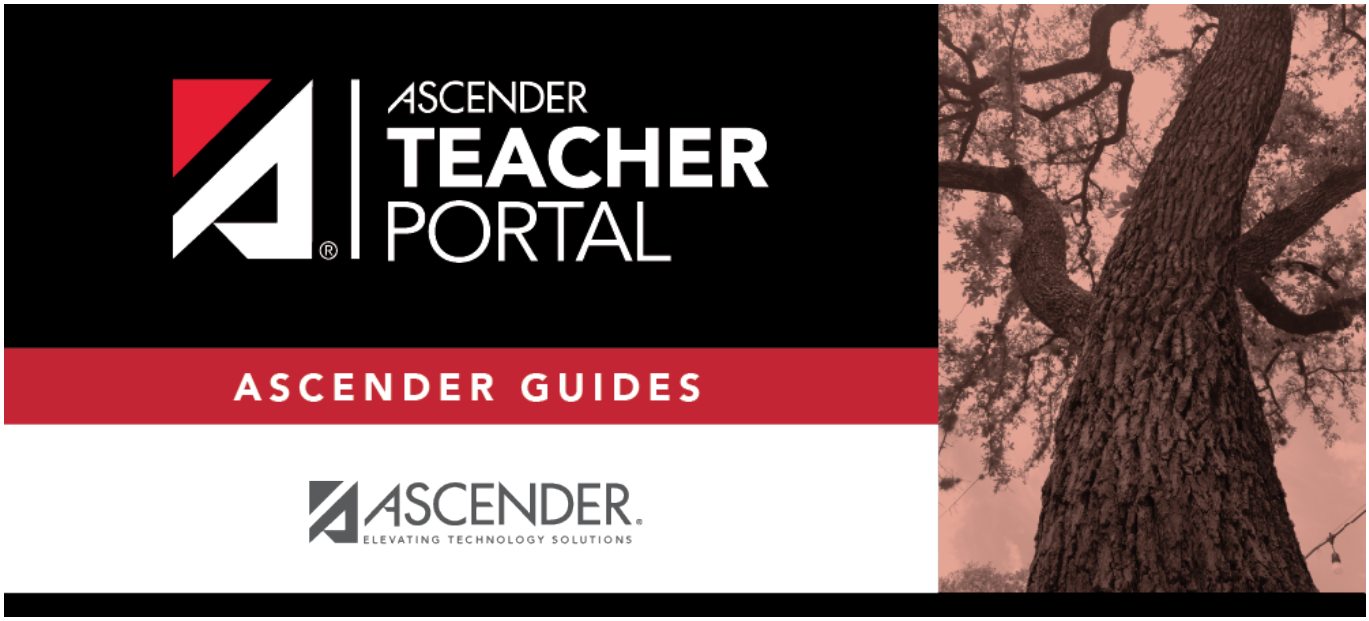


Cycle Grade Range

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Cycle/Semester/Final Grade Range Report

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These reports display either cycle, semester, or final grades that fall within a specified range according to options entered on the page.

For cycle grades, the following applies:

- If a posted grade exists, the posted grade is used.
- If no posted grade exists, the override grade is used.
- If no override grade exists, the working cycle average is used.
- If no working cycle average exists, the auto grade is used.
- If no grade exists, the grade is blank.
- Administrative users have the option to view the grades for all courses across the campus.

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.
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.

❑ If you changed the **Course-Section**, click **Retrieve Data**.

❑ Under **Grade Selection Options**:

❑ Under **Viewing Options**:

View Student Names	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)	Select one:	
	Current	Select to narrow grades to only course-sections for the current semester-cycle.
	All	Select to print grades for all course-sections.

View Current Cycle Grade	This field is only displayed for standards-based courses. For the Cycle Grade Range report, select this option to display the student's cycle average. If selected, the **Current Cycle Grade** column is printed on the report and displays a cycle average for the student that is not cumulative (as the **Cycle Grade** column is), and only takes into account the grades for the selected cycle. This is for informational purposes only.

❑ Under **Admin Options**:

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

Across Campus

Select to view grades for all courses across the campus. Otherwise, grades are only 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 Grid Format

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

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.