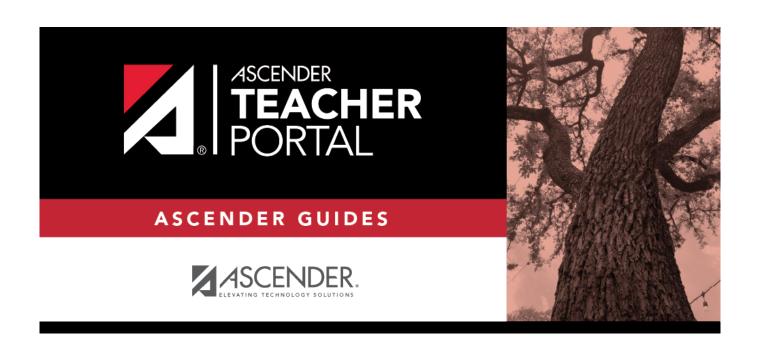
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Missing Exam Grades

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Missing Exam Grades Report

Reports > Missing Exam Grades

This report lists students who are missing semester exam grades. The report can only be run for campuses that require exams and have enabled the option for exams for high school courses. Otherwise, the message "Report not applicable to this campus" is displayed.

District and campus administrative users have the option to view the grades for all courses across the campus.

Generate the report:				
	Admin Options: Ids are only displayed if you	ı are logged on as an administrative user.		
Across	Select to view missing exam gra the impersonated teacher's cour View Course/Section & Instructor in Grid Format	des for all courses across the campus. Otherwise, grades are only displayed for ses. 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 teache are listed in grid columns. The grid can be sorted by student name, course-section, or instructor name. Sample: Stu ID Student Name Course Nbr-Sec Course Name (period) Teache 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: Course Nbr-Sec Course Name (period) Teacher Name Stu ID Student Name Course Nbr-Sec Course Name (period) Teacher Name		

☐ 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.