



A. Run the SGR1000 - Blank, Failing and Incomplete Grades report

Table of Contents

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[Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1000 - Blank, Failing and Incomplete Grades](#)

This report provides a list of students with blank, failing, or incomplete grades, and No Grade. Self-paced courses can be included. The report should be run for each previous cycle to check student grade fields in ASCENDER Grade Reporting for blanks, incompletes (I), and No Grade (N/G). Posted blank or incomplete cycle grades MUST be updated prior to posting semester grades from the TeacherPortal in order to post accurate working semester averages.

[Preview](#)
[PDF](#)
[CSV](#)
[Clear Options](#)

Grades Report Group

- [SGR2001 - A/B Honor Roll](#)
- [SGR2010 - Numeric Honor Roll](#)
- [SGR2020 - Grade Point Honor Roll](#)
- [SGR2047 - AAR Multi-Year](#)
- [SGR2048 - Summary of Student Credits by Sch Yr](#)
- [SGR2060 - Grd Avg & Class Rnk- Info ONLY no Update](#)
- [SGR2070 - Grd Avg Info - By Student \(Info Only\)](#)
- [SGR2075 - Cumulative Grd Avg Info By Student \(Info Only\)](#)
- [SGR2081 - Student Grade Labels](#)
- [SGR2091 - Elementary Grade Labels](#)
- [SGR4500 - TeacherPortal Assignment Audit Report](#)

Instructors Rep

- [SGR0140 - In](#)
- [SGR0280 - Gr](#)
- [SGR0300 - St](#)
- [SGR0350 - St](#)
- [SGR0400 - Cl](#)
- [SGR0900 - Cl](#)
- [SGR2500 - Schedule of Classes \(Grd Rptng\)](#)
- [SGR2550 - Teaching Assignments](#)
- [SGR5000 - Count of Special Ed Students per Teacher](#)

Master Schedules Report Group

- [SGR0050 - District Master List \(Grd Rptng\)](#)
- [SGR0100 - Master Schedule \(Grd Rptng\)](#)

SGR1000 - Blank, Failing and Incomplete Grades

Parameter Description	Value	List
Ending School Year (YYYY)	2022	
Campus ID	001	
Semester (1,2,3,4)	1	
Cycle (1,2,3)	1	
Type of Grade (C=Cycle,S=Semester,F=Final)	C	
Rpt Type(B=Blnk,I=Incmplt,F=Failing,N=N/G,C=B&I&N,A=All)	C	
Sort Order (S=Student,I=Instructor)	I	
Include Self Paced Courses (Y,N)	N	
Include Withdrawn Students (Y,N)	N	
Include Withdrawn Courses (Y,N)		
Attendance Track (Blank for All)		
Check Student Entry/WD Dates for Blank Grades (Y,N)		
Print Only Transfer Courses (Y,N)		

Run for each previously posted cycle.

Date Run: 1/23/2020 11:12		Blank, Incomplete and 'N/G' Grades							Program ID: SGR1000					
Cnty-Dist: 001-901		Mockingbird High School							Page: 2 of 9					
Campus: 001		Sch Year: 2020							# Inactive Instructor					
		Semester: 1		Cycle: 1		Type: Cycle			* Withdrawn Student					
Instr	Instr Name	Grd	Course Number	Course Title	Slf Pod	Sec	Student ID	Name	Trk Sex	Cycle	Sem	Fin	CIT	ABS
905	BROWN-BUSTOS,	09	9500	Monitor	N	03	081774	Traver, Ivan E	01 M	blank				0
		11	9500	Monitor	N	03	023789	Bell, Ashley N	01 F	blank				0
		11	9500	Monitor	N	03	382201	Duron, Jasil M	01 F	blank				0
		11	9500	Monitor	N	03	017078	Montantes, Alec I	03 M	blank				0
		11	9500	Monitor	N	03	016815	Nunez, Annabelle M	01 F	blank				0
		12	9500	Monitor	N	03	075513	Faragoza, Caitlyn R	03 F	blank				0
		12	9500	Monitor	N	03	055293	Olvera Perez, Krista L	03 F	blank				0
927	CASAS, CATHERINE	09	9500	Monitor	N	14	092009	Aguilar, Emberlynn K	01 F	blank				0
		09	9500	Monitor	N	14	390205	Anderson, Allison F	01 F	blank				0
		09	9500	Monitor	N	14	091530	Brown, Celeste M	01 F	blank				0


- ☐ Run this report for each posted cycle.

Set **Rpt Typ** to C to get only the blank, incomplete, and N/G grades.

- ☐ It is recommended that you distribute the report to the instructors for assistance in updating the incomplete, blanks, and No Grades, and set a deadline that allows time to enter the grade changes prior to posting grades for the final cycle-semester end date.

NOTE: You can also run [SGR0900 - Class Rolls \(Student Grade Information\)](#) for a prior cycle (by instructor or course) which will help identify students who have cycle grades that need to be calculated by the instructor in TeacherPortal. You can print and distribute this report as a verification sheet for instructors to update and sign.

Note that the report may also include students who are waiting on cycle grades from a previous district.

TIP: For an individual student report of current assignment grades that have been entered in TeacherPortal, use [Grade Reporting > Maintenance > Student > Individual Maint > Assignments](#) and click  to view a report for the course.

Student Name: ALPAUGH, CHARLEE R **Student ID:** 004821 **Report Date:** As of Jan 23, 20

Period
01 **Class**
8303 01 HEALTH SCIENCE

Calculated Average: 86

Posted Average
086

Teacher
BOWLES, PATRICIA

Current Semester
1

Current Cycle
1

Assignment	Due Date	Grade	Late	Redo
Daily Weight(50%)				
Historical Contributions to Healthcare	08/21/2019	100	N	N
Understanding Healthcare Terms	08/26/2019	80	N	N
Intro into healthcare systems review	08/27/2019	97	N	N
Matching Healthcare careers	09/03/2019	87	N	N
Understanding Healthcare Careers	09/06/2019	70	N	N
Law VS Ethics	09/11/2019	90	N	N
Understanding Legal Principles inn healthcare	09/11/2019	90	N	N
Safety and Quality improvement	09/19/2019	90	N	N
Understanding infection control	09/20/2019	90	N	N
Career Pathways	09/05/2019	70	N	N
Exploring healthcare careers review	09/06/2019	87	N	N
Laws and Ethics Review	09/13/2019	86	N	N
Ethics vocab Terms	09/13/2019	80	N	N
Infection Terms Quiz	09/23/2019	70	N	N
Cumulative review	10/01/2019	88	N	N
Daily Avg		85		
Test/Projects Weight(50%)				
Healthcare Systems	08/28/2019	95	N	N



Back Cover