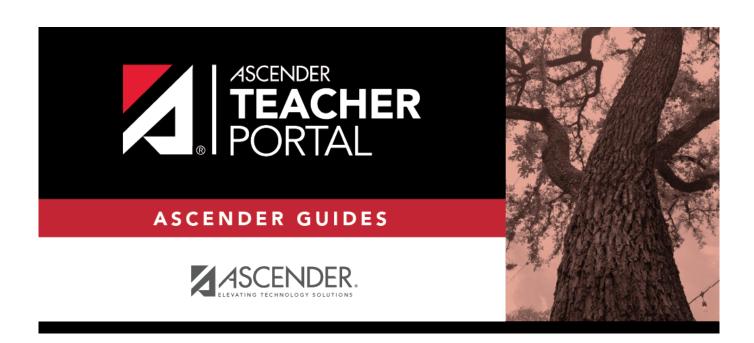
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Reports

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TeacherPortal Administrator Guide

Reports

Reports > Assignment Grades Last Updated

Reports > Assignment Grades Last Updated

This page is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user ID.

This report lists the last date and time each teacher saved assignment grades in TeacherPortal, sorted by teacher, course, and section.

NOTE: The **Last Updated** column on the report is shaded red for teachers who have not updated assignment grades during the time frame specified. In order for the red shading to appear on the printed report, you must set your printer settings to enable background printing. For more information, click here.

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Assignment Grades Last Updated Report Viewing: Semester 2, Cycle 2, As of Date 05/13/2020 Generated: Wednesday, May 13, 2020 11:14 AM Campus: : if over 3 days Instructor: (204) BRATTON, BERTHA MARIE Course Section Course Name First Updated Last Updated Last Updated By Total Students **Students With Grades** 03/24/2020 10:32:15 AM * (2101-31) 03/24/2020 10:32:15 AM david07 GEOMETRY 18 (2101-33) GEOMETRY 0 15 (2101-35) GEOMETRY 0 18 (2101-36) GEOMETRY 10 (2101-37) GEOMETRY 22 0 (2111-34) GEOMETRY PAP (2111-38) GEOMETRY PAP 0 25 Instructor: (304) BROGDON, BEVERLY First Updated Last Updated Last Updated By Course Section Course Name **Total Students** Students With Grades (3001-32) WORLD GEOGRAPHY 22 0 (3212-21) **ECONOMICS** 24 0 ECONOMICS (3212-23) 27 0 (3212-26) **ECONOMICS** 19 0 (3212-27) **ECONOMICS**

Campus	Select the campus to print the report for.			
Semester	e current semester is displayed. You can select a different semester.			
Cycle	he current cycle is displayed. You can select a different cycle.			
Days Since Last Updated	Indicate the time frame for the report data. The semester and cycle begin and end dates are displayed for your information.			
As of Date	Examples:			
	• To see data for teachers who have not entered assignment grades in the past two weeks, type 14 in the Days Since Last Updated field, and type today's date in the As of Date field.			
	• To see data for teachers who did not enter assignment grades during the first cycle, type the number of days in the cycle in the Days Since Last Updated field, and type the ending cycle date in the As of Date field.			

	If selected, all teachers at the campus are listed, and the Last Updated column on the report is shaded red for the teachers who have not entered assignment grades during the specified time frame. If not selected, the report only lists teachers who have not entered assignment grades during the specified time frame.
Include Withdrawn Students	Select to include withdrawn students in the student counts.

- The report opens in a new window, and you can print the report from that window.
- The report selection page remains open on your desktop.

Reports > Final Grade Range

Reports > Final Grade Range

The report displays final grades that fall within a specified range according to options entered.

☐ Specify report options:

Semester	The current semester is displayed. You can select a different semester.
Cycle	The current cycle is displayed. You can select a different cycle.
	Select the course-section for which to print the report. The drop down lists the two-digit period and course name. The course number and section number are in parentheses.

☐ Under **Grade Selection Options**, select the range of grades to include in the report:

Grade Level	Specify the grade level to run the report for, or leave blank to run the report for all grade levels.
Show all Final Grades	Select to include all final grades. Blank and incomplete grades are excluded unless you select Show Blank Grades and/or Show Incomplete Grades .
Show all Final Grades between	Select to narrow the report to a specific range of grades, and type a maximum and minimum grade in the Maximum grade and Minimum grade fields.
	A note below the Maximum grade and Minimum grade fields indicates the highest failing final grade at the campus for your reference.
Show Blank Grades	Select to include blank grades on the report, regardless of the settings of the Maximum grade and Minimum grade fields.

Show Incomplete	Select to include incomplete grades on the report, regardless of the
Grades	settings of the Maximum grade and Minimum grade fields.

☐ Under **Viewing Options**:

	Select to display the student names on the report. Otherwise, the names are not printed on the report, and students can only be identified by their student IDs. The student IDs are always displayed on the report.		
View Current or All	Select one:		
Course Section(s)	Current Select to narrow grades to only course-sections for the semester-cycle.		
	All Select to print grades for all course-sections.		
View Current Cycle Grade	This field is only displayed for standards-based courses.		

\square Under **Admin Options**:

These fields are only displayed if you are logged on as an administrative user.

Across	course-section or for NOTE: If you are implied is displayed at the book of th	r the im persona ottom o	personated t ting a teache of the page, a	eacher's courses or for whom no co and the fields are	s. ourses are o disabled. H	defined, the messa lowever, once you	isplayed for the selected age "No courses defined" I select Across Campus , d the fields are enabled.	
	View Course/Section & Instructor in Grid Format	If sele	This field is enabled when Across Campus is selected. If selected:					
		If View Course/Section & Instructor in Grid Format is selected, the report data is displayed in a grid format, and the course-section and teacher are listed in grid columns. The grid can be sorted by student name, course-section, teacher name, or cycle grade. Sample:						
		Stu	Student Name	Period Cours (Course Nbr (Room #)		Teacher Grade	Citizenship Comments	
		If Vie is grouusers;	uped by cour however, the the teacher	se-section. The r	eport is sim d for each o	nilar to the report to course-section. For	elected, the report data for non-administrative r non-administrative	
		Perio		ame (Course Ni	or-Sec) (Ro	oom #)		
			_			6'11'		
		Stu I	D Stude	nt Name	Grade	Citizenship	Comments	
		Perio		ame (Course Ni		-	Comments	

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- The report opens in a new window, and you can print the report from that window.
- The report selection page remains open on your desktop.

Reports > Graded Assignment Count

Reports > Graded Assignment Count

This page is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user ID.

This report lists a teacher's number of graded assignments for a specified date range by course or by category. You can also specify a threshold for a specific course or category (e.g., teachers who have fewer than 10 graded assignments in the Homework category). The report can be run for one teacher or for the entire campus.

Graded assignments for self-paced and pass/fail courses are not included.

IMPORTANT: The **Date Assigned** field on Settings > Manage Assignments is critical for running this report. If the field is blank for an assignment, and you are using the **From Date** and **To Date** fields when generating this report, the assignment will not be included. However, if you do not specify a date range, assignments with blank **Date Assigned** fields will be included.

Semester	The current semester is displayed. You can select a different semester.			
Cycle	The current cycle is displayed. You can select a different cycle.			
Use Date Assigned Select to specify a date range. You must select this field in order to use the I Date and To Date fields.				
	From Date Enter the beginning and ending dates. Both dates must be within the selected semester-cycle.			

Threshold	Select the data you want to view, and enter the corresponding threshold number(s), up to two digits:					
			Per Course - View the tole instructor's courses.	tal number of graded		
	less than	Type the threshold number for the course. For example, type 10 to vi				
			Per Category - View the gory within each course.	total number of graded		
	less than	Type the threshol a list of categories	d number for the catego	ory. For example, type 8 to view graded assignments. Leave		
	Graded Assignment Threshold by Category - Specify a threshold for a specific category. For example, you can view a list of instructors who have fewer than five graded assignments in the homework category. If selected, the Categories for Teacher/Campus section appears.					
	Categor Teacher	ies for rs/Campus	A list of categories for the instructor or campus is displayed depending on your selection in the Run Report for field.			
			Use	For each category, select Use to include the category in the report.		
			Graded Assignment Threshold - less than	Type the threshold number for the category.		
Run Report	Select on	e:				
for		If selected, the report is generated for all teachers at the campus you are logged on to, and sorted by teacher name.				
	Teacher	logged on to.	report for a specific teac eacher Options section	ther at the campus you are		
		Show Students Grade Count	' Select to view a break	down of graded assignments e, the total count is displayed		
		Teacher	Select the teacher to	run the report for.		
		Course	The courses for the se	The courses for the selected instructor are listed. Select a specific course, or select All.		

- The report opens in a new window, and you can print the report from that window.
- The report selection page remains open on your desktop.

Reports > Missing Averages

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Reports > Missing Averages

This page is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user ID.

This campus report lists teachers who have students with no working cycle average. You can run the report with or without listing the students who are missing averages. The data is sorted by teacher, course, and section, and includes the total number of students who do not have averages, and the teacher's course-sections.

Students in non-graded courses, and courses with zero max seats are not included.

☐ Specify report options:

Semester	The current semester is displayed. You can select a different semester.		
Cycle	The current cycle is displayed. You can select a different cycle.		
Campus ID	If you are logged on with a district-level administrative ID, you can select another campus. Otherwise, you can only run the report for the campus displayed.		
Show Self-Paced Courses	Select to include self-paced courses. If selected, students in both regular and self-paced courses are included. Otherwise, only students in regular courses are included.		
Show Student Names & ID's	Select to include the list of students (name and student ID) in each course- section who are missing averages.		

☐ Click **Generate**.

- The report opens in a new window, and you can print the report from that window.
- The report selection page remains open on your desktop.

Reports > Teacher's Weighting Type

Reports > Teacher's Weighting Type

This page is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user ID.

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This report lists all teachers who are using a weighting type that is not allowed by the campus. The report includes the teacher number, teacher name, the weighting type, and the course-sections using the disallowed weighting type.

☐ Specify report options:

Campus Select the campus to print the report for.		
	The current semester is displayed. You can select a different semester.	
Allowed weighting types	The weighting type(s) allowed at the selected campus are listed.	

☐ Click **Generate**.

- The report opens in a new window, and you can print the report from that window.
- The report selection page remains open on your desktop.

Reports > User Log

Reports > User Log Report

This page is only available to users who log on to TeacherPortal with a district-level security administrator user ID.

The User Log Report provides a district-level report of all TeacherPortal user actions according to your specified criteria.

User logging must be turned ON by unselecting the **Logging Off** option on *Admin > District Settings*.

Selection	Page Select the TeacherPortal page to view user activity for, or select ALL to view activity for all pages.			
Options		Select the user to view user activity for, or select <i>ALL</i> to view activity for all users in the district.		
	-	make a selection in both fields, the results will include user actions for the or the selected page only. You cannot select <i>ALL</i> for both fields.		

	1	
Filtering Options	From To	To limit your search to a particular date range, type the beginning and ending dates.
	Limit data by a specific action - Action	To limit your search to a particular user action (e.g., save), select the action.
	Limit data by a keyword in the action detail - Action	(Optional) To further limit your search, type an action. This is a free-form search that will return any matches that occur in the Action Detail column in the TeacherPortal Log table, which is where all user actions are stored. For example, type a student ID to locate records referencing the student ID during a specified data range. Because of the wide range of data included in this column, it may be helpful to generate the report once without entering data in this field, and then review the data first. Upon reviewing the data contained in the Action Detail column of the report, you may identify search strings that will help you further limit the report data if needed, and then you can rerun the report with a value typed in the Action field.
Separate data by user session	time stamp). Other Note that a user se	report data by session (i.e., user ID or page, and then datewise, the report data will be sorted by date-time stamp. ssion is created each time you open a browser and request A user session ends when you close the browser or when a

- The report opens in a new window, and you can print the report from that window.
- The report selection page remains open on your desktop.

Reports > Semester Grade Range

Reports > Semester Grade Range

The report displays semester grades that fall within a specified range according to options entered.

Semester	The current semester is displayed. You can select a different semester.
Cycle	The current cycle is displayed. You can select a different cycle.

Course-Section	Select the course-section for which to print the report. The drop down lists the
	two-digit period and course name. The course number and section number are
	in parentheses.

☐ Under **Grade Selection Options**, select the range of grades to include in the report:

Grade Level	Specify the grade level to run the report for, or leave blank to run the report for all grade levels.
Show all Semester Grades	Select to include all semester grades. Blank and incomplete grades are excluded unless you select Show Blank Grades and/or Show Incomplete Grades .
Show all Semester Grades between	Select to narrow the report to a specific range of grades, and type a maximum and minimum grade in the Maximum grade and Minimum grade fields. A note below the Maximum grade and Minimum grade fields indicates the highest failing semester grade at the campus for your reference.
Show Blank Grades	Select to include blank grades on the report, regardless of the settings of the Maximum grade and Minimum grade fields.
Show Incomplete Grades	Select to include incomplete grades on the report, regardless of the settings of the Maximum grade and Minimum grade fields.

☐ Under **Viewing Options**:

	Select to display the student names on the report. Otherwise, the names are not printed on the report, and students can only be identified by their student IDs. The student IDs are always displayed on the report.			
View Current or All Course Section(s)	Current	Select one: Current Select to narrow grades to only course-sections for the current semester-cycle.		
	l	Select to print grades for all course-sections.		
View Current Cycle Grade	This field is only displayed for standards-based courses.			

☐ Under **Admin Options**:

These fields are only displayed if you are logged on as an administrative user.

Across

Select to view grades for all courses across the campus. Otherwise, grades are only **Campus** displayed for the selected course-section or for the impersonated teacher's courses. **NOTE:**If you are impersonating a teacher for whom no courses are defined, the message "No courses defined" is displayed at the bottom of the page, and the fields are disabled. However, once you select **Across Campus**, the message is removed because it may not apply to all instructors at the campus, and the fields are enabled.

View Course/Section **& Instructor in** If selected: Grid Format

This field is enabled when **Across Campus** is selected.

If View Course/Section & Instructor in Grid Format is selected, the report data is displayed in a grid format, and the course-section and teacher are listed in grid columns. The grid can be sorted by student name, course-section, teacher name, or cycle grade.

Sample:

Stu	Student	Period	Teacher	Grade	Citizenship	Comments
ID	Name	Course				
		Name				
		(Course				
		Nbr-Sec)				
		(Room #)				

If not selected:

If View Course/Section & Instructor in Grid Format is not selected, the report data is grouped by course-section. The report is similar to the report for non-administrative users; however, the teacher is listed for each course-section. For non-administrative users, the teacher is listed once at the top of the report.

Sample:

Period Course Name (Course Nbr-Sec) (Room #) **Teacher Name**

Stu ID Student Name **Grade Citizenship Comments**

Period Course Name (Course Nbr-Sec) (Room #) **Teacher Name**

Stu ID Student Name **Grade Citizenship Comments**

☐ Click **Generate**.

- The report opens in a new window, and you can print the report from that window.
- The report selection page remains open on your desktop.

Reports > Blank/Missing Grades by Grade Level

Reports > Blank/Missing Grades by Grade Level

This page is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user ID.

This report lists blank, missing, and incomplete assignment grades sorted by grade level, student, course, and period according to options entered on this page.

☐ Specify report options:

Semester	The current semester is displayed. You can select a different semester.
Cycle	The current cycle is displayed. You can select a different cycle.
	Type a grade level to view data for a specific grade level. Leave blank to view all grade levels.
	Type a three-digit campus ID to view data for a specific campus. Leave blank to view all campuses in the district.

Selection	Select the items you want to include in the report. For example, to include all student assignment grades for which no grade has been entered, select Show Blank Grades . To include all items, select Select All .			
Viewing Options		Select to print one student per page. Otherwise, the data will print continuously.		
	View all assignments due after	Select to narrow assignments by date, and enter a valid school date.		

☐ Click **Generate**.

- The report opens in a new window, and you can print the report from that window.
- The report selection page remains open on your desktop.

Reports > Missing Exam Grades

Reports > Missing Exam Grades

This report lists students who are missing semester exam grades. The report can only be run for campuses that require exams and have enabled the option for exams for high school courses.

Otherwise, the message "Report not applicable to this campus" is displayed.

District and campus administrative users have the option to view the grades for all courses across the campus.

☐ Specify r	report options:			
Semester	The current semest	er is displayed. You ca	n select a different semester.	
□ Under A	dmin Options: s are only displayed if			
Across Campus		g exam grades for all copyed for the impersona	ourses across the campus. Oth	nerwise,
·	View Course/Section & Instructor in Grid Format	This field is enabled was a selected: If View Course/Sect	when Across Campus is selection is selection is selection in Grid Fo	rmat is
		course-section and te	lata is displayed in a grid form eacher are listed in grid colum dent name, course-section, or	ns. The grid
		· · · · · · · · · · · · · · · · · · ·	me Course Nbr-Sec Course Name (period)	Teacher
		selected, the report of report is similar to the however, the teacher	cion & Instructor in Grid Fo lata is grouped by course-sect e report for non-administrative is listed for each course-secti the teacher is listed once at t	tion. The e users; ion. For non-
		Sample:	Nama (aasta I)	
		Course Nbr-Sec Co	urse Name (period)	
			Student Name	
		Teacher Name	urse Name (period)	
	1	Stu iD	Student Name	

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☐ Click **Generate**.

• The report opens in a new window, and you can print the report from that window.
The report selection page remains open on your desktop.

Administrator	Ontions	> View	Courses	Marked	Ready	to Post
Authinistrator	ODUIDIS	- VICVV	Courses	אוווווווווווווווווווווווווווווווווווווו	Neauv	10 1 031

This page is only available to users who log on to TeacherPortal with a district-level security administrator user ID.

This page allows you to view and print a report of courses marked as ready to post for the cycle from the Administrator Options page. The page can only be accessed through the Administrator Options page after all courses are marked as ready to post. The **View Courses Marked Ready to Post** button is displayed.

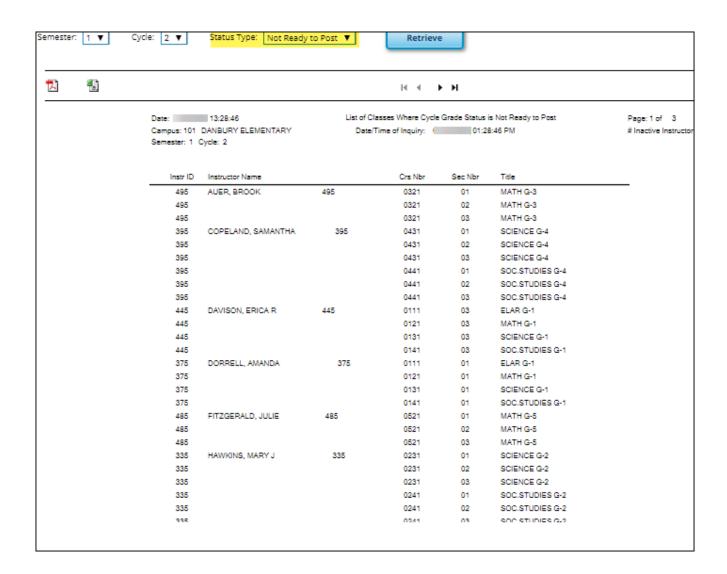
The report heading includes the campus ID, semester, cycle, and date the report was generated. All courses-sections-periods ready to post are listed by teacher.

Generate the report:
☐ From the Administrator Options page, click View Courses Marked Ready to Post .
The report opens in a new window.
Print the report:
☐ Click Print .
The Print window opens allowing you to select your printer and settings. Click Print to continue.
☐ To close the report, click Close Window in the report window.

The report selection page remains open on your desktop.

Grade Reporting > Maintenance > Teacher Posting Status

This report produces a report of classes by cycle that indicates if the teacher's cycle grade posting status is Posted, Ready to Post, or Not Ready to Post.



Grade Reporting Reports > Grades > SGR4500 - TeacherPortal Assignment Audit Reports

This report displays assignment and grade data from TeacherPortal, including categories, assignments, assignment grades, cycle and semester averages, and override grades. The report only lists students who have at least one assignment grade. The report is for the current or prior school year only. It is recommended that you generate and retain a copy of this report at the end of each school year.

If you enter values for course number, section number, instructor ID, student ID, or both semester and cycle, the report runs without checking the record count. If either the semester or cycle is blank and the student assignment record count is greater than 350,000 for the selected campus, the program will require a value for semester and/or cycle.

te Run: btcGradebook Assignment Audit Report sty-Dist: 925-925 School Year 2019 - 2020 sempus: 001 Semester: All Cycle: All				
2001-32 1: Override Exam Crs Wd	: 75 90	2 :	30	
Grade	Late	Redo	Excl	Ex Crd
90				
90				
75				
70				
85				
24				
100				
75				
50				
100				
75				
75				
Grade	Late	Redo	Excl	Ex Crd
80				
73				
84				
93				
		93	93	93

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