



(Admin) Graded Assignment Count

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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:

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 From Date and To Date fields.	
	From Date	Enter the beginning and ending dates . Both dates must be within the selected semester-cycle.
	To Date	

Threshold	<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"> <tr> <td data-bbox="316 309 443 416">less than</td><td data-bbox="443 309 1474 416">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"> <tr> <td data-bbox="316 542 443 649">less than</td><td data-bbox="443 542 1474 649">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 Categories for Teacher/Campus section appears.</p> <table border="1"> <tr> <td data-bbox="316 846 689 1120" rowspan="3">Categories for Teachers/Campus</td><td colspan="2" data-bbox="689 846 1474 954">A list of categories for the instructor or campus is displayed depending on your selection in the Run Report for field.</td></tr> <tr> <td data-bbox="689 954 1018 1061">Use</td><td data-bbox="1018 954 1474 1061">For each category, select Use to include the category in the report.</td></tr> <tr> <td data-bbox="689 1061 1018 1120">Graded Assignment Threshold - less than</td><td data-bbox="1018 1061 1474 1120">Type the threshold number for the category.</td></tr> </table>	less than	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.	less than	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.	Categories for Teachers/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.		
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Run Report for	<p>Select one:</p> <table border="1"> <tr> <td data-bbox="316 1169 443 1240">Campus</td><td data-bbox="443 1169 1474 1240">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="316 1240 443 1619" rowspan="5">Teacher</td><td colspan="2" data-bbox="443 1240 1474 1335">Select to run the report for a specific teacher at the campus you are logged on to.</td></tr> <tr> <td colspan="2" data-bbox="443 1335 1474 1393">If selected, the Teacher Options section appears:</td></tr> <tr> <td data-bbox="443 1393 711 1500">Show Students' Grade Count</td><td data-bbox="711 1393 1474 1500">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="443 1500 711 1550">Teacher</td><td data-bbox="711 1500 1474 1550">Select the teacher to run the report for.</td></tr> <tr> <td data-bbox="443 1550 711 1619">Course</td><td data-bbox="711 1550 1474 1619">The courses for the selected instructor are listed. Select a specific course, or select <i>All</i>.</td></tr> </table>	Campus	If selected, the report is generated for all teachers at the campus you are logged on to, and sorted by teacher name.	Teacher	Select to run the report for a specific teacher at the campus you are logged on to.		If selected, the Teacher Options section appears:		Show Students' Grade Count	Select to view a breakdown of graded assignments by student. Otherwise, the total count is displayed for the course or category.	Teacher	Select the teacher to run the report for.	Course	The courses for the selected instructor are listed. Select a specific course, or select <i>All</i> .
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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.