SGR1000 - Blank, Failing and Incomplete Grades

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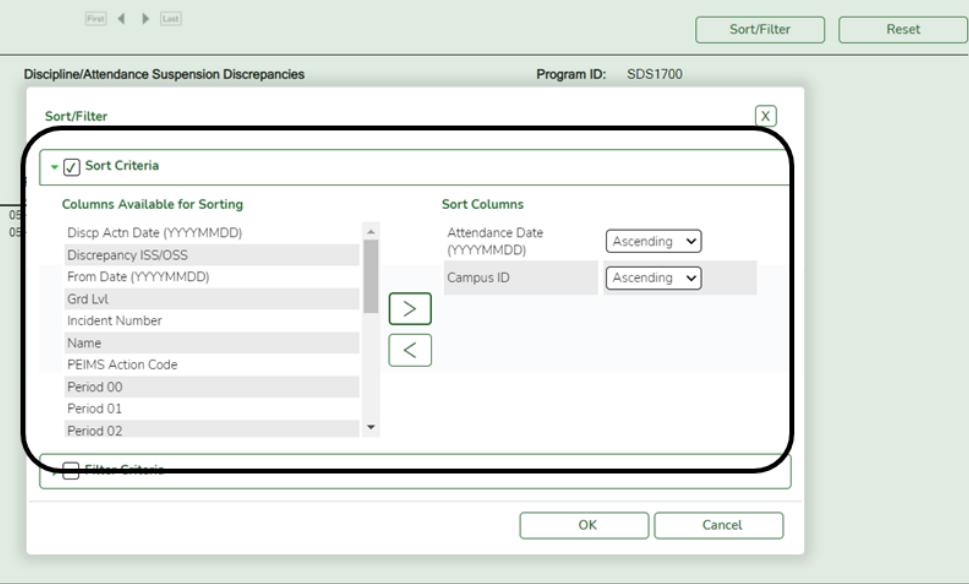
This report lists students with blank grades, failing grades, grade I (incomplete), or N/G (no grade) for posted cycles.

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit **ending** school year.
Campus ID	Type the three-digit campus ID, or click ⁝ to select the campus.
Semester (1, 2, 3, 4)	Type the one-digit semester. Valid semesters are 1 and 2. For a four-semester campus, valid semesters are 1, 2, 3, and 4.
Cycle (1, 2, 3)	Type the one-digit cycle code.
Type of Grade (C=Cycle, S=Semester, F=Final)	C - Run the report for cycle grades. S - Run the report for semester grades. F - Run the report for final grades.
Rpt Type (B=Blnk, I=Incmplt, F=Failing, N=N/G, C=B&I&N, A=All)	B - Select blank grades. I - Select incomplete grades. F - Select failing grades. N - Select N/G (no grade) grades. C - Select blank, incomplete, and N/G grades. A - Select all (blank, incomplete, failing, and N/G grades). If set to F or A/,an ampersand (&) is displayed next to courses with a failing grade if the student was not enrolled in the course-section during the semester-cycle for which the report was run. This includes failing grades for students who changed course-sections, bringing the course grade to the new section when the original course section does not meet the criteria for the report.
Sort Order (S=Student, I=Instructor)	S - Sort by student. I - Sort by instructor.

Parameter	Description
Include Self Paced Courses (Y, N)	Y - Include self-paced courses. N - Do not include self-paced courses.
Include Withdrawn Students (Y, N)	Y - Include students who have a withdrawal date before the end date of the specified semester-cycle. Withdrawn students are indicated with an asterisk. N - Exclude students who have a withdrawal date before the end date of the specified semester-cycle. Example: If a student has a withdrawal date in cycle 3, the report is run for cycle 1, and the student has a grade for cycle 1, the student is included. If the report is run for cycle 3, the student is not included. This setting overrides the **Check Student Entry/WD Dates for Blank Grades (Y, N)** parameter.
Include Withdrawn Courses (Y, N)	Y - Include courses with a withdrawal date before the end date of the specified semester-cycle. N - Exclude courses that have a withdrawal date before the end date of the specified semester-cycle. A course is not considered withdrawn and is included on the report if the course withdrawal date is after the track end date for the semester-cycle for which the report is run.
Attendance Track (Blank for All)	Type the two-digit attendance track. Leave blank to select all tracks.
Check Student Entry/WD Dates for Blank Grades (Y, N)	Y or blank - Include students who were not withdrawn from a course as of the grade reporting cycle end date of the specified semester-cycle, but were enrolled at the campus during the semester-cycle for which the report was run. N - Include students who were not withdrawn from a course as of the grade reporting cycle end date of the specified semester-cycle, whether or not the student was enrolled at the campus during the semester-cycle for which the report was run. The **Include Withdrawn Students** parameter overrides this setting.
Print Only Transfer Courses (Y, N)	Y - Print only the student's transfer courses. N or blank - Exclude the student's transfer courses. **NOTE:** Some report types (i.e., **Rpt Type** parameter = I, F, N, C, or A) will include transfer courses even if this parameter is set to N or blank.)

Other functions and features:

Sort	Sort report data. You can sort data to make it easier to review or find records in the reports. Not all reports allow this option. In the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. If not, click **Sort Criteria**.

(Left grid) Columns Available for Sorting	Click the field by which you want to sort, and then click ⊡. The field moves to the right grid. Continue moving fields to the right grid as needed.
(Right grid) Sort Columns	You can rearrange the fields to indicate the order in which you want the sort applied. Click a field name, and drag it up or down to a new location. • In the right grid, for each field, indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. • To remove a field from the sort, select the field, and then click ⊡ to move it back to the left grid.

Select the **Sort Criteria** check box and click **OK** to apply the selected sort criteria to the report.

Click **Cancel** to close the window without re-sorting.

Filter	Filter report data.
	Filter
	When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.
	From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.
	If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.
	Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.
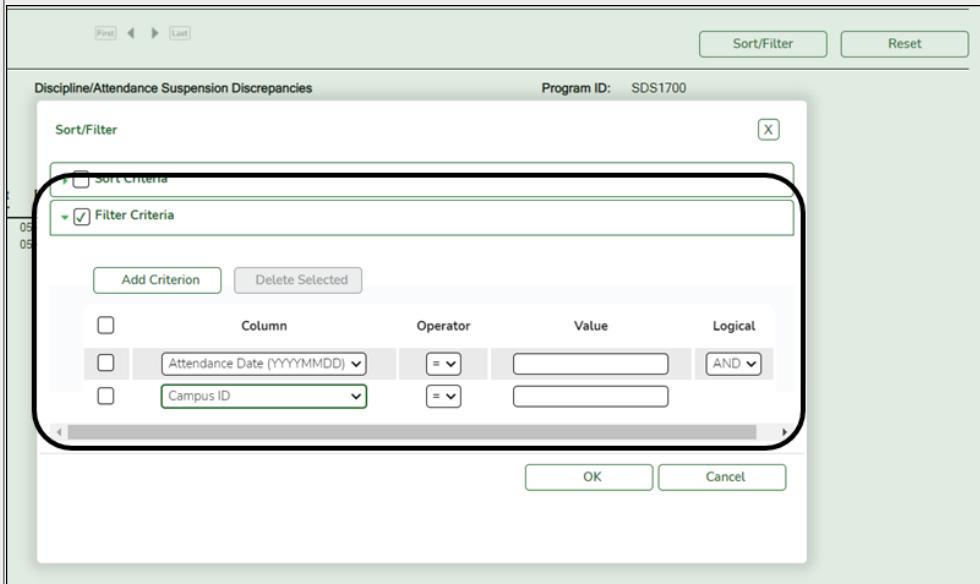
Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator.
	= Equals
	≠ Not equals
	› Greater than
	≥ Greater than or equal to
	‹ Less than
	≤ Less than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the **Column** field, type a date to view only data for a specific date.
	Note: When filtering report data by date, you must use the following formats:
	• If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format.
	• If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format.
	• If the date is displayed in the MM/YY format, the filter value must be in the YYMM format.

Add Criterion	Add another row.
	Select the logical connector (*AND* or *OR*) in the **Logical** field. Continue adding rows as needed. The **Logical** field does not appear until you click **Add Criterion** to add an additional row.
	• Using the AND operator limits search results, because the program looks only for records that contain both criterion.
	• Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row.
	Select the row, and then click the button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

NOTE: Some applications allow you to filter by specific data:

In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the **Value** field. For example, if you filter report data for the At Risk program by selecting *Equals* in the **Operator** field and *Yes* in the **Value** field, no data is displayed; however, if you select *1* in the **Value** field, the At Risk data is displayed.

Reset	Reset report data.
	Click to restore the report to the original view, removing all sorting and filtering that has been applied.

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