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ELEVATING TECHNOLOGY SOLUTIONS



## **(Admin) Graded Assignment Count**



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# (Admin) 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.

## Generate the report:

Specify report options:

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

<b>Threshold</b>	<p>Select the data you want to view, and enter the corresponding threshold number(s), up to two digits:</p> <p><i>Total Graded Assignments Per Course</i> - View the total number of graded assignments for each of the instructor's courses.</p> <table border="1" data-bbox="304 309 1462 422"> <tr> <td data-bbox="304 309 409 422"><b>less than</b></td><td data-bbox="409 309 1462 422">Type the threshold number for the course. For example, type 10 to view a list of courses that have fewer than 10 graded assignments. Leave blank to view counts for all courses.</td></tr> </table> <p><i>Total Graded Assignments Per Category</i> - View the total number of graded assignments for each category within each course.</p> <table border="1" data-bbox="304 534 1462 646"> <tr> <td data-bbox="304 534 409 646"><b>less than</b></td><td data-bbox="409 534 1462 646">Type the threshold number for the category. For example, type 8 to view a list of categories that have fewer than 8 graded assignments. Leave blank to view counts for all categories.</td></tr> </table> <p><i>Graded Assignment Threshold by Category</i> - 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 <b>Categories for Teacher/Campus</b> section appears.</p> <table border="1" data-bbox="304 855 1462 1154"> <tr> <td data-bbox="304 855 695 1154"> <b>Categories for Teachers/Campus</b> </td><td data-bbox="695 855 1462 1154"> A list of categories for the instructor or campus is displayed depending on your selection in the <b>Run Report for</b> field. </td></tr> <tr> <td data-bbox="695 961 1029 1073"></td><td data-bbox="1029 961 1462 1073"> <b>Use</b>  For each category, select <b>Use</b> to include the category in the report. </td></tr> <tr> <td data-bbox="695 1073 1029 1154"></td><td data-bbox="1029 1073 1462 1154"> <b>Graded Assignment Threshold - less than</b>  Type the threshold number for the category. </td></tr> </table>	<b>less than</b>	Type the threshold number for the course. For example, type 10 to view a list of courses that have fewer than 10 graded assignments. Leave blank to view counts for all courses.	<b>less than</b>	Type the threshold number for the category. For example, type 8 to view a list of categories that have fewer than 8 graded assignments. Leave blank to view counts for all categories.	<b>Categories for Teachers/Campus</b>	A list of categories for the instructor or campus is displayed depending on your selection in the <b>Run Report for</b> field.		<b>Use</b> For each category, select <b>Use</b> to include the category in the report.		<b>Graded Assignment Threshold - less than</b> Type the threshold number for the category.		
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<b>Run Report for</b>	<p>Select one:</p> <table border="1" data-bbox="304 1172 1462 1637"> <tr> <td data-bbox="304 1172 409 1253"> <b>Campus</b> </td> <td data-bbox="409 1172 1462 1253">If selected, the report is generated for all teachers at the campus you are logged on to, and sorted by teacher name.</td> </tr> <tr> <td data-bbox="304 1253 409 1365"> <b>Teacher</b> </td> <td data-bbox="409 1253 1462 1365">Select to run the report for a specific teacher at the campus you are logged on to.</td> </tr> <tr> <td data-bbox="304 1365 409 1410"></td> <td data-bbox="409 1365 1462 1410">If selected, the <b>Teacher Options</b> section appears:</td> </tr> <tr> <td data-bbox="304 1410 695 1522"> <b>Show Students' Grade Count</b> </td> <td data-bbox="695 1410 1462 1522">Select to view a breakdown of graded assignments by student. Otherwise, the total count is displayed for the course or category.</td> </tr> <tr> <td data-bbox="304 1522 695 1567"> <b>Teacher</b> </td> <td data-bbox="695 1522 1462 1567">Select the teacher to run the report for.</td> </tr> <tr> <td data-bbox="304 1567 695 1637"> <b>Course</b> </td> <td data-bbox="695 1567 1462 1637">The courses for the selected instructor are listed. Select a specific course, or select <b>All</b>.</td> </tr> </table>	<b>Campus</b>	If selected, the report is generated for all teachers at the campus you are logged on to, and sorted by teacher name.	<b>Teacher</b>	Select to run the report for a specific teacher at the campus you are logged on to.		If selected, the <b>Teacher Options</b> section appears:	<b>Show Students' Grade Count</b>	Select to view a breakdown of graded assignments by student. Otherwise, the total count is displayed for the course or category.	<b>Teacher</b>	Select the teacher to run the report for.	<b>Course</b>	The courses for the selected instructor are listed. Select a specific course, or select <b>All</b> .
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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.