



## **(Admin) Final Grade Range**



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# (Admin) Final Grade Range

## Reports > Final Grade Range

The report displays final grades that fall within a specified range according to options entered.

### 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>Course-Section</b>	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.

☐ Under **Grade Selection Options**, select the range of grades to include in the report:

<b>Grade Level</b>	Specify the grade level to run the report for, or leave blank to run the report for all grade levels.
<b>Show all Final Grades</b>	Select to include all final grades. Blank and incomplete grades are excluded unless you select <b>Show Blank Grades</b> and/or <b>Show Incomplete Grades</b> .
<b>Show all Final Grades between</b>	Select to narrow the report to a specific range of grades, and type a maximum and minimum grade in the <b>Maximum grade</b> and <b>Minimum grade</b> fields.  A note below the <b>Maximum grade</b> and <b>Minimum grade</b> fields indicates the highest failing final grade at the campus for your reference.
<b>Show Blank Grades</b>	Select to include blank grades on the report, regardless of the settings of the <b>Maximum grade</b> and <b>Minimum grade</b> fields.
<b>Show Incomplete Grades</b>	Select to include incomplete grades on the report, regardless of the settings of the <b>Maximum grade</b> and <b>Minimum grade</b> fields.

☐ Under **Viewing Options**:

<b>View Student Names</b>	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.				
<b>View Current or All Course Section(s)</b>	Select one: <table border="1"> <tr> <td><b>Current</b></td><td>Select to narrow grades to only course-sections for the current semester-cycle.</td></tr> <tr> <td><b>All</b></td><td>Select to print grades for all course-sections.</td></tr> </table>	<b>Current</b>	Select to narrow grades to only course-sections for the current semester-cycle.	<b>All</b>	Select to print grades for all course-sections.
<b>Current</b>	Select to narrow grades to only course-sections for the current semester-cycle.				
<b>All</b>	Select to print grades for all course-sections.				
<b>View Current Cycle Grade</b>	This field is only displayed for standards-based courses.				

☐ Under **Admin Options**:

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

<b>Across Campus</b>	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. <b>NOTE:</b> 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 <b>Across Campus</b> , the message is removed because it may not apply to all instructors at the campus, and the fields are enabled.																																																										
	<b>View Course/Section &amp; Instructor in Grid Format</b>	This field is enabled when <b>Across Campus</b> is selected.  If selected:  If <b>View Course/Section &amp; Instructor in Grid Format</b> 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.  <i>Sample:</i>																																																									
<table border="1"> <thead> <tr> <th>Stu ID</th> <th>Student Name</th> <th>Period Course Name (Course Nbr-Sec) (Room #)</th> <th>Teacher</th> <th>Grade</th> <th>Citizenship</th> <th>Comments</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>						Stu ID	Student Name	Period Course Name (Course Nbr-Sec) (Room #)	Teacher	Grade	Citizenship	Comments																																															
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If not selected:  If <b>View Course/Section &amp; Instructor in Grid Format</b> 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.  <i>Sample:</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.