacific Islander/Hawaiian  Declined to State

Mark Type

A  B  C  D  F  I

*Mark Distribution By Ethnicity, Report Interface*

- **Mark to Print** – the report prints for the grading period marked as the current grading period in the Grading Setup screen. If there is more than one mark defined for the current grading period, select the mark to include in the report from the drop-down list.
- **Grade** - select the range of grade levels to be included in the report from the drop-down lists.
- **Ethnicity Type** – first select the type of ethnicity record to use from the drop-down list, and then check the boxes for the ethnic codes to be included in the report.
- **Mark Type** – check all the marks that should be included in the printed report.