

# Reports:

By Student, Missing Assignments, Class, Roster, Summary and Final Mark

Content Updated: May 1, 2015

### **NOTE TO TEACHERS:**

In some instances there are features outlined that your district may not adopt. For any questions or clarification on what your district is currently using please speak with your district Aeries administrator.

### **GRADEBOOK REPORTS**



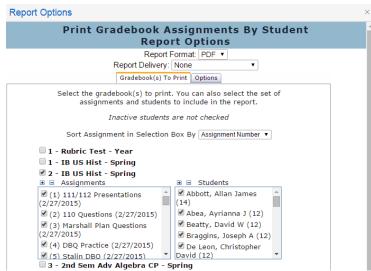
The following **Reports Window** will display. All gradebook reports have various report options available to the teacher.



Reports can also be accessed from the navigation tree, under View All Reports.

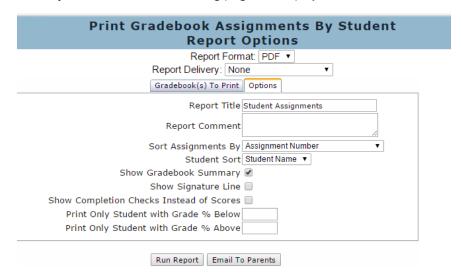
## **Gradebook Assignments By Student**

To print assignment information for the students click the mouse on **Gradebook Assignments by Student** from the list under Reports. The following screen will display. Select the Gradebook to print. Assignments and students can also be selected or deselected to print. The option **Email To Parents** is also included on this report.



### **GRADEBOOK ASSIGNMENTS BY STUDENT CONTINUED**

Click the mouse on the **Options** tab and the following page will display.



Select which **Gradebook To Print** from the dropdown. There are various options to choose from in creating this report. Select from the following options and then click the mouse on the **Run Report** button.

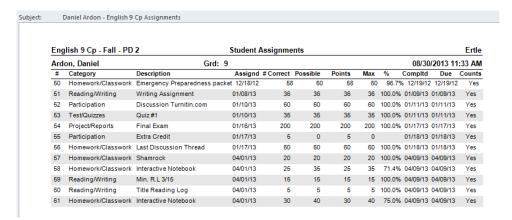
- Report Title the title of the report when printed
- Report Comment area for comments about the report
- Sort Assignments By sort by assignment number or category
- Student Sort students can be sorted by name, student ID or custom sort order
- Show Gradebook Summary print the summary of scores by assignment type and the overall score/grade
- Show Signature Line- for the parent to sign and return to the teacher
- Show Completion Checks Instead of Scores
- Print Only Students with Grade % Below
- Print Only Students with Grade % Above

The **Email Assignments** button enables teachers a method to communicate at any time with students, parents/guardians or contacts regarding the student's progress on assignments.

IΒ (	JS Hist - Spring - F	PD 2		Student A	ssignm	ents						Acosta
Abl	oott, Allan James		Grd:	14						05/06	/2015 02	2:20 PM
#	Category	Description		Assignd #	Correct	# Correct Possible	Points Earned	Points Possible	%	Compltd	Due	Counts
1	Classwork	111/112 Presentations		02/26/15	10	10	10	10	100%	02/27/15	02/27/15	Yes
2	Classwork	110 Questions		02/26/15	3	3	3	3	100%	02/27/15	02/27/15	Yes
3	Classwork	Marshall Plan Questions		02/26/15	5	5	5	5	100%	02/27/15	02/27/15	Yes
4	Homework	DBQ Practice		02/26/15	3	3	3	3	100%	02/27/15	02/27/15	Yes
5	DBQ	Stalin DBQ		02/26/15	20	20	20	20	100%	02/27/15	02/27/15	Yes
6	Homework	Cold War Packet		02/26/15	10	10	10	10	100%	02/27/15	02/27/15	Yes
7	DBQ	China DBQ		02/26/15	25	25	25	25	100%	02/27/15	02/27/15	Yes
8	Homework	Sharing our Humanity		02/26/15	5	5	5	5	100%	02/27/15	02/27/15	Yes

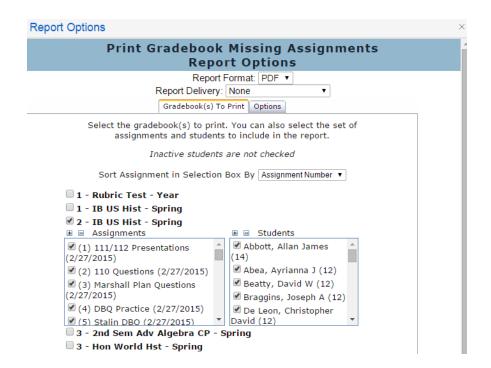
#### GRADEBOOK ASSIGNMENTS BY STUDENT CONTINUED

Below is a sample email to parent. The email will include the report information in the body of the email. Not as an attachment.



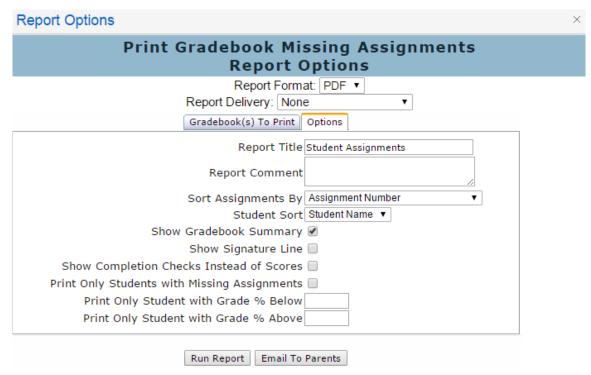
### **GRADEBOOK MISSING ASSIGNMENTS**

To print missing assignment information for the students click the mouse on **Gradebook Missing Assignments** from the list under Reports. Select the gradebooks and from the following options and then click the mouse on the **Run Report** button.



### **GRADEBOOK MISSING ASSIGNMENTS CONTINUED**

Click the mouse on the **Options** tab and the following page will display. The option **Email To Parents** is also included on this report.



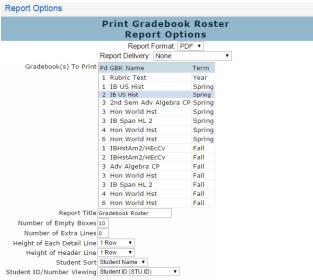
The following is an example of the Gradebook Missing Assignments.

IB U	JS Hist - Spring - P	D 2		Student A	ssignm	ents			Aco					
Abb	oott, Allan James		Grd:	14						05/06	/2015 02	:25 PM		
#	Category	Description		Assignd #		# Correct Possible	Points Earned		%	Compltd	Due	Counts		
27	DBQ	CW DBQ3		05/03/15	[]	25	[]	25		05/06/15	05/06/15	Yes		
28	Classwork	Exam Review		05/29/15	[]	20	[]	20			05/30/15	Yes		

#### **GRADEBOOK ROSTER**

This is a newly available report for teachers to print student rosters from gradebook lists with student information and a series of blank columns.

To print this report click the mouse on **Gradebook Roster** from the list under Reports. The following page will display.



Select which **Gradebook To Print** from the dropdown. There are various options to choose from in creating this report. Select from the following options and then click the mouse on the **Run Report** button.

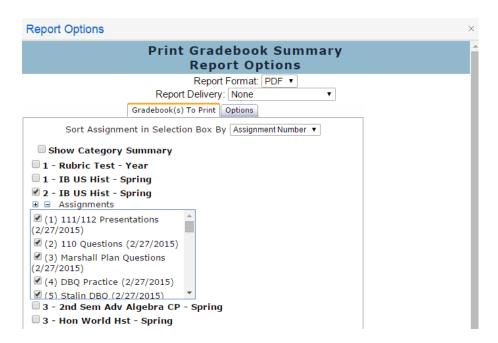
- Report Title the title of the report when printed
- Number of Empty Boxes this number of empty boxes will print on each line.
- Number of Extra Lines this number of empty lines will be printed at the end of the report. These empty lines can be used to write in new students.
- Height of Each Detail Line indicates how high each line of students should be.
- Student Sort students can be sorted by name, student ID or custom sort order
- Student ID/Number Viewing view by Student ID (STU.ID), Student Number (STU.SN) or Neither
- Show Line Numbers next to each student.
- Show Student Grade Level to the right of each student name.
- Show Phone Number
- Show Address
- Show City in addition to the street address.
- Show Birth Date
- Show Parent/Guardian Name
- Include Inactive's by default, only active students print.
- Include Student Alias Names will display student alias name if applicable

The following is an example of the Gradebook Roster.

2	- IB US His	t - Spring	G					Acosta		a			
	Stu#	Student Name	Gr Phone	Address	Parent/Guardian	П						$\Box$	
1	99400001	Abbott, Allan James	14 777.555.9448	1116 Glenview Lane	M/M A Abbott			Ī			ĺ		
2	99400005	Abea, Ayrianna J	12 777.555.7213	1121 E Durfee	M/M A Abea	П	П					Т	٦
3	99400215	Beatty, David W	12 777.555.0862	3340 Sumner Ave #101	M/M B Beatty							$\Box$	
4	99400299	Braggins, Joseph A	12 777.555.4593	1169 E Level St.	M/M B Braggins	П	$\Box$					$\Box$	
5	99400628	De Leon, Christopher David	12 777.555.2823	1160 N Manzanita Ave	M/M D De Leon							$\Box$	

### **GRADEBOOK SUMMARY**

To print a summary for a gradebook click the mouse on **Gradebook Summary** from the list under Reports. Select the gradebook and the various printing options.



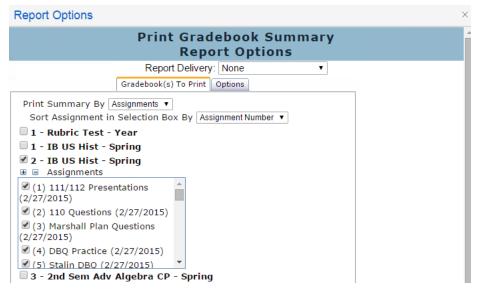
The following is an example of the Gradebook Summary.

2 - IB US Hist - Spring										Gradebook Summary											Acosta				
Assignment Nur	mber	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
Max P	oints	10	3	5	3	20	10	25	5	3	10	5	3	10	15	20	20	3	5	20	3	5	10	5	30 Assignments
**Grading Comp	leted	<b>V</b>	V	V	V	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	/	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	V	V	V	V	V	V	V	V	Overall
Student Name	Grade	•																							Pct Mark
Abbott, Allan James	14	10	3	5	3	20	10	25	5	3	10	5	3	10	15	20	20	2	3	15	1	5	10	7	90.62 A-
Abea, Ayrianna J	12	10	3	5	3	14	10	16	5	3	10	5	3	10	14	12	11	3	5	10	3	5	9	3	79.93 C+
Beatty, David W	12	10	3	5	3	13	8	15	0	3	8	5	3	9	15	13	12	3	5	14	3	5	10	0	80.09 B-
Braggins, Joseph A	12	10	3	5	3	12	10	19	5	3	10	0	3	10	15	9	8	3	5	9	3	5	6	3	78.12 C+
De Leon, Christopher	12	10	3	5	3	17	8	16	5	3	10	5	3	10	15	12	15	3	5	14	0	0	10	0	83.38 B
Gelfuso, Marlinna M	12	10	3	5	3	16	10	18	5	3	10	5	3	10	13	13	15	3	5	13	0	0	10	5	84.04 B
Gil, Jeremy C	12	10	0	0	2	16	7	17	0	3	10	5	3	9	15	13	12	0	0	10	3	3	10	2	72.03 C-
Huerta, Iman	12	10	3	5	3	15	8	15	5	3	10	5	3	9	15	10	12	3	5	10	3	0	10	0	76.97 C
Lansford, Kimberly	12	10	3	5	3	15	10	17	5	3	10	5	3	10	14	9	11	3	5	11	3	5	9	5	81.25 B-
Lee, Michelle	12	10	3	5	3	16	10	17	5	3	10	5	3	10	15	12	8	3	5	12	3	5	10	5	85.19 B
Leos, Christine Marie	12	10	3	5	3	19	10	23	5	3	10	5	3	10	15	13	15	3	5	14	3	5	10	5	91.11 A-

### **GRADEBOOK SUMMARY EXPORT TO EXCEL**

There are 2 **Gradebook Summary** reports available. The **Gradebook Summary Export to Excel** report converted from ABI. In order to support a high number of assignments and to allow teachers versatility in printing options, this report will always output to XLS format.

To print a summary for a gradebook click the mouse on **Gradebook Summary Export to Excel** from the list under Reports.



Select a gradebook from the list and select the various printing options.

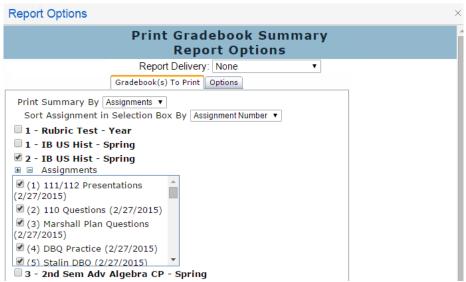
The default will select all Assignments in the Gradebook. Clicking the mouse on one assignment can select individual assignments. Holding down the **Control (Ctrl)** key and clicking on assignments can select more than one in that area. When complete click the mouse on the **Run Report** button.

The following is an example of the **Gradebook Summary in Excel format**.

	Α	В	С	D	Е	F	G	Н	1	J	K
1	Gradebook Sur	nmary									
2	2 - IB US Hist -	Spring									
3	Teacher: Acosta	a									
4	Total Graded A	ssignments: 30									
5	Student Name		Gr	1	2	3	4	5	6	7	8
6	Max Corrects:			10	3	5	3	20	10	25	5
7	**Grading Com	pleted:		Υ	Y	Y	Υ	Y	Y	Y	Y
8	Abbott, Allan Jar	nes	14	10	3	5	3	20	10	25	5
9	Abea, Ayrianna	J	12	10	3	5	3	14	10	16	5
10	Beatty, David W		12	10	3	5	3	13	8	15	0
11	Braggins, Joseph	ı A	12	10	3	5	3	12	10	19	5
	De Leon, Christo		12	10	3	5	3	17	8	16	5
13	Gelfuso, Marlinna	a M	12	10	3	5	3	16	10	18	5

### GRADEBOOK SUMMARY EXPORT TO EXCEL CONTINUED

Select a gradebook from the list and select the various printing options.



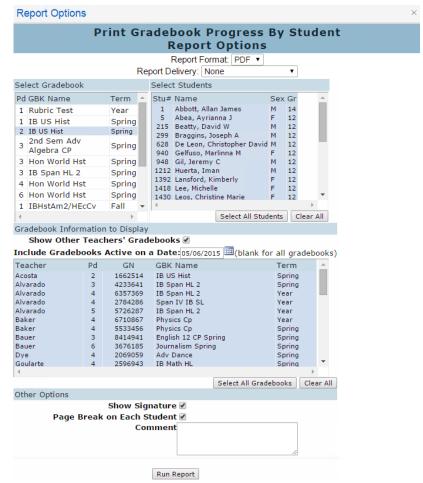
The default will select all Assignments in the Gradebook. Clicking the mouse on one assignment can select individual assignments. Holding down the **Control (Ctrl)** key and clicking on assignments can select more than one in that area. When complete click the mouse on the **Run Report** button.

The following is an example of the Gradebook Summary in Excel format.

	Α	В	С	D	E	F	G	Н		J	K
1	Gradebook Sur	nmary									
2	2 - IB US Hist -	Spring									
3	Teacher: Acost	a									
4	Total Graded A	ssignments: 30									
5	Student Name		Gr	1	2	3	4	5	6	7	8
6	Max Corrects:			10	3	5	3	20	10	25	5
7	**Grading Com	*Grading Completed:			Y	Υ	Y	Y	Y	Y	Υ
8	Abbott, Allan Jar	mes	14	10	3	5	3	20	10	25	5
9	Abea, Ayrianna	J	12	10	3	5	3	14	10	16	5
10	Beatty, David W		12	10	3	5	3	13	8	15	0
11	Braggins, Joseph A		12	10	3	5	3	12	10	19	5
12	De Leon, Christopher David		12	10	3	5	3	17	8	16	5
13	Gelfuso, Marlinna	12	10	3	5	3	16	10	18	5	

### PROGRESS BY STUDENT

This report optionally allows a teacher to view on a single report how students are doing in all their subjects.



The following is an example of the **Progress By Student** report.

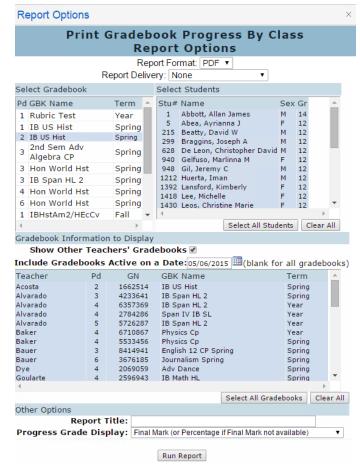
### Progress Report For Allan James Abbott (1)

Wednesday, May 6, 2015

Frade Summary	Overall
English 12 CP (Spring) - Peer	2050/3140 = 65.28 D
ERWC Units	261/415 = 62.89 D-
Homework	95/235 = 40.42 F
In Class work	645/1215 = 53.08 F
Optional Points	46/0 = 0
Projects	232/350 = 66.28 D
Quizzes	4/20 = 20 F
Interactive Reader	534/575 = 92.86 A-
Tests, exams	47/80 = 58.75 F
Writing	186/250 = 74.4 C
Missing Assignments	18
Economics Cp (Spring) - Wells	63 D
Homework/Classwork/Projects (35%)	66/140 = 47.14 F
Tests (40%)	229/308 = 74.35 C
Participation (15%)	32/45 = 71.11 C-
Final Exam (10%)	61/100 = 61 D-
Missing Assignments	0

### **PROGRESS BY CLASS**

This report optionally allows a teacher to view on a single report how all their students in a gradebook are doing in all their subjects. Use the student and gradebook selections to limit the output of the report.

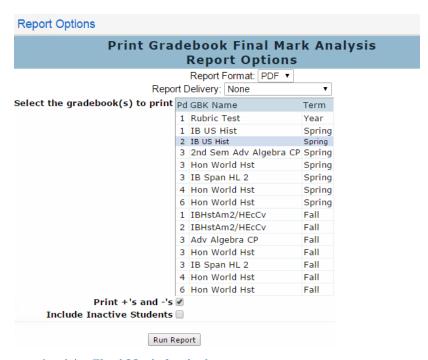


The following is an example of the **Gradebook Progress By Class** report.

				Pi	ogress i	Report E	ly Class					
	osta, ednesday, May 6, 2015		1	2	3	4	5	6	7	8	9	10
•	Student Name	Avg %	IB US Hist Spring	IB Span HL 2 Spring Alvarado	IB Span HL 2 Year Alvarado	Span IV IB SL Year Alvarado	IB Span HL 2 Year Alvarado	Physics Cp Year Baker	Physics Cp Spring Baker	English 12 CP Spring Spring Bauer	Journalism Spring Spring Bauer	Adv Dance Spring Dye
1	Abbott, Allan	71.2%	A-									
2	Abea, Ayrianna	90.1%	C+	Α								
3	Beatty, David	80.84%	B-									
4	Braggins, Joseph	75.08%	C+	B+								
5	De Leon, Christopher	79.86%	В	B-								
6	Gelfuso, Marlinna	80.09%	В				С					
7	Gil, Jeremy	75.01%	C-									

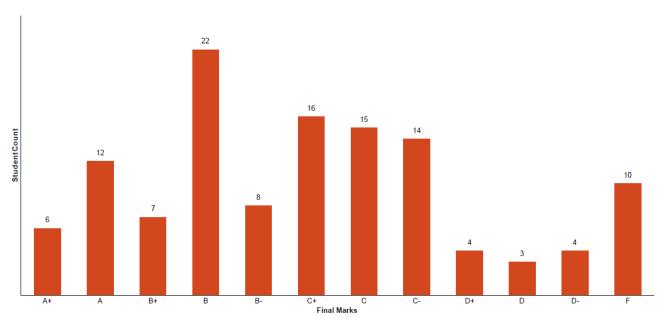
### **GRADEBOOK FINAL MARK ANALYSIS**

The **Gradebook Final Mark Analysis** report is a bar graph of final marks for students in a single gradebook or across multiple gradebooks. The **Print +'s and -'s** option will allow final marks with + or – to print. With the option not selected, final marks with + or – will not print.



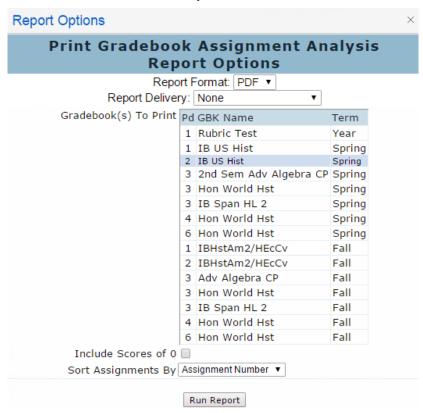
The following is an example of the Final Mark Analysis report.

Gradebook Final Mark Analysis



### **GRADEBOOK ASSIGNMENT ANALYSIS**

The **Gradebook Assignment Analysis** report is used to calculate and display various statistical analysis of the scores of assignments for selected gradebooks. The **Include Scores of 0** option will include or exclude assignments with a score of 0 from the statistical analysis.



The following is an example of the Print Gradebook Assignment Analysis report.

Assignment Analysis for 2 - IB US Hist - Spring (Acosta)

			Max	Grading								
# Category	Description	Due	Correct	Cmpltd	Max	Min	Avg	Median	Mode	Var	StDev	AvgDev
1 Classwork	111/112 Presentations	2/27/2015	10	Yes	10	10	10	10	10	0	0	0
2 Classwork	110 Questions	2/27/2015	3	Yes	3	3	3	3	3	0	0	0
3 Classwork	Marshall Plan Questions	2/27/2015	5	Yes	5	5	5	5	5	0	0	0
4 Homework	DBQ Practice	2/27/2015	3	Yes	3	2	2.95	3	3	0.04	0.2	0.04
5 DBQ	Stalin DBQ	2/27/2015	20	Yes	20	11	15.19	15	16, 15	4.48	2.11	1.57
6 Homework	Cold War Packet	2/27/2015	10	Yes	10	7	9.15	10	10	1.49	1.22	0.84
7 DBQ	China DBQ	2/27/2015	25	Yes	25	15	17.73	17	17	5.48	2.34	1.57
8 Homework	Sharing our Humanity	2/27/2015	5	Yes	5	2	4.86	5	5	0.4	0.63	0.13
9 Classwork	Indo-Pakistan Reading	2/27/2015	3	Yes	3	3	3	3	3	0	0	0