



Mid-Cycle Tasks

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Teacher Guide to ASCENDER TeacherPortal

Mid-Cycle Tasks

[Enter IPR comments.](#)

[Grades > IPR Comments](#)

This page allows you to enter IPR comments and notes that will be displayed on the printed IPRs.

- IPR comments are codes for preset descriptions that apply to all course-sections for the student.
- IPR notes are free-text notes that apply only to the student for the selected course-section.
- IPR comments also appear on any IPRs generated by the campus.

Course-Section 05 ENVIRONMENT SYS (4216-35) Retrieve

IPR Comments

Course-Section 05 ENVIRONMENT SYS (4216-35)

PIN:

Save

[Clear All IPR Comments](#)

Student ID	Name	Average	IPR Comments	Note	Code	Description
992142	BAIN, TAYLOR S	87.0	<input type="text"/>		A	EXCELLENT WORK
981217	BIENEK, KYLEE L	80.0	<input type="text"/>		B	SHOWS IMPROVEMENT
993057	CARROLL, BAILEY M	92.0	<input type="text"/>		C	PLEASURE TO HAVE IN CLASS
992520	CEJA JR, GILBERTO F	85.0	<input type="text"/>		D	EVIDENCE OF EXTRA EFFORT
992153	DUBOSE, GILLIAN C	69.0	<input type="text"/>		E	NOT FOLLOWING CLASS RULES
981684	ESTRADA, HEAVEN L	63.0	<input type="text"/>		F	ABSENCES HAMPER PERFORMANCE
983091	KEENUM, CHRISTIAN J	73.0	<input type="text"/>		G	DOES NOT PAY ATTENTION
992449	KEITH, JAY J	79.0	<input type="text"/>		H	COMES TO CLASS UNPREPARED
					I	DOES NOT TURN IN HOMEWORK
					J	UNEX ABSENCE DUE TO TARDIES
					K	LOW TEST GRADES
					L	MISSING ASSIGNMENTS

Hide Comment Legend

Select the course:

Course-Section Select the course-section or group to enter IPR comments and notes for.

Click **Retrieve**.

The students in the course-section or group are displayed.

Students are sorted by last name, unless you have specified a custom sort order on [Settings > Arrange Student Order](#).



[The columns can be re-sorted.](#)





The columns can be sorted according to your preferences.

- An up arrow ▲ indicates the column and order by which the table is currently sorted.
- If a column can be sorted, a sort box ⇅ is displayed in the column heading.
- To resort the list by another column heading, click ⇅ in the column heading. The column is sorted in ascending order, as indicated by ▲ in the column heading.
- To sort the column in descending order, click ▼ again. The sort arrow changes direction ▼.

If you sort by the last name column, the table sorts by last name, then first name. If you sort by the first name column, the table sorts by first name, then last name.

NOTE: Sorting the columns overrides the custom sort order established on the Arrange Student Order page. However, if you leave this page and return, the students are displayed in your custom sort order. (This does not apply on the Post/View Attendance page.)

Student ID	The student's ID is displayed. Click the student ID to view the student's profile .
Average	The student's working cycle average is displayed. For more information on calculating averages, view the online Help for Weighting Type on Settings > Manage Categories .
IPR Comments	Type up to five one-character comment codes to specify the comments you want to print on the IPR (e.g., "Conference requested").
Show/Hide Comment Legend	(located below the grid) Click to view a list of valid IPR comment codes and descriptions. These codes are created in the Student system. NOTE: If a description exists in Spanish, the Spanish description is displayed below the English description. If the student's report card is generated in Spanish, and a Spanish comment exists, the Spanish comment is printed on the report card. If a Spanish comment does not exist, the English comment is printed on the report card. These codes and descriptions are maintained at the campus level.
Note	Click  to enter notes about the student that will appear on the printed IPR. Click Ok to save the note, or click Clear to clear the note. If a note is entered for the student, the yellow note icon  is displayed. NOTE: Your comments and notes are not actually saved until you type your PIN and click Save . When you click Ok , it only saves your notes until you save all data on the page.

Student ID	Name	Average	IPR Comments	Note	Show Comment Legend
992142	BAIN, TAYLOR S	87.0	<input type="text"/>		
981217	BIENEK, KYLEE L	80.0	<input type="text"/>		
993057	CARROLL, BAILEY M	92.0	<input type="text"/>		

Clear All IPR Comments	Click to clear all comments for all displayed students. Notes are not cleared. NOTE: Your comments are not actually cleared until you enter your PIN and click Save .
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Save data:

PIN	Type your four-digit personal identification number (PIN).
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Click **Save**.

If your changes were saved successfully, the page reloads, and a message is displayed indicating that the grades were saved successfully.

To print IPRs for the selected students, go to [Grades > Print IPR](#). Follow the instructions provided in the online Help for the page.

[Print IPRs](#).

[Grades > Print IPR](#)

This page allows you to select the students to print IPRs for. The IPR is generated for a specific point in time during the current semester-cycle to provide a report of a student's grades up to that point. You can run IPRs any time throughout the semester, including occasions when you are meeting with a student's parents and want to show them a detailed report of the student's grades. You can also print IPRs for previous semesters-cycles.

For each student, you can select the semester and cycle, the courses you want to print IPRs for, and the level of detail you want to include on the report.

Semester: Cycle: Course-Section:

Print IPR

Semester: 2 Cycle: 1 Course-Section: 05 ENVIRONMENT SYS (4216-35)

Select Students with Average Below: Show Withdrawn Show Blank Grades

Student ID	Name	Average	This Class (Select All <input type="checkbox"/>)	All My Classes (Select All <input type="checkbox"/>)	Detailed View (Select All <input checked="" type="checkbox"/>)	Language
992142	BAIN, TAYLOR S	87.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English <input type="text" value=""/>
981217	BIENEK, KYLEE L	80.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English <input type="text" value=""/>
993057	CARROLL, BAILEY M	92.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English <input type="text" value=""/>
992520	CEJA JR, GILBERTO F	85.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English <input type="text" value=""/>
992153	DUBOSE, GILLIAN C	69.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English <input type="text" value=""/>
992800	MUELLER, MONTANA J	70.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English <input type="text" value=""/>
992811	NELSON, OLIVIA A	75.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English <input type="text" value=""/>
992801	RODRIGUEZ III, ROBERTO D	60.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English <input type="text" value=""/>

IPR-wide Note (optional)

Print Parent Signature Line

Select the course-section you want to print IPRs for:

Semester	The current semester is displayed by default. You can select another semester.
Cycle	The current cycle is displayed by default. You can select another cycle.
Course-Section	Select the course-section you want to print IPRs for. If the course is marked as ready to post on Grades > Cycle Grades , the message "[READY]" is displayed next to the course. NOTE: IPRs cannot be produced for elementary skills-based courses.

Click **Retrieve**.

The grid displays all students currently enrolled in the course-section. Students are sorted by last name, unless you have specified a custom sort order on [Settings > Arrange Student Order](#).

The columns can be re-sorted.

The columns can be sorted according to your preferences.

- An up arrow ▲ indicates the column and order by which the table is currently sorted.
- If a column can be sorted, a sort box ▼ is displayed in the column heading.
- To resort the list by another column heading, click ▼ in the column heading. The column is sorted in ascending order, as indicated by ▲ in the column heading.
- To sort the column in descending order, click ▼ again. The sort arrow changes direction ▼.

If you sort by the last name column, the table sorts by last name, then first name. If you sort by the first name column, the table sorts by first name, then last name.

NOTE: Sorting the columns overrides the custom sort order established on the Arrange Student Order page. However, if you leave this page and return, the students are displayed in your custom sort order. (This does not apply on the Post/View Attendance page.)

Show Withdrawn	Withdrawn students are displayed in a blue row, and the message "Withdrawn" and the withdrawal date are displayed by the student's name. The withdrawal date may be the student's withdrawal date from school or his withdrawal date from the class.
Show Blank Grades	Select to include all assignments on the IPR, including assignments with blank grades. This does not apply for courses that use standards-based grading.

Student ID	The student's ID is displayed. Click the student ID to view the student's profile .
Average	The student's working cycle average is displayed. For more information on calculating averages, view the online Help for Weighting Type on Settings > Manage Categories .

Select the students and level of detail:

Select Students with Average Below	To print IPRs only for students with an average below a specific average for the course-section, type the average in this field and click Select . The students are selected for printing.
This Class	Select to print an IPR for the student for only the selected course-section. If selected, Default View is selected and cannot be changed.
Select All	Select to apply this option for all students in the selected course-section. If selected, you cannot select All My Classes for the students.

All My Classes	<p>Select to print IPRs for the student for all classes you teach in which the student is enrolled. If selected, the default view for the IPR is the summary view.</p> <table border="1" data-bbox="370 203 1477 311"> <tr> <td data-bbox="370 203 518 311">Select All</td> <td data-bbox="521 203 1477 311">Select to apply this option to all students in the selected course-section. If selected for any students, you cannot select This Class for the students.</td> </tr> </table>	Select All	Select to apply this option to all students in the selected course-section. If selected for any students, you cannot select This Class for the students.
Select All	Select to apply this option to all students in the selected course-section. If selected for any students, you cannot select This Class for the students.		
Detailed View	<p>Select to print the detailed IPR. If not selected, the summary IPR is printed.</p> <p>The summary IPR only includes the course name, period, current average, and comments.</p> <p>The detail IPR includes assignments and assignment grades, assignment due dates, posted and calculated average, previously posted cycle averages, comments, grading type, and more.</p> <table border="1" data-bbox="370 607 1477 678"> <tr> <td data-bbox="370 607 518 678">Select All</td> <td data-bbox="521 607 1477 678">Select to print the detail IPR for all students in the selected course-section.</td> </tr> </table>	Select All	Select to print the detail IPR for all students in the selected course-section.
Select All	Select to print the detail IPR for all students in the selected course-section.		
Language	<p>For each student, select the language in which to print the IPR.</p> <p>If you select a language other than <i>English</i>, the IPR headings and fields are converted to the selected language; however, the student and course comments are only printed in the selected language if they have been entered in that language in the Student system. User-defined fields are not converted.</p>		

IPR-wide Note	(Optional) Type a note to be displayed on all IPRs selected for printing. This note will be appended to any notes entered in the Note field on the IPR Comments page. (Notes entered on the IPR Comments page are student-specific.)
Print Parent Signature Line	Select to print a parent signature line at the bottom of the IPR.

Click **Print Selected IPRs**.

The [Interim Progress Reports](#) page opens. Click **Return to IPR Selection** to return to this page.

[Print IPRs for students whose average is below specified number.](#)

[Grades > Print IPR by Average](#)

This page allows you to print IPRs for students in all of your courses who have a working cycle average below a specified average.

Print IPR by Average

Select students from all my classes with any class average below:

Select students:

Select students from all my classes with any class average below:

Type the average. All of your students with a working cycle average below this average will be selected.

Click **Select**.

The Print IPR by Average page is displayed allowing you to indicate your printing preferences.

Print IPR by Average

Select students from all my classes with any class average below:

Show Blank Grades

Student ID	Name	Courses	All My Classes (Select All <input checked="" type="checkbox"/>)	Detailed View (Select All <input type="checkbox"/>)	Language
992770	ANZUA, CRYSTAL F	ENVIRONMENT SYS: 38.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	English ▼
993103	BRANDON JR, MARIO N	ENVIRONMENT SYS: 65.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	English ▼
993929	CASTILLO JR, ALAN H	ENVIRONMENT SYS: 37.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	English ▼

992800	MUELLER, MONTANA J	70.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English ▼
992811	NELSON, OLIVIA A	75.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English ▼
992801	RODRIGUEZ III, ROBERTO D	60.0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	English ▼

IPR-wide Note (optional)

Print Parent Signature Line

All My Classes	<p>Select to print IPRs for the student for all classes you teach in which the student is enrolled. If selected, the default view for the IPR is the summary view.</p> <table border="1" data-bbox="367 197 1481 315"> <tr> <td data-bbox="367 197 518 315">Select All</td> <td data-bbox="521 197 1481 315">Select to apply this option to all students in the selected course-section. If selected for any students, you cannot select This Class for the students.</td> </tr> </table>	Select All	Select to apply this option to all students in the selected course-section. If selected for any students, you cannot select This Class for the students.
Select All	Select to apply this option to all students in the selected course-section. If selected for any students, you cannot select This Class for the students.		
Detailed View	<p>Select to print the detailed IPR. If not selected, the summary IPR is printed.</p> <p>The summary IPR only includes the course name, period, current average, and comments.</p> <p>The detail IPR includes assignments and assignment grades, assignment due dates, posted and calculated average, previously posted cycle averages, comments, grading type, and more.</p> <table border="1" data-bbox="367 604 1481 683"> <tr> <td data-bbox="367 604 518 683">Select All</td> <td data-bbox="521 604 1481 683">Select to print the detail IPR for all students in the selected course-section.</td> </tr> </table>	Select All	Select to print the detail IPR for all students in the selected course-section.
Select All	Select to print the detail IPR for all students in the selected course-section.		
Language	<p>For each student, select the language in which to print the IPR.</p> <p>If you select a language other than <i>English</i>, the IPR headings and fields are converted to the selected language; however, the student and course comments are only printed in the selected language if they have been entered in that language in the Student system. User-defined fields are not converted.</p>		

IPR Wide Note	(Optional) Type a note to be displayed on all IPRs selected for printing. This note will be appended to any notes entered in the Note field on the IPR Comments page. (Notes entered on the IPR Comments page are student-specific.)
Print Parent Signature Line	Select to print a parent signature line at the bottom of the IPR.

Click **Print Selected IPRs**.

The [Interim Progress Reports](#) page opens. Click **Return to IPR Selection** to return to this page.

[Skills-Based IPR components:](#)

COUNTY ISD
High School
 Interim Progress Report - Semester 1 Cycle 1

To the Parents/Guardians of:
 KLARISSA A LACINA
 6321 NANCY LN
 Alamo City, TX 46448

Teacher: CLARA BAILEY	A ↓	Date: 8:52:37 AM
Course: ENGLISH 3		Semester 1, Cycle 1, Period: 01
Conversion Grade: 80		
B ↓	Assignment	Due Date
		Grade
		Late Redo
	Standard Set: Restrictive and Nonrestrictive Clauses	E ↓
	Standard: Use commas with nonrestrictive elements ← C	
	Reading Response Essay 1 ← D	2
	Use commas with nonrestrictive elements Final Score:	2 ← E
	Standard: Use correct punctuation ← C	
	Reading Response Essay 1 ← D	1
	Reading Response Essay 2 ← D	4
	Use correct punctuation Final Score:	4 ← E
	Restrictive and Nonrestrictive Clauses Final Score:	3 ← F
	Total Score:	3 / 80 ← G
Comments:		

The semester and cycle are displayed at the top of the IPR. However, the final scores and calculated average are cumulative for the semester.

For standards-based courses, the following is included on a student’s IPR:

A - Conversion Grade: The grade that appears on Grades > Cycle Grades in the Average column is displayed. It is the student’s average to date. The average is cumulative for the semester, even though assignment grades are only displayed for the selected semester-cycle.

B - Standard Set: The set of standards with which the graded standard is associated is displayed.

C - Standard: The standard is displayed.

D - Assignment Name: The assignment associated with the standard is displayed. The grade for each assignment is displayed in the grade column. The assignment grades are displayed for the selected semester-cycle only.

E - Final Score: A final score is displayed for each standard. The score displayed is the highest score of the following:

- The student's current average for the standard, which is calculated by adding all scores for all assignments associated with the standard, and dividing by the number of assignments.
- The student's score as calculated using the power law computation.
- If an override grade is entered, the override grade is always displayed.

F - Final Score (standard set): A final score is displayed for each standard set. This is the average of all final scores for each standard. The final standard set score reflects standard set scores for all cycles in the semester, even though only one cycle is displayed at a time. The average does not include scores of zero, unless zero is a valid grade for the campus. The final standard set score is rounded to one decimal place.

G - Total Score: This average of all standard set final scores is displayed, which takes into account all cycles in the semester. This grade is converted to a standard 100%-based grade using a conversion chart established by the district (e.g., 3/80, where 3 is the student's total score, and 80 is the student's converted grade).

Reports:

[Generate Percent Failing report.](#)

[Reports > Percent Failing](#)

This report provides the percentage of a teacher's students who have a failing working cycle average for each class, as well as a total for all of the teacher's classes. The data can be displayed in a pie chart or grid format. Non-graded courses are not included.

Administrative users have the option to view the data for all teachers across the campus.

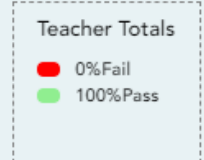
NOTE: Background colors may not automatically print, depending on your browser settings. For more information, [click here](#).

Percent Failing Report

Viewing: Semester 2, Cycle 2,
 Generated: Wednesday, May 13, 2020 01:15 PM
 Withdrawn Students: Not Included

Percentage Of Failing Students: 0%(0/108)

Course Section	Percent Failing
01 ENVIRONMENT SYS (4216-31)	0% (0 / 20)
02 SCIENCE ENRICHM (4218-32)	0% (0 / 0)
02 ENVIRONMENT SYS (4216-32)	0% (0 / 20)
03 ENVIRONMENT SYS (4216-33)	0% (0 / 18)
04 ENVIRONMENT SYS (4216-34)	0% (0 / 18)
05 ENVIRONMENT SYS (4216-35)	0% (0 / 16)
08 INT PHY & CHEM (4202-38)	0% (0 / 16)



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.	
Viewing Options	Include Withdrawn Students	Withdrawn students are not automatically included. Select the field to include withdrawn students in the report.
	View Chart	Select to view the data in a pie chart as well as the grid format. If not selected, only the grid is displayed. The pie chart outer circle displays the data for all of the teacher's classes. If any of the teacher's students have failing averages, the pie chart inner circle displays a breakdown of failing students by class.
Admin Options	These fields are only displayed if you are logged on as an administrative user.	
	Across Campus	Select to view data for all teachers across the campus. Otherwise, grades are only displayed for the impersonated teacher's courses.
	Force page break between instructors	This field is enabled when Across Campus is selected. Select to include a page break between teachers.

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.

Generate Student Grade report (and UIL Eligibility).

[Reports > Student Grades Report \(and UIL Eligibility\)](#)

[Reports > Student Group Reports > Student Grades Report](#)

[Settings > Student Group Manager > Group Reports > Student Grades Report](#)

This report lists student working cycle averages for all of their courses. Courses in which the student has failing grades are shaded pink.

- If a posted grade exists for the semester and cycle, the posted grade is displayed.
- If an override grade exists, the override grade is displayed.

The report is available to users who log on to TeacherPortal with a district- or campus-level administrative ID, teachers who have access to run the student groups report, or teachers who have UIL access. However, the report can also be run for a student group by any user who has existing groups.

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.
Course-Section	Select the course for which to produce the report, or select <i>NO SELECTION</i> to run the report for all course-sections. You must specify either a course-section or special program, or both.
Student Groups	If you are running the group report, Student Groups is displayed instead of Course-Section . Select the student group for which to run the report.

Special Programs	<p>This field is only displayed if you have been granted access to run group reports. Select the group for which to produce the report. If a program is selected, the report only includes students enrolled in that special program.</p> <p>You can select both a course-section and a special program. If you make selections in both fields, the report includes only students enrolled in the course-section who are also enrolled in the special program.</p> <p>If you select <i>Generic</i>, the generic program field appears allowing you to select a specific generic program. Only generic programs for the campus are listed. If a local program is selected, the report only includes students enrolled in that program.</p>
Show only students with at least one grade below	Select to limit the report to students who have at least one course with a working cycle average below a specific grade (e.g., below 70), and type a grade in the field.

<p>Show only students and courses that are UIL Eligible</p>	<p>Select to display only the UIL eligible courses in order to check for UIL eligibility.</p> <p>If selected, the courses listed are determined by campus and district settings.</p> <ul style="list-style-type: none"> • If the field contains a value in the campus section record, that value is used. • If the field is blank in the campus section record, the field on the district course record is used. • If both fields are blank, the course is not included on the UIL report.
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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.

[Generate Student Group reports.](#)

[Settings > Manage Student Groups](#)

<p>Group Manager (left grid)</p>	<p>Your existing groups are listed. Otherwise, the message “No Student Groups were found” is displayed.</p>
<p>Group Reports (right grid)</p>	<p>The available student group reports are listed; they are linked to the reports in the Reports > Student Group Reports submenu. Some of the group reports mirror other reports available in the Reports menu.</p> <p>If no groups exist, the message “No Student Groups Exist” is displayed in place of any reports.</p>
<p>Group Reports (left grid)</p>	<p>Click a report title to run the report for a student group:</p> <ul style="list-style-type: none"> • The group Admin Student Grades page allows you to run the Admin Student Grades report for a student group. • The Attendance Summary report generates a summary report of student attendance for a specified student group. • The Student Grades Report (and UIL Eligibility) Report lists student working cycle averages for all of their courses, which allows you to determine UIL eligibility and locate students who may be at risk of losing eligibility. Courses in which the student has failing grades are shaded pink.

[Generate Student Notes report.](#)

[Reports > Student Notes](#)

This report displays any of the following notes for one or all courses, and for one or all students.

- **Course Notes:** Notes entered in the **Course Notes** field on [Settings > Manage Courses](#). These are comments and notes entered by teachers about their courses, such as reminders, announcements, and other course-specific information. These notes are displayed to parents in ParentPortal.
- **Student Course Notes:** Notes entered by clicking the note icon next to the student's name on [Grades > Assignment Grades](#). These are course-specific notes entered by teachers about the student, and the notes are associated with specific categories. These notes are note displayed to parents in ParentPortal.
- **Course Assignment Notes:** Notes entered in the **Notes** field on [Settings > Manage Assignments](#). These are notes entered by teachers about their assignments. The notes are displayed to parents in ParentPortal.
- **Student Assignment Notes:** Notes entered by clicking the note icon next to the student's assignment grade on [Grades > Assignment Grades](#). These are assignment-specific notes entered by teachers about the student. The teacher has the option to display the note to parents in ParentPortal.
- **IPR Notes:** Notes entered in the **Note** field on [Grades > IPR Comments](#). These are student-specific notes entered by the teacher about the student relative to the IPR. These notes are printed on the IPR that is distributed to parents.

Semester: 2 ▼ Cycle: 2 ▼ Course-Section ALL ▼

Student Notes Report Selection

Notes Selection Options

Student ID: ALL Enter a specific numeric student ID or ALL to include all students.:

Select Note Type: (select one or more)

- Course Notes
- Student Course Notes
- Course Assignment Notes
- Student Assignment Notes
- IPR Notes

Viewing Options

- Include Withdrawn Students
- Page break between courses

[Generate](#)

Specify report options:

Semester	The current semester is displayed. You can select a different semester. The selected semester affects the courses listed in the Course-Section drop-down list, but it does not affect the notes displayed; the notes are not semester-specific. For example, for a two-semester course, the notes are displayed for the entire year.
Cycle	The current cycle is displayed. You can select a different cycle.
Course-Section	Select the course-section for which to print the report. Or, select <i>ALL</i> to produce the report for all of your course-sections. The drop down lists the two-digit period and course name. The course number and section number are in parentheses.

Under **Notes Selection Options**:

Student ID	Begin typing the student's ID. As you begin typing the ID, a drop-down list displays students whose student ID matches the numbers you have typed. From the drop-down list, select a student.
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Select Note Type	Select one or more note types to be printed. The descriptions for each note type are listed above.	
	If you select Student Course Notes , the following fields appear:	
	Note Category	Select the category of notes you want to view. Or, select <i>ALL</i> to include all categories.
	Notes Created By	Select a user name to see only notes entered by that user. Or, select <i>ALL</i> to include notes from all users.
	Sort Order	Indicate if you want these notes sorted by note category or user name on the report.

Under **Viewing Options**:

Include withdrawn students	Withdrawn students are not automatically included. Select the field to include withdrawn students in the report.
Page break between courses	Select to print one course per page. Otherwise, the data will print continuously.

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.