








Individual Student Progress Report




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Students	Fri 10/31 Atnd	Term	Sort By %	T1	Nat'l	U.S. T	Midwes	Southe	Southe	Chorop	Mid At
		Grade		Options	W12-T	W12-T	W11-M	W10-W	W09-Th	W09-Th	W08-W
					10/28	10/28	10/20	10/15	10/09	10/09	10/01
					ICA	ASMT	ICA	ICA	ICA	ICA	ICA
					15	26	10	5	10	25	10
					15.00	21.95	9.50	5.00	9.45	23.28	10.02
1  Blough, Michael T		A- 94.47%	A-		15	25	10	*	10	*	
2  DeShon, Keegan R		A 95.06%	A		15	23.5	9	*	10	24	
3  Druck, Eli D		A 97.14%	A		15	*	*	*	*	24	
4  Duffy, Brittney R		A+ 100.21%	A+		15	25	10	5	11	25	
5  Garza, Christopher B		A- 94.44%	A-		15	22	10	5	*	*	
6  Godby, Grace N		A+ 97.94%	A+		15	25	10	5	10	25	

Step 1:

Login into your gradebook
 Find the student you wish to print a progress report on. Take your cursor over to that student and left click once.

Student Options



Assignments Missing Assignments (2) Report Card Grades Comments

Special Codes Teacher's Log Edit Current Term Edit Other Terms Reports

Assignments										Scores					
Term	Date	Day	Cat	Group	Description	Wght	Max Scr	Avg	Score	Grade	Spec Code	No Count	Miss	Absent	Chg Hist
Term Grade: T1										95.06	A				
Semester 1	10/28	Tue	ICA		Nat'l Park Animoto	1.00	15	15.00	15	A+		<input type="checkbox"/>	<input type="checkbox"/>		<u>1</u>
Semester 1	10/28	Tue	ASMT		U.S. Test	1.00	26	21.95	23.5	B+		<input type="checkbox"/>	<input type="checkbox"/>		<u>1</u>
Semester 1	10/20	Mon	ICA		Midwest Billboard	1.00	10	9.50	9	B+		<input type="checkbox"/>	<input type="checkbox"/>		<u>1</u>
Semester 1	10/15	Wed	ICA		Southern State Presentati	1.00	5	5.00	*			<input type="checkbox"/>	<input type="checkbox"/>		
Semester 1	10/09	Thu	ICA		Southern US Map	1.00	10	9.45	10	A+		<input type="checkbox"/>	<input type="checkbox"/>		<u>1</u>
Semester 1	10/09	Thu	ICA		Choropleth Maps	1.00	25	23.28	24	A		<input type="checkbox"/>	<input type="checkbox"/>		<u>1</u>
Semester 1	10/01	Wed	ICA		Mid Atlantic Maps	1.00	10	10.02	10	A+		<input type="checkbox"/>	<input type="checkbox"/>		<u>1</u>
Semester 1	09/30	Tue	ICA		-New England Map	1.00	10	9.70	10	A+		<input type="checkbox"/>	<input type="checkbox"/>		<u>1</u>
Semester 1	09/22	Mon	ICA		U.S. Physical Geo Map	1.00	10	10.04	10	A+		<input type="checkbox"/>	<input type="checkbox"/>		<u>1</u>
Semester 1	09/19	Fri	QUIZ		United States Map Quiz	1.00	20	19.70	20	A+		<input type="checkbox"/>	<input type="checkbox"/>		<u>1</u>
Semester 1	09/17	Wed	QUIZ		Chapter 3 Quiz	1.00	30	24.95	30	A+		<input type="checkbox"/>	<input type="checkbox"/>		<u>2</u>
Semester 1	09/11	Thu	ICA		Population Pyzmaid	1.00	5	4.83	4	C+		<input type="checkbox"/>	<input type="checkbox"/>		<u>2</u>

Step 2:

That pulls up this slide

Take your cursor and click on the arrow by reports which will pull down all the possible reports you can run in the gradebook.



[Assignments](#)
[Missing Assignments \(2\)](#)
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[Reports](#)

Assignments								Scores	
Term	Date	Day	Cat	Group	Description	Wght	Max Scr	Avg	Score
Term Grade: T1									95.06
Semester 1	10/28	Tue	ICA		Nat'l Park Animoto	1.00	15	15.00	15
Semester 1	10/28	Tue	ASMT		U.S. Test	1.00	26	21.95	23.5
Semester 1	10/20	Mon	ICA		Midwest Billboard	1.00	10	9.50	9
Semester 1	10/15	Wed	ICA		Southern State Presentati	1.00	5	5.00	*
Semester 1	10/09	Thu	ICA		Southern US Map	1.00	10	9.45	10
Semester 1	10/09	Thu	ICA		Choropleth Maps	1.00	25	23.28	24
Semester 1	10/01	Wed	ICA		Mid Atlantic Maps	1.00	10	10.02	10
Semester 1	09/30	Tue	ICA		-New England Map	1.00	10	9.70	10
Semester 1	09/22	Mon	ICA		U.S. Physical Geo Map	1.00	10	10.04	10
Semester 1	09/19	Fri	QUIZ		United States Map Quiz	1.00	20	19.70	20

Attendance
 Detail Report

Gradebook
 Assignment Listing - By Student
 Assignment Master Report
 Missing Assignments
 Email Progress Report
 View Emailed Reports
 Category Summary Report

Progress Reports
 Progress Detail
 Enhance Progress Report
 Select Progress Detail Report
 Progress Summary

Step 3:

Find the **Progress Detail** report in the dropdown.
Click on it

Report Templates

My Print Queue ◀ Back

Student: [Redacted]
4011 / 13 Prd:3 [Redacted]
Report: **Progress Detail**

Seq #	Report Template Name
900	Curr Term;No Count;Ungraded;Comments;Sig;Attn Totals
910	Curr Term;No Count;Comments;Sig;Attn Totals
920	Curr Term;No Count;Ungraded;Comments;Sig;No Attn
930	Curr Term;No Count;Comments;Sig;No Attn

- Print
- Add a new Template
- View parameters of Template
- Clone Template



Step 4:

This screen now appears.
Highlight any template and click on the **Clone Template** button.

Report Templates

My Print Queue ◀ Back

Clone Report Template **900 - Curr Term;No Count;Ungraded;Comments;Sig;Attn Totals.**

Sequence #:

Report Template Name:

- Save
- Back



Step 5:

Name your template and click save.

10 - Sams template

Grades and Students to Print

Display Grades and Assignments for Term: Current Term : 08/15/2014 - 12/19/2014 ▾

- Only print students with a grade mark of A+ ▾
- Only print students with less ▾ than percent
- Only print students with less ▾ than absences

Save

Undo

Back

Report Format

Header Area

- Display Student's Name Display Attendance Totals Display Student's Advisor
- Display Student's ID Only for Selected Term Display Grades for Previous Terms

Free Form Header

Label 1: Label 2:

Category Totals

- Display Category Totals

Assignment Detail

- Do Not Print Assignments Marked as 'No Count'
- Do Not Print Ungraded (*) Assignments
- Do Not Print Assignments Not Posted to Family Access
- Group Assignments by Category

Fields to Print

- Assignment Comments
- Assignment Detailed Description
- Missing Indicator and Reason
- Earned and Possible Points
- Percent Earned
- Grade Mark
- Special Codes
- Special Codes Legend
- Absences
- Absences Legend

Date Sequence of Assignments Descending (newest to oldest)**Step 6:**

This screen appears and this gives you all the choices of information that can be placed on your report. Now you can personalize the report to have as much or as little detail as you want. Once you are done, click the **Save** button. Now you can print the progress detail report for that student. The printed report breaks down the student's grades by points, totals, and percents utilizing all the categories used in your gradebook.

This report could be very useful for **Parent /Teacher Conferences.**