

Student Progress Report
Parent/Teacher Conference

Login into any one of your classes

Click on the **Reports** menu drop down

Under **Gradebook** click on **Grade Sheet Report**

The following report template names chart comes up

Seq #	Report Template Name
10	Class Grade Report
801	2017 Parent/Teacher Conference Report Detailed
802	2017 Parent Teacher Conference Report Short Version
900	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;10 Font;Sig
910	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;12 Font;Sig
920	Curr Term;No ID;Assign;Max;Ave;Term Marks;%;Leg on Sep Pg;14 Font;Sig
930	Curr Term;No ID;Assign;Legend-Sep Pg;10 Font;No sig
940	Curr Term;No ID;Assign;Legend-Sep Pg;12 Font;No sig
950	Curr Term;No ID;Assign;Legend-Sep Pg;14 Font;No sig
960	Curr Term;Blank Grade Sheet;10 Font
970	Curr Term;Blank Grade Sheet;12 Font
980	Curr Term;Blank Grade Sheet;14 Font

- Print
- Export to Excel
- Add a new Template
- Rename Template
- Modify parameters of Template
- Delete Template
- Clone Template
- Select Different Students
- Select Different Classes

I have added 2 templates



- 801 2017 Parent/Teacher Conference Report Detailed
- 802 2017 Parent Teacher Conference Report Short Version

If you print the short version you will get a printout that looks like this for the student. This report takes about 6 seconds per student.

Isogral3.p 40 05.16.06.00.00		Metamora Twnshp High School Grade Sheet Report for T1 08/12/16 - 12/19/16										10/17/16 8:51 AM		Page:1	
Teacher: Julie Johnson Course: 3021 / 15A Biology I S1		School Year: 2016-2017					Period: 5 Room #: 242								
Assignment Week/Day Due Date Category	1 T1	2 T1 %	3 Scien Ch 18 W10-W 10/12 XCRT HW	4 Ch 18 W08Th 09/29 HW	5 Tree W08Th 09/29 HW	6 Dicho W07Th 09/22 HW	7 Ch 2 W07-M 09/19 TEST	8 Ch 18 W07-M 09/19 HW	9 Ch 2 W06-M 09/12 HW	10 Chemi W05Th 09/08 QUIZ HW	11 Ch 2 W05-T 09/06 HW	12 Ch 2 W04Th 09/01 QUIZ HW	13 Ch 2 W04-M 08/29 HW	14 Ch 1 W03-F 08/26 TEST	15 Ch 1 W03-W 08/24 HW
01. Student, Sample G	A	96.39	0 *		19 *		95 *		12	29	35	18 *		84 *	

However, if you prefer more detail for the parents you can print out the detail report that includes absences, average scores on assignments as well as max scores on all assignments. This report takes approximately 10 seconds per student.

Isogral3.p 40 05.16.06.00.00		Metamora Twnshp High School Grade Sheet Report for T1 08/12/16 - 12/19/16										10/17/16 8:52 AM		Page:1	
Teacher: Julie Johnson Course: 3021 / 15A Biology I S1		School Year: 2016-2017					Period: 5 Room #: 242								
Assignment Week/Day Due Date Category	1 T1	2 T1 %	3 Absent on 10/12 XCRT	4 Scien W10-W 10/12 XCRT	5 Absent on 09/29	6 Ch 18 W08Th 09/29 HW	7 Absent on 09/29	8 Tree W08Th 09/29 HW	9 Absent on 09/22	10 Dicho W07Th 09/22 HW	11 Absent on 09/19				
01. Student, Sample G	A	96.39		0		*		19		*					
Max Score				0.00		33.00		19.00		35.00					
Avg Score				0.00		32.63		18.00		33.26					

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>#</th><th>Description</th><th>Fam/Stu</th></tr> <tr><td>1</td><td>T1 Grade Mark</td><td></td></tr> <tr><td>2</td><td>T1 Percent</td><td></td></tr> <tr><td>3</td><td>Absent for Assignment # 4</td><td></td></tr> <tr><td>4</td><td>Science Article Extra Credi y/y</td><td></td></tr> </table>	#	Description	Fam/Stu	1	T1 Grade Mark		2	T1 Percent		3	Absent for Assignment # 4		4	Science Article Extra Credi y/y		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>#</th><th>Description</th><th>Fam/Stu</th></tr> <tr><td>5</td><td>Absent for Assignment # 6</td><td></td></tr> <tr><td>6</td><td>Ch 18 wksts</td><td>y/y</td></tr> <tr><td>7</td><td>Absent for Assignment # 8</td><td></td></tr> <tr><td>8</td><td>Tree Term Glossary</td><td>y/y</td></tr> </table>	#	Description	Fam/Stu	5	Absent for Assignment # 6		6	Ch 18 wksts	y/y	7	Absent for Assignment # 8		8	Tree Term Glossary	y/y	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>#</th><th>Description</th><th>Fam/Stu</th></tr> <tr><td>9</td><td>Absent for Assignment # 10</td><td></td></tr> <tr><td>10</td><td>Dichotomous Key</td><td>y/y</td></tr> <tr><td>11</td><td>Absent for Assignment # 12</td><td></td></tr> </table>	#	Description	Fam/Stu	9	Absent for Assignment # 10		10	Dichotomous Key	y/y	11	Absent for Assignment # 12	
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11	Absent for Assignment # 12																																											

When you are ready to run your reports click on **Grade Sheet** under **Reports** and this screen appears for any class that has students whose parents are coming to Parent/Teacher Conferences.

Report Templates My Print Queue ◀ Back

3021 / 15A Prd:5 Biology I S1 - Julie Johnson
Report: **Grade Sheet**

Seq #	Report Template Name
10	Class Grade Report
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Print

Export to Excel

Add a new Template

View parameters of Template

Clone Template

Select Different Students

Select Different Classes

Click on the template you want to use- either the detailed or short version.

On the right hand side click on Select Different Students

Select All Clear All

	Last Name	First Name	MI	Grad Year
<input checked="" type="checkbox"/>	Adams	Faith	M	2020
<input checked="" type="checkbox"/>	Brooks	Lauren	A	2020
<input checked="" type="checkbox"/>	Brush	Skyler	N	2020
<input checked="" type="checkbox"/>	Bybee	Madison	J	2020
<input checked="" type="checkbox"/>	Christianson	Payton	B	2020
<input checked="" type="checkbox"/>	Coates	Ezra	J	2020
<input checked="" type="checkbox"/>	Costic	Kira	P	2019
<input checked="" type="checkbox"/>	Davison	Kayla	M	2020
<input checked="" type="checkbox"/>	Dorcy	Emma	R	2020
<input checked="" type="checkbox"/>	Driskell	Miranda	M	2020
<input checked="" type="checkbox"/>	Fite	Bartholomew	S	2019
<input checked="" type="checkbox"/>	Gaetz	Clayton	M	2019
<input checked="" type="checkbox"/>	Gardner	Breanne	R	2020
<input checked="" type="checkbox"/>	Grawey	Hallie	M	2020
<input checked="" type="checkbox"/>	Gray	John	M	2019
<input checked="" type="checkbox"/>	Hodel	Kara	M	2020
<input checked="" type="checkbox"/>	Kiesewetter	Clayton	R	2019
<input checked="" type="checkbox"/>	Krumwiede	Josephine	L	2020
<input checked="" type="checkbox"/>	Lambert	Taylor	R	2020
<input checked="" type="checkbox"/>	Langewisch	Elizabeth	M	2020
<input checked="" type="checkbox"/>	Maxheimer	Harrison	S	2020

This will pull up all the students in that section of your class. At the top click on clear all, then click in the boxes of only the students whom you need reports from. Then click print. You now have a report of just those students that you need for conference night.