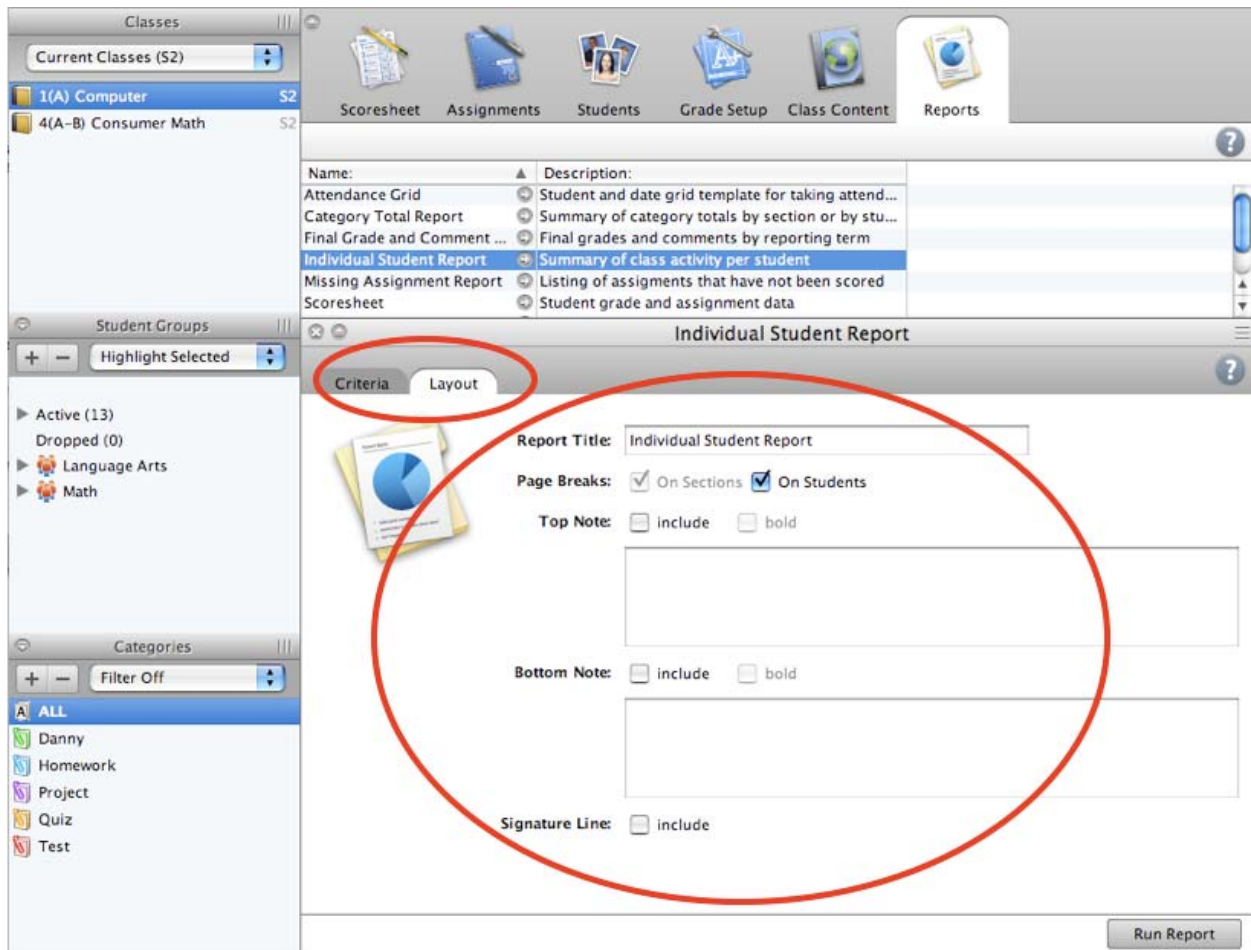


## Report on a single student or a selection of students.

The screenshot shows a software interface with several panes. On the left, the 'Classes' pane shows 'Current Classes (52)' with three items: '1-4(A-B) Draw/Paint S2', '3(A-B) Art 1 S2', and '4(A-B) Adv Draw/Paint S2'. Below it, the 'Student Groups' pane shows a tree view with 'Active (28)', 'Dropped (0)', 'LA', '2 (5)', and 'Math (9)'. Under 'Math (9)', several student names are listed and highlighted in blue: Banks, Jason; Butler, Christopher; Connelly, Niki; Decaria, Lydia; Francis, Jaime; Kinion, Mason; Lacy, Danielle; Lacy, Jerrica; and MacDonald, Ian. A red circle highlights this list. At the bottom of the 'Student Groups' pane, a 'Filter Off' dropdown is visible. On the right, the 'Reports' pane shows a list of report types. 'Student Multi-Section Report' is selected and highlighted in blue. Below this, the 'Student Multi-Section Report' configuration window is open. It has two tabs: 'Criteria' and 'Layout'. The 'Criteria' tab is active. It shows the following settings: Name: Student Multi-Section Report; Description: Student information from all of a student's sections; Output Type: PDF (selected), Export (CSV); Sections: Selected Class (selected), Active Classes; Student Schedule: My classes (selected), Test student schedule; Students: Selected Groups and/or Students (selected, circled in red), Enrolled Students; Abbreviate: Assignments, Categories; Include: Final Grades (checked), Assignments, Comments, Categories; Reporting Term: ALL (selected), This term only; and a checked box for 'Include terms with no grades'.

1. Select one or more students in the student groups pane on the left.
2. On any report, on the criteria tab, look at the option labeled “students”.
3. Change the section from “Enrolled Students” to “Selected Groups and/or Students”
4. Run the report. Only the select student(s) will appear on the report.

## Run a report with more data per page, or include specific instructions on the report.



1. Select any report

2. In the details pane below, select the 2nd tab called "layout".

3. Set any of the features listed there:

**Name:** Give the report a specific name

**Page Breaks:** Turn page breaks on & off

**Top Note\*:** Include instructions to appear at the top of the report

**Bottom Note\*:** Include instructions to appear at the bottom of the report

**Signature Line:** Include a signature line at the bottom of the report

- The top and bottom note text is remembered automatically for the next time you run the report.

4. Run the report.

## Report on students' progress in all their classes.

The screenshot shows a software interface with several panels. The top panel, 'Classes', lists '1(A) Computer' and '4(A-B) Consumer Math'. Below it is a menu of report types, with 'Student Multi-Section Report' circled in red. The 'Student Groups' panel on the left shows 'Active (13)', 'Dropped (0)', 'Language Arts', and 'Math'. The 'Categories' panel at the bottom left lists 'ALL', 'Danny', 'Homework', 'Project', 'Quiz', and 'Test'. The main configuration window, 'Student Multi-Section Report', has a 'Criteria' tab. It includes fields for 'Name' (Student Multi-Section Report), 'Description' (Student information from all of a student's sections.), 'Output Type' (PDF selected), 'Sections' (Selected Class selected), 'Student Schedule' (My classes selected), 'Students' (Enrolled Students selected), 'Abbreviate' (Assignments and Categories unchecked), 'Include' (Final Grades, Assignments, Comments, and Categories checked), 'Reporting Term' (ALL selected), and 'Include terms with no grades' (checked). A 'Run Report' button is located at the bottom right.

1. Select the **Student Multi-Section Report**
2. Look at the option labeled "Student Schedule"
3. For only sections where you teach the student, leave the selection on "**My Classes**"
4. For the student's full schedule, select "Total Student Schedule"
5. Select final grades and comments, assignments, and/or category totals to display
6. Run the report.

## Run a report for all sections at once.

The screenshot shows a software interface with several panels. On the left, there are panels for 'Classes' (listing '1(A) Computer' and '4(A-B) Consumer Math'), 'Student Groups' (listing 'Active (13)', 'Dropped (0)', 'Language Arts', and 'Math'), and 'Categories' (listing 'ALL', 'Danny', 'Homework', 'Project', 'Quiz', and 'Test'). The main area displays a list of reports, with 'Individual Student Report' selected. Below this, the 'Criteria' tab is active, showing configuration options for the report. A red circle highlights the 'Sections' option, which is set to 'Active Classes' (selected) instead of 'Selected Class'. Other options include 'Output Type' (PDF, HTML, Export (CSV)), 'Students' (Enrolled Students, Selected Groups and/or Students), 'Student Field' (Student Name, Student Number), 'Abbreviate' (Assignments, Categories), 'Include' (Final Grades, Assignments, Comments, Categories), 'Date Range' (Manual, This term only), 'Start Date', and 'End Date'. A 'Run Report' button is located at the bottom right.

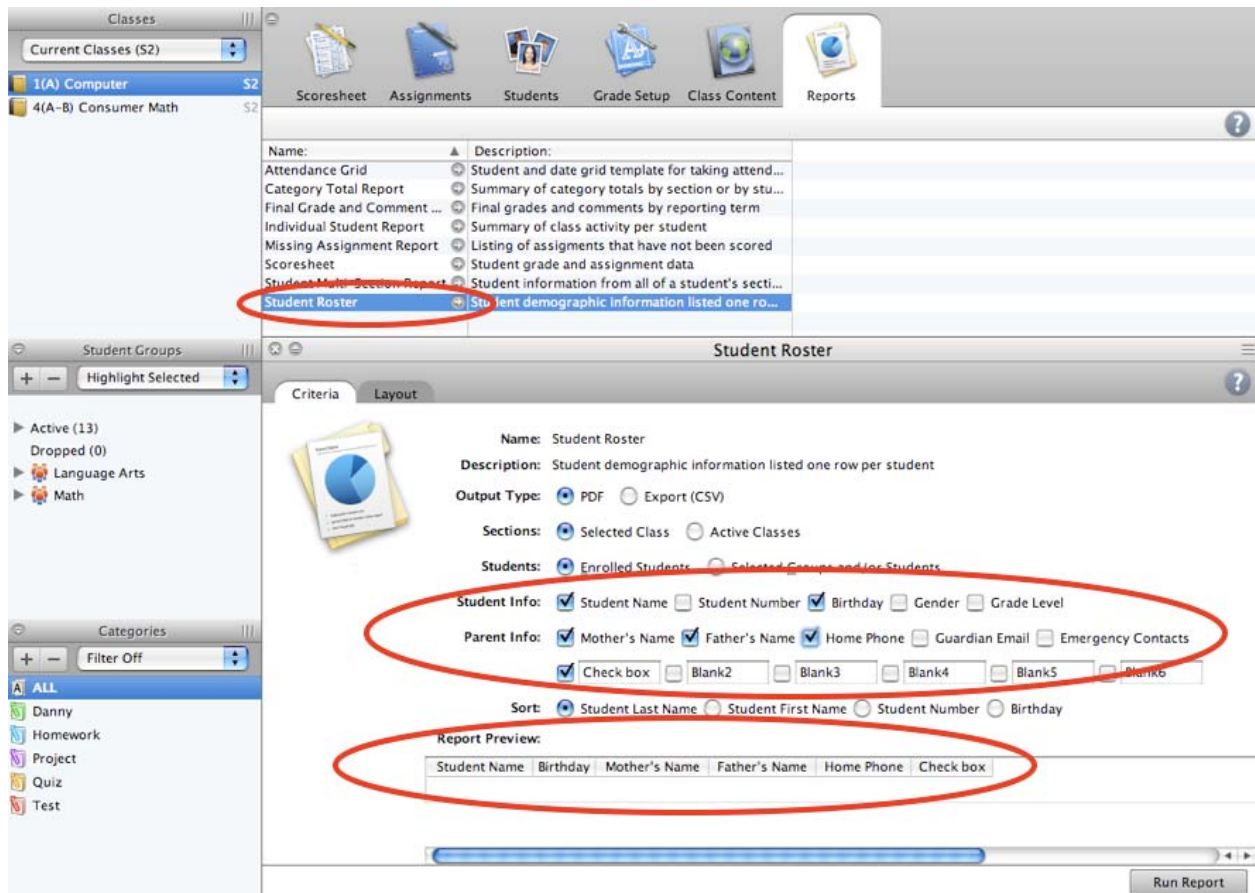
1. Select any report
2. On the criteria tab, look at the option labeled "Sections"
3. Change the selection from "Selected Class" to "Active Classes"
4. Run the report

## Run a report that lists students alphabetically across sections, not by section.

The screenshot shows a software interface with several panels. The top panel, 'Classes', lists '1(A) Computer S2' and '4(A-B) Consumer Math S2'. Below it is a table of report options, with 'Individual Student Report' selected. The 'Student Groups' panel on the left shows 'Active (13)', 'Dropped (0)', 'Language Arts', and 'Math'. The 'Categories' panel shows 'ALL', 'Danny', 'Homework', 'Project', 'Quiz', and 'Test'. The main 'Individual Student Report' configuration panel has the following settings: Name: Individual Student Report; Description: Summary of class activity per student; Output Type: PDF (selected); Sections: Active Classes (selected, circled in red); Order By: Section, Student (selected, circled in red); Students: Enrolled Students (selected); Student Field: Student Name (selected); Sort By: Number; Abbreviate: Assignments, Categories; Include: Final Grades, Assignments, Comments, Categories; Date Range: Manual, This term only; Start Date: MM/DD/YYYY; End Date: MM/DD/YYYY. A 'Run Report' button is at the bottom right.

1. Select the **Individual Student** or **Missing Assignment Report**.
2. On the criteria tab, look at the option labeled " **Sections**"
3. Change the selection from "Selected Class" to "Active Classes"
4. On the same row, change "Order By" from "Section, Student" to "Student"
5. Run the report

# Print a class contact list, student roster, field trip check sheet and more.



1. Select the **Student Roster** Report
2. Check the "Student Info" and "Parent Info" you'd like to see on the report
3. Select and name any blank fields you need
4. In the Preview area below, drag and drop the columns to see the desired order.
5. Run the report