



## *MT 3020 Available Grade Reports*

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*August 2009*

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Product Version: 2009.2  
Last modified: 19 August 2009

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# GRADING & STANDARDS REPORTS



## OVERVIEW

There are many reports in Campus that are helpful in the collection of student grade data.

*Path: Grading & Standards > Reports*

### Class Rank Report

The Class Rank report calculates a student's class rank that is based on historical (transcribed) grades.

Class rank is calculated from the score group and GPA value used in that group. It does not include any grades that are not posted on the transcript.

1. Select the Grade level of the students to display on the report from the dropdown list.
2. Enter an Enrollment Effective Date in *mmddyy* format or click the calendar icon to select a date. This entered date must be within the set calendar dates of the school structure.
3. Determine which GPAs should appear on the report – by Normal GPA, Normal GPA + AP Bonus, Unweighted GPA or Unweighted GPA + AP Bonus.
4. Determine how the report should be sorted – by Student Name (alphabetical by grade level) or by Rank (GPA order).
5. Click the Generate Report button. The report will display in a PDF (Adobe) document, showing the student's name and class rank, along with GPA and course weight.

Rank	Student(#)	Cumulative GPA	Total Weight	Weighted GPA
1	Achilles, Calandra(#103696)	3.500000	7.00	24.5
2	Arendt, Khogan(#104209)	3.429000	7.00	24.0
2	Beussel, Crewe(#105774)	3.429000	7.00	24.0
2	Bonem, Tessa(#106628)	3.429000	7.00	24.0
2	Calthorpe, Elisa(#108167)	3.429000	7.00	24.0
2	Duhn, Laurens(#110860)	3.429000	7.00	24.0
2	Gebbers, Declan(#113684)	3.429000	7.00	24.0
2	Gelpke, Cain(#113785)	3.429000	7.00	24.0
2	Gersky, Gregory(#113941)	3.429000	7.00	24.0
10	Ardein, Wade(#104195)	3.375000	6.00	20.2
11	Ackerman, Mie(#103698)	3.333000	6.00	20.0

## Grading & Standards Reports

### Course Credit Report

The Course Credit report lists the credits associated with each course.

**Course Credit Report**

This report will list the credits associated with each course.

List Credits offered for each Course  
 List Courses offering each Credit

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1. Determine how the report should be organized – List Credits for each Course or List Courses offering each credit.
2. Click the Generate Report button. The report will display in a PDF (Adobe) document, showing the courses and the corresponding credits, if organized by course (first option). If the report is organized by credit (second option), the report will list the credit category first and then the course.

Course#	Course Name	Credit Category	Task Name	Course		
				Amount	GPA	Term GPA
1000s	9thWorldLit/Comp	Default/Language Arts	Semester	1.00	1.00	1.00
1004q	American Lit/Comp	Default/American Literature/Comp	Semester	1.00	0.50	1.00
1004s	American Lit/Comp	Default/American Literature/Comp	Semester	0.50	1.00	1.00

### Course Standards

The Course Standards Report lists the standards that are associated with each course.

**Course Standards Report**

This report will list the Standards associated with each Course.

**Report Type**

 List Standards offered for each Course  
 List Courses offering each Standard  
 List Standards not associated with Courses  
 List Courses without associated Standards

**Other Options**

 Only Display Power Standards

1. Determine how standards should be displayed on the report by selecting the appropriate Report Type option: List Standards of-

## Grading & Standards Reports



ferred for each Course; List Courses offering each Standard; List Standards not associated with Courses or List Courses without associated Standards.

2. Mark the Only Display Power Standards checkbox if only those standards flagged as Power Standards should be listed on the report.
3. Click the Generate Report button. The report will display a list of standards in the selected order.

3400	Social Studies	Social Studies/Geography	Construct maps, globes, and other geographic tools	1.00	0.00	0.00
3400	Social Studies	Social Studies/Geography	Know physical, human characteristics of places	1.00	0.00	0.00
3400	Social Studies	Social Studies/Geography	Understand how physical processes shape Earth's surface	1.00	0.00	0.00
3400	Social Studies	Social Studies/Geography	Understand how cultural, social processes, etc. interact	1.00	0.00	0.00
3400	Social Studies	Social Studies/Geography	Understand interactions between human, physical systems	1.00	0.00	0.00

### Cumulative Labels

A Cumulative Label is a large-size mailing label that has an entire year's transcript printed on it.

The labels can be attached to the student's permanent folder as a way of storing backup information on the student. Scores appearing on the cumulative label are from historical grades.

**Cumulative Labels**

A Cumulative Label is a large-size mailing label that has an entire year's transcript printed on it. The labels can be attached onto the student's file folder as a way of storing a hard copy on the student. Currently these labels only print transcript entries that have credits listed under Credit Groups. Standard Groups do NOT currently display. Use form Avery 5163 for the best results.

Which students would you like to include in the report?

Grade: All  
09  
10  
11  
12

Ad Hoc Filter:  

How would you like the report sorted?

Student Name    Grade    Student Number

1. Select the Grade level of the students to appear on the cumulative label report. Individual grades or the entire school can be selected. Students can also be selected by an Ad hoc filter.
2. Determine how reports should be sorted – by Student Name, Grade or Student Number.
3. Click the Generate Report button. The cumulative labels will appear in a new window in an Adobe (PDF) format. The cumulative labels can be printed using the standard Avery 5163 label or the OfficeMax 86111 label.

Alderman, Pawan	#103838	Aldred, Sandor	#103854
06-07 Harrison High School	Grade: 09	06-07 Harrison High School	Grade: 09
09/01/2006-	Days: 226	09/01/2006-	Days: 226
Days Absent: 1.49	Periods Tardy: 0	Days Absent: 0.00	Periods Tardy: 1
Cum. GPA: 3.333	Rank: 12 out of 486	Cum. GPA: 3.333	Rank: 12 out of 486
YTD GPA: 3.333		YTD GPA: 3.429	
Courses: 6	Credits: 6	Courses: 7	Credits: 7

Course	1	2	3	4	Crd	Course	1	2	3	4	Crd
9thWorldLit/CompAP	100				1	9thWorldLit/CompAP	100				1
Prep						Prep					
Algebra IB		76			1	Algebra IB		76			1
General PE I			92		1	General PE I			92		1
IB Art/Design I			83		1	IB Art/Design I			83		1
Physical Science		80			1	Physical Science		80			1
Spanish I			95		1	Roadkill Taxidermy		92			1
						Spanish I				95	1

## Grading & Standards Reports

### Grades Report

The Grades Report will print the students' grades based on the criteria chosen. This report is useful in determining which teachers have not posted grades or which students have missing grades.

**Grades Batch Report**

This report will batch print student's grades. There is an option to print the report grouped by student, teacher or course. There is an option to set page break for each student or course suitable for handing out. The grades report group by Teacher will always set page break for each teacher. This is a very complex report, so try to limit the number of students run per batch. Checking page break option will make the report run faster.

Which students would you like to include in the report?

Grade  Ad Hoc Filter

Enrollment Effective Date: 10/03/2007

Grading Terms:  1  2  3  4

Select Teachers: All, Abra, Dean, Adams, David, Addy, David, Administrator, System, Allen, David, Allsey, David, Axtman, Debbie

Group By:  Student  Teacher  Course

Set page break for each Student

Select grades to appear in report (All and Missing will override other check Boxes)

<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Missing												
<input checked="" type="checkbox"/> -	<input checked="" type="checkbox"/> .	<input checked="" type="checkbox"/> /	<input checked="" type="checkbox"/> 0	<input checked="" type="checkbox"/> 1	<input checked="" type="checkbox"/> 1*	<input checked="" type="checkbox"/> 10	<input checked="" type="checkbox"/> 100	<input checked="" type="checkbox"/> 11					
<input checked="" type="checkbox"/> 12	<input checked="" type="checkbox"/> 13	<input checked="" type="checkbox"/> 14	<input checked="" type="checkbox"/> 15	<input checked="" type="checkbox"/> 16	<input checked="" type="checkbox"/> 17	<input checked="" type="checkbox"/> 18	<input checked="" type="checkbox"/> 19	<input checked="" type="checkbox"/> 2					
<input checked="" type="checkbox"/> 2*	<input checked="" type="checkbox"/> 20	<input checked="" type="checkbox"/> 21	<input checked="" type="checkbox"/> 22	<input checked="" type="checkbox"/> 23	<input checked="" type="checkbox"/> 24	<input checked="" type="checkbox"/> 25	<input checked="" type="checkbox"/> 26	<input checked="" type="checkbox"/> 27					
<input checked="" type="checkbox"/> 28	<input checked="" type="checkbox"/> 29	<input checked="" type="checkbox"/> 3	<input checked="" type="checkbox"/> 3*	<input checked="" type="checkbox"/> 30	<input checked="" type="checkbox"/> 31	<input checked="" type="checkbox"/> 32	<input checked="" type="checkbox"/> 33	<input checked="" type="checkbox"/> 34					
<input checked="" type="checkbox"/> 35	<input checked="" type="checkbox"/> 36	<input checked="" type="checkbox"/> 37	<input checked="" type="checkbox"/> 38	<input checked="" type="checkbox"/> 39	<input checked="" type="checkbox"/> 4	<input checked="" type="checkbox"/> 4*	<input checked="" type="checkbox"/> 40	<input checked="" type="checkbox"/> 41					
<input checked="" type="checkbox"/> 42	<input checked="" type="checkbox"/> 43	<input checked="" type="checkbox"/> 44	<input checked="" type="checkbox"/> 45	<input checked="" type="checkbox"/> 46	<input checked="" type="checkbox"/> 47	<input checked="" type="checkbox"/> 48	<input checked="" type="checkbox"/> 49	<input checked="" type="checkbox"/> 5					
<input checked="" type="checkbox"/> 50	<input checked="" type="checkbox"/> 51	<input checked="" type="checkbox"/> 52	<input checked="" type="checkbox"/> 53	<input checked="" type="checkbox"/> 54	<input checked="" type="checkbox"/> 55	<input checked="" type="checkbox"/> 56	<input checked="" type="checkbox"/> 57	<input checked="" type="checkbox"/> 58					
<input checked="" type="checkbox"/> 59	<input checked="" type="checkbox"/> 6	<input checked="" type="checkbox"/> 60	<input checked="" type="checkbox"/> 61	<input checked="" type="checkbox"/> 62	<input checked="" type="checkbox"/> 63	<input checked="" type="checkbox"/> 64	<input checked="" type="checkbox"/> 65	<input checked="" type="checkbox"/> 66					
<input checked="" type="checkbox"/> 67	<input checked="" type="checkbox"/> 68	<input checked="" type="checkbox"/> 69	<input checked="" type="checkbox"/> 7	<input checked="" type="checkbox"/> 70	<input checked="" type="checkbox"/> 71	<input checked="" type="checkbox"/> 72	<input checked="" type="checkbox"/> 73	<input checked="" type="checkbox"/> 74					
<input checked="" type="checkbox"/> 75	<input checked="" type="checkbox"/> 76	<input checked="" type="checkbox"/> 77	<input checked="" type="checkbox"/> 78	<input checked="" type="checkbox"/> 79	<input checked="" type="checkbox"/> 8	<input checked="" type="checkbox"/> 80	<input checked="" type="checkbox"/> 81	<input checked="" type="checkbox"/> 82					
<input checked="" type="checkbox"/> 83	<input checked="" type="checkbox"/> 84	<input checked="" type="checkbox"/> 85	<input checked="" type="checkbox"/> 86	<input checked="" type="checkbox"/> 87	<input checked="" type="checkbox"/> 88	<input checked="" type="checkbox"/> 89	<input checked="" type="checkbox"/> 9	<input checked="" type="checkbox"/> 90					
<input checked="" type="checkbox"/> 91	<input checked="" type="checkbox"/> 92	<input checked="" type="checkbox"/> 93	<input checked="" type="checkbox"/> 94	<input checked="" type="checkbox"/> 95	<input checked="" type="checkbox"/> 96	<input checked="" type="checkbox"/> 97	<input checked="" type="checkbox"/> 98	<input checked="" type="checkbox"/> 99					
<input checked="" type="checkbox"/> A	<input checked="" type="checkbox"/> A+	<input checked="" type="checkbox"/> A-	<input checked="" type="checkbox"/> Au	<input checked="" type="checkbox"/> B	<input checked="" type="checkbox"/> B-	<input checked="" type="checkbox"/> B+	<input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> C-					
<input checked="" type="checkbox"/> C-	<input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> D	<input checked="" type="checkbox"/> D+	<input checked="" type="checkbox"/> D-	<input checked="" type="checkbox"/> E	<input checked="" type="checkbox"/> F	<input checked="" type="checkbox"/> I	<input checked="" type="checkbox"/> IC	<input checked="" type="checkbox"/> inc				
<input checked="" type="checkbox"/> N	<input checked="" type="checkbox"/> NA	<input checked="" type="checkbox"/> NC	<input checked="" type="checkbox"/> P	<input checked="" type="checkbox"/> S	<input checked="" type="checkbox"/> S+	<input checked="" type="checkbox"/> S-	<input checked="" type="checkbox"/> U	<input checked="" type="checkbox"/> X					

1. Select the students to show on the report by selecting an Ad hoc Filter or a Grade level from the dropdown list
2. Enter an Effective Date for the report. This date entry will determine which students appear on the report, based on their enrollment dates. Dates should be entered in *mmddyy* format or click the calendar icon to select a date. This field is defaulted to the current date.
3. Select the Grading Terms for which to generate the report. All terms may be selected, but at least one must be chosen.
4. Select the Grading Tasks to display on the report from the box on the right hand side of the screen. Select All to show all grading tasks.
5. Select the Teachers to display on the report from the teacher box on the left. Every teacher in the school will display on the report if the All option is selected.
6. Determine how the grades should be grouped – by Student (alphabetical by student last name), Teacher (alphabetical by teacher last name) or Course (numerical by course number).
7. To place a page break between each student on the report making report suitable for handing out, mark the Set Page Break for Each

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- Student checkbox.
- To select all scores that could be given by teachers, verify that the hyperlink next to the Generate Report button reads Show Available Scores. To select specific scores, click that same link to see a list of possible scores. When this is done, the hyperlink will read Hide Scores.
  - Click the Generate Report button. The report will display in a PDF (Adobe) document, listing the students, the teachers and the sections of the course, what task was scored/not scored, and the corresponding grade.

### Report Card (Batch)

The Report Card will take the student grades for the selected term and print them on a standard printed view, listing all of the selected options.

In order for the grades to print on the report, the grading tasks must be

**Report Card Batch Report**

This report will batch print student report cards, 1 page per student suitable for handing out to students. This is a very complex report, so try to limit the number of students run per batch.

Report Options

OR

Display Options

---

Ad Hoc Filter

OR

Grade

---

Active Only

Effective Date

---

Sort Options  Alpha  Grade/Alpha  Zip  Teacher

---

assigned to courses.

- Select the correct Report Options from the dropdown list. This is the name of the Report Card that should be generated for the students.
- Select the students for which to generate the report card by selecting an Ad hoc Filter sort or by selecting the Grade level from the dropdown list.
- If report cards should only be generated for currently enrolled students, check the Active Only checkbox. This is the default selection.
- Enter an Effective Date in *mmdyy* format or click the calendar icon to select a date. This effective date will capture all student grades posted as of that date.
- Select the Sort Options – Alphabetical, Grade/Alphabetical, Zip code or by Teacher. The zip code sort option has been provided for bulk mailing rates.
- Click the Generate Report button. The report will display showing

## Grading & Standards Reports

the selected options.

### Printing a Conventional (Traditional) Report Card Us-

**Report Card Batch Report**

This report will batch print student report cards. 1 page per student suitable for handing out to students. This is a very complex report, so try to limit the number of students run per batch.

**Report Type**

Conventional Report Card  
 Standards-Based Report Card

**Report on Terms**

Term 1  Term 2  Term 3  
 Term 4  
 Exclude all prior Terms from printing

**Page Layout**

Portrait  Landscape

**Display Options**

Attendance Summary  
 Cumulative GPA  
 Class Rank  
 Term GPA  
 Student ID  Counselor  
 Period  
 Score Comments

**School Comment (printed on all)**

**Grading Tasks**  Select all grading tasks

06 Social Studies  
American Sign Lang  
Andrew Final Exam  
Andrew Know your continent - S1  
Concepts In Biology  
Grammar Quarter Grade  
Laurel World Culture  
Linder Semester Exam  
Math Level - UE  
Quarter Grade  
Reading Level - UE  
STP HS-3 Grading  
STP Quarter Grade  
Term Grade  
tst1  
Understand Ancient Civilizations  
2 Write and speak for a variety of purposes & audien

**Choose Score Groups to be printed on the report**

+SNU  
1-4 Andrew  
1-4 Linder  
1-4 WrightHS  
A-F Andrew  
A-F Linder  
A-F WrightHS

CTRL-click and SHIFT-click for multiple

---

**Ad Hoc Filter**

OR

**Grade**

---

**Active Only**

**Effective Date**

---

**Sort Options**  Alpha  Grade/Alpha  Zip  Teacher

### ing the Display Options

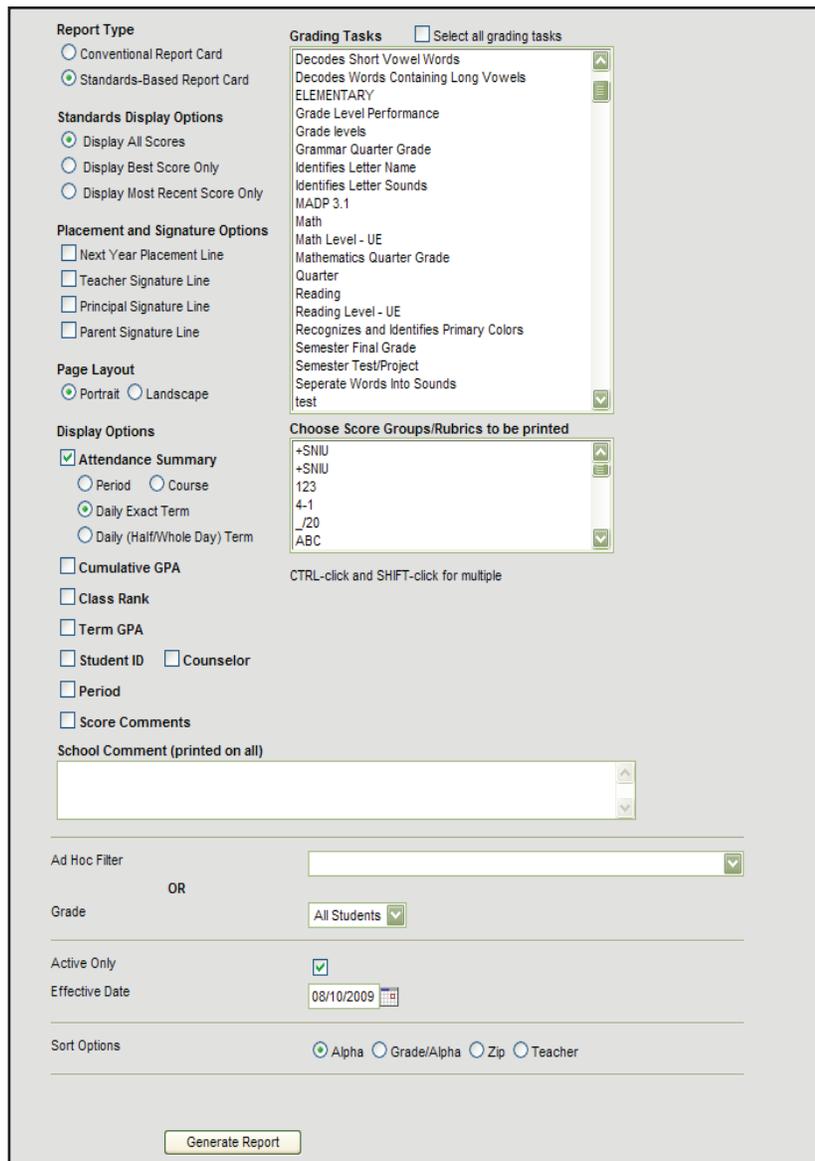
1. Click Display Options. The screen will refresh to show the report card editor screen.
2. Select the Conventional Report Cards for the Report Type.
3. Select the Report on Terms option by selecting the appropriate term to display on the report card.
4. Mark the Exclude all prior terms from printing checkbox to only print grades from the selected term.
5. Choose the Page Layout.
6. The Attendance Summary checkbox will default to Daily Exact Term. This is the only way that attendance can be displayed on the report card.
7. Select the Cumulative GPA Options to show on the report. Once selected, check the options to display the GPA with or without Bonus Points.
8. If Class Rank should be displayed, check the box. Once chosen, determine if the class rank should be based on bonus points or not.
9. Select to show the Term GPA. If using bonus points, select if bonus

## Grading & Standards Reports



- points should display on the report card.
10. Select to show the Student IDs on all report cards.
  11. Select to display the student's Counselor name on the report card.
  12. Select to display the Period name/number on the report card.
  13. Determine if the Score Comments should be printed. If Yes, select which terms the comments should reflect. All terms can be selected if desired.
  14. Select the Grading Tasks/Standards to show on the report in the list on the right. Check the Select All Grading Tasks to show scores for all available grading tasks (and standards).
  15. Select the Score Groups/Rubrics to be printed on the report.
  16. If a school comment is desired on all report cards –information from the school – enter that in the School Comment field.
  17. Select the students for which to generate the report card by selecting an Ad hoc Filter sort or by selecting the Grade level from the dropdown list.
  18. If report cards should only be generated for currently enrolled students, check the Active Only checkbox.
  19. Enter an Effective Date in *mmdyy* format or click the calendar icon to select a date. This effective date will capture all student grades posted as of that date.
  20. Select the Sort Options – Alphabetical, Grade/Alphabetical, Zip code or by Teacher.
  21. Click the Generate Report button. The report will display showing the selected options.

### Printing a Standards-Based Report Card Using the Display Options



The screenshot shows a web-based interface for editing a Standards-Based Report Card. It is divided into several sections:

- Report Type:** Radio buttons for 'Conventional Report Card' and 'Standards-Based Report Card' (selected).
- Standards Display Options:** Radio buttons for 'Display All Scores' (selected), 'Display Best Score Only', and 'Display Most Recent Score Only'.
- Placement and Signature Options:** Checkboxes for 'Next Year Placement Line', 'Teacher Signature Line', 'Principal Signature Line', and 'Parent Signature Line'.
- Page Layout:** Radio buttons for 'Portrait' (selected) and 'Landscape'.
- Display Options:** A checked checkbox for 'Attendance Summary' with sub-options for 'Period', 'Course', 'Daily Exact Term' (selected), and 'Daily (Half/Whole Day) Term'. Other unchecked options include 'Cumulative GPA', 'Class Rank', 'Term GPA', 'Student ID', 'Counselor', 'Period', and 'Score Comments'.
- School Comment (printed on all):** A text input field.
- Ad Hoc Filter:** A search input field.
- Grade:** A dropdown menu set to 'All Students'.
- Active Only:** A checked checkbox.
- Effective Date:** A date picker set to '08/10/2009'.
- Sort Options:** Radio buttons for 'Alpha' (selected), 'Grade/Alpha', 'Zip', and 'Teacher'.
- Grading Tasks:** A list of tasks with a 'Select all grading tasks' checkbox. The list includes: 'Decodes Short Vowel Words', 'Decodes Words Containing Long Vowels', 'ELEMENTARY', 'Grade Level Performance', 'Grade levels', 'Grammar Quarter Grade', 'Identifies Letter Name', 'Identifies Letter Sounds', 'MADP 3.1', 'Math', 'Math Level - UE', 'Mathematics Quarter Grade', 'Quarter', 'Reading', 'Reading Level - UE', 'Recognizes and Identifies Primary Colors', 'Semester Final Grade', 'Semester Test/Project', 'Separate Words Into Sounds', and 'test'.
- Choose Score Groups/Rubrics to be printed:** A list of score groups including '+SNIU', '123', '4-1', '\_/20', and 'ABC'. Below this list is the instruction 'CTRL-click and SHIFT-click for multiple'.
- Generate Report:** A button at the bottom center.

1. Click the Display Options link. The screen will refresh to show the report card editor screen.
2. Select the Report Type – Standards Based Report Card. The standards based report card is built from standards grades which are usually graded on a numeric or state-approved score.
3. Select the Standards Display Options: Display All Scores, Display Best Score Only or Display Most Recent Score Only.
4. Determine the Page Layout – landscape or portrait.
5. The Attendance Summary checkbox will already be selected, with the option set to Daily Exact Term. This is the only way that attendance can be displayed on the report card.
6. Select the Cumulative GPA Options to show on the report. Options are Normal GPA or Unweighted GPA. Once selected, check the options to display the GPA with or without Bonus Points.
7. Determine if Class Rank should be displayed by checking the box. Once chosen, determine if the class rank should be based on

## Grading & Standards Reports

- bonus points or not.
8. Select to show the Term GPA. If using bonus points, also select if the bonus points should display on the report card.
  9. Select to show the Student IDs on all report cards.
  10. Select to display the student's Counselor name on the report card.
  11. Determine if the Score Comments should be printed. If Yes, select which terms the comments should reflect. All terms can be selected if desired.
  12. Select to display the Period name/number on the report card.
  13. Select the Grading Tasks/Standards to show on the report in the list on the right. Check the Select All Grading Tasks to show scores for all available grading tasks (and standards).
  14. Select the Score Groups/Rubrics to be printed on the report.
  15. If a school comment is desired on all report cards –information from the school – enter that in the School Comment field.
  16. Select the students for which to generate the report card by selecting an Ad hoc Filter sort or by selecting the Grade level from the dropdown list.
  17. If report cards should only be generated for currently enrolled students, check the Active Only checkbox.
  18. Enter an Effective Date in *mmdyy* format or click the calendar icon to select a date. This effective date will capture all student grades posted as of that date.
  19. Select the Sort Options – Alphabetical, Grade/Alphabetical, Zip code or by Teacher.
  20. Click the Generate Report button. The report will display showing the selected options.

### Standards Alignment

The Standards Alignment Report lists assessments (tests) associated with each standard. Assessments are aligned to standards in the Standards Bank.

Alignment Report

This report will list the assessments associated with each standard.

Sort by standards

Sort by assessments

Generate Report

1. Select the appropriate Sort option for this report - sort by standards or sort by assessments.
2. Click the Generate Report button. The report will appear in a new window listing the standards associated with the assessments or the assessments associated with the standards.

Standard Group	Standard	Assessment
a. Phonemic Awareness	* Phonemic Awareness Achievement *	1st Grade Language Arts

## Grading & Standards Reports

### Student Credits

The Student Credits Report displays the total number of credits earned by the students in the selected calendar.

**Student Credits Report**

This report lists students' earned credits.

Which students would you like to include in the report?

Grade All Students  
09  
10  
11  
12

Ad Hoc Filter ▼

---

Display Options:

Show breakdown by grade and total

Show total only

---

Select grades to appear in report

All

09       10       11       12

---

How would you like the report sorted?

Alpha    Grade    Student Number

---

1. Select the students to show on the report by selecting an Ad hoc Filter or a Grade level from the dropdown list.
2. Select the Display Options for this report. Options are Show breakdown by grade and total, or Show total only. The Show Total Only option will show the total credits accumulated.
3. Select the past grade levels of the selected students to show in the report. All grade levels in the selected calendar will automatically be selected. Uncheck the grade levels that should not appear on the report. If a report is desired to show the credits earned for the last four years for the seniors, leave all options selected. If generating a report for the sophomores and the user wants to see credits earned for the last school year, uncheck all options except for the 09 grade level.
4. Determine the Sort Options – Alphabetical (by student last name), Grade Level, or Student Number.
5. Click the Generate Report button. The report will display in a PDF (Adobe) document, showing the student's name and earned credits for the selected year. Depending on the number of grades selected, the report will display in either landscape or portrait format.

06-07 4T4P Block - Harrison High 585 Peachtree Parkway, Metro City, MN 55436 Generated on 10/03/2007 08:02:55 PM Page 1 of 1		Student Credits Report Students In Adhoc Filter: abegg Grades Used In Calculating Credits: 09 10 11 12 Sort By Student Name				
Name(#)	Current Grade	09	10	11	12	Total Credit
Abegg, Dylan(103667)	10	6.000				6.00

## Grading & Standards Reports

### Term GPA

The Term GPA Report displays the student's term GPA.

**Term GPA Report**

This report will batch print student term GPA and rolling term GPA.

Which students would you like to include in the report?

Grade All Students  
09  
10  
11  
12

Ad Hoc Filter [Dropdown]

Enrollment Effective Date  [Calendar Icon]

---

Term Seq  1  2  3  4

---

Min Term GPA

Max Term GPA

---

Display Options  Name  Student#  Grade  Rolling Cum GPA  PersonID  Use Bonus Points

---

Sort Options  Alpha  Rolling Cum GPA/Alpha  Student Number

1. Select the students to show on the report by selecting an Ad hoc Filter or a Grade level from the dropdown list.
2. Enter an Enrollment Effective Date in *mmddyy* format, or click the calendar icon to select a date. The effective date determines which students were actively enrolled on that date. This field will be defaulted to the current date.
3. Select the Terms Sequence to display on the report.
4. If desired, enter a Minimum Term GPA and a Maximum Term GPA to display on the report.
5. Check or uncheck as necessary the Display Options – Name, Student Number, Grade, Person ID and Use Bonus Points.
6. Determine the Sort Options – Alphabetical, Rolling Cumulative GPA, Rolling Cumulative GPA/Alphabetical or Student Number.
7. Click the Generate Report button. The report will display in a PDF (Adobe) document, showing the student's name and the selected term's GPA.

08-09 4T4P Block - Harrison High 585 Peachtree Parkway, Metro City MN 55436 Generated on 08/10/2009 02:33:04 PM Page 1 of 10			Term GPA Report All Grades Effective Date: 08/10/2009 Fields: Name, Student#, Grade, GPA Terms: 1, 2, 3, 4 Sort By: Name Total Students: 551				
Student Name	Student#	Grade	Rolling Cum GPA	Term GPA			
				Term 1	Term 2	Term 3	Term 4
Achilles, Calandra	103696	11	3.177	3.000	3.000	-	-
Ackerman, Mie	103698	11	2.889	3.000	1.500	-	-
Adcock, Saif	103719	11	3.408	4.000	3.335	-	-
Adele, Tarun B	103741	11	3.285	3.000	-	-	-



## Grading & Standards Reports

### Transcript Audit

The Transcript Audit report will compare the transcript data with the source grading data and will list the differences in score and comments.

When a transcript record is modified on the transcript tab, the changed record will appear on the audit report as well.

**Transcript Auditing Report**

This report will compare the transcript data with the source Grading data and lists the differences in score and comments.

Which fields do you want to be audited?

grade     comments

1. Select which items should be audited – grade, comments or both.
2. Click the Generate Report button. The report will display in a PDF (Adobe) document, listing the student’s name, the received score and comments, and the score and comments listed on the transcript.

<p style="text-align: center;">06-07</p> <p style="text-align: center;"><b>4T4P Block - Harrison High</b></p> <p style="text-align: center; font-size: small;">585 Peachtree Parkway, Metro City MN 55436 Generated on 10/03/2007 08:15:13 PM Page 1 of 1</p>	<p style="text-align: center;"><b>Transcript Auditing Report</b></p> <p style="text-align: center; font-size: small;">Audit field: grades Total Records: 1</p>										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Course</th> <th style="text-align: left;">Term</th> <th style="text-align: left;">Student Name(#)</th> <th style="text-align: left;">Grading Score</th> <th style="text-align: left;">Transcript Score</th> </tr> </thead> <tbody> <tr> <td>2006s Algebra IB</td> <td>2</td> <td>Achilles, Calandra (#103696)</td> <td>B-</td> <td>C+</td> </tr> </tbody> </table>		Course	Term	Student Name(#)	Grading Score	Transcript Score	2006s Algebra IB	2	Achilles, Calandra (#103696)	B-	C+
Course	Term	Student Name(#)	Grading Score	Transcript Score							
2006s Algebra IB	2	Achilles, Calandra (#103696)	B-	C+							

## Grading & Standards Reports

### Transcript Batch Report

The Transcript Batch Report pulls student grades from their transcript and places them on a (usually) one page document.

The screenshot shows a web form titled "Transcript Batch Report". At the top, there is a warning: "This report will batch print student transcripts, 1 page per student suitable for handing out to students. Having a calendar selected will filter the marks to only those that were completed in a grade level that is offered by the selected school. This is a very complex report, so try to limit the number of students run per batch." Below this, the form is divided into sections. The "Report Options" section has a dropdown menu set to "transcript". Below it is an "OR" section for "Display Options". The "Which students would you like to include in the report?" section has two radio buttons: "Grade" (selected) and "Ad Hoc Filter". The "Grade" option has a dropdown menu showing "All Students", "09", "10", "11", and "12". The "Ad Hoc Filter" option has a text input field. Below this is the "Enrollment Effective Date" field, which contains "10/03/2007" and a calendar icon. The "Sort Options" section has four radio buttons: "Alpha" (selected), "Grade/Alpha", "Zip", and "Teacher". At the bottom of the form is a "Generate Report" button.

### Printing Transcripts Using the Report Options

Report options are previously created transcript settings built in the System Administration module. It provides for a faster way to generate transcripts, without having to select the options each time.

1. Select the Report Options from the dropdown list. The report options can be thought of as a template.
2. Select the students for which to generate the report card by selecting an Ad hoc Filter or by selecting the Grade level from the dropdown list.
3. Enter an Enrollment Effective Date in *mmddyy* format or select the calendar icon to choose a date. This date will be defaulted to the current date.
4. Select the Sort Options – Alphabetical, Grade/Alphabetical, Zip Code or by Teacher.
5. The zip code option is provided for bulk mailing rates. If the teacher option is selected, the teacher's name for the selected period and term in which the student is scheduled will be printed in the upper corner so that administration can hand the printed transcripts out in class.
6. Click the Generate Report button. The report will display showing the selected options.

## Grading & Standards Reports

### Printing Transcripts Using the Display Options

This option allows the user to determine what information should be on the transcript.

**Transcript Batch Report**

This report will batch print student transcripts, 1 page per student suitable for handing out to students. Having a calendar selected will filter the marks to only those that were completed in a grade level that is offered by the selected school. This is a very complex report, so try to limit the number of students run per batch.

**Group Options**  Grade  Term

**School Year Options**

**Grade Level Options**  Exclude grades flagged as "Exclude from GPA/Class Rank"

**GPA/Class Rank Calculation Options**

GPA Not Selected

**Custom GPA/Class Rank Calculation Options**

FHS GPA Not Selected

**Credit Groups**

FHS Graduation  Non-Credit

**Standard Groups**

FHS Graduation

**Standards Display Options**

No Standards Display

Display All Scores

Display Best Score Only

Display Most Recent Score Only

**Standardized Testing**

Display Options

Display Best Score only

National Tests (Tests flagged as ACT, SAT, PSAT, SAT2)

State Tests (State Code & Type defined)

District Tests

Standard Test Format

Tests and Strands as List  Tests and Strands as Tree

**Display Options**

Report Contents

Enrollment History  In Progress Courses  Activity Courses  Credit Summary

Immunization  Credits Attempted  Standard Rubric

Attendance

Report Header & Format

No Shading  Blank Header  Official Transcript  Official Signature

District Name  School CEEB Code  School Code  Student's Phone

Student Information

Student Picture  Race/Ethnicity  Place of Birth  Guardian

State ID  Counselor  SSN (Require SSN right to print SSN)

NCES Grade  Diploma Date  Diploma Type

**School Comment (printed on all)**

Which students would you like to include in the report?

Grade

Ad Hoc Filter

Enrollment Effective Date

**Sort Options**  Alpha  Grade/Alpha  Zip  Teacher

1. Click the Display Options link. The screen will refresh to show the transcript editor screen.
2. Select which Group Option to use – Grade or Term.
3. Select the School Year Options that should be reported on.
4. Under Grade Level Options, decide if you want to Exclude grades

## Grading & Standards Reports



- flagged as “Exclude from GPA/Class Rank” by checking the proper checkbox.
5. Select the GPA/Class Rank Calculation Options. By selecting a box, users can determine which GPA calculation to use. After making the selection, click the Save icon. Also, select either the Class Rank or Percentile option for the GPA(s) chosen. Options are: GPA, Unweighted GPA, GPA with Bonus Points, Unweighted GPA with Bonus Points.
  6. Select the Custom GPA/Class Rank Calculation Options you desire.
  7. Select the Credit Groups and Standards Groups to display on the transcript.
  8. Determine which way the Standardized Testing information should be displayed.
  9. Select the Display Options for the transcript. Options are Report Contents, Report Header & Format, and Student Information.
  10. Enter a School Comment, if desired. This comment will appear on all transcripts.
  11. Select the students for which to generate the report card by selecting an Ad hoc Filter or by selecting the Grade level from the drop-down list.
  12. Select the Sort Options – Alphabetical, Grade/Alphabetical, Zip code or by Teacher.
  13. Click the Generate Report button. The report will display showing the selected options.
  14. For students that have a GPA higher than 4.0, an asterisk will be next to that course name, and an explanation of the asterisk will be located in the footer of the printed document.



## Grading & Standards Reports