



# **(Admin) Blank/Missing Grades by Grade Level**



---

# Table of Contents

**(Admin) Blank/Missing Grades by Grade Level** ..... i  
**(Admin) Blank/Missing Grades by Grade Level** ..... 1



# (Admin) 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.

### 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>Grade Level</b>	Type a grade level to view data for a specific grade level. Leave blank to view all grade levels.
<b>Campus ID</b>	Type a three-digit campus ID to view data for a specific campus. Leave blank to view all campuses in the district.

<b>Grade Selection Options</b>	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 <b>Show Blank Grades</b> . To include all items, select <b>Select All</b> .	
<b>Viewing Options</b>	<b>Page break between students</b>	Select to print one student per page. Otherwise, the data will print continuously.
	<b>View all assignments due after</b>	Select to narrow assignments by date, and <a href="#">enter a valid school date</a> .

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.