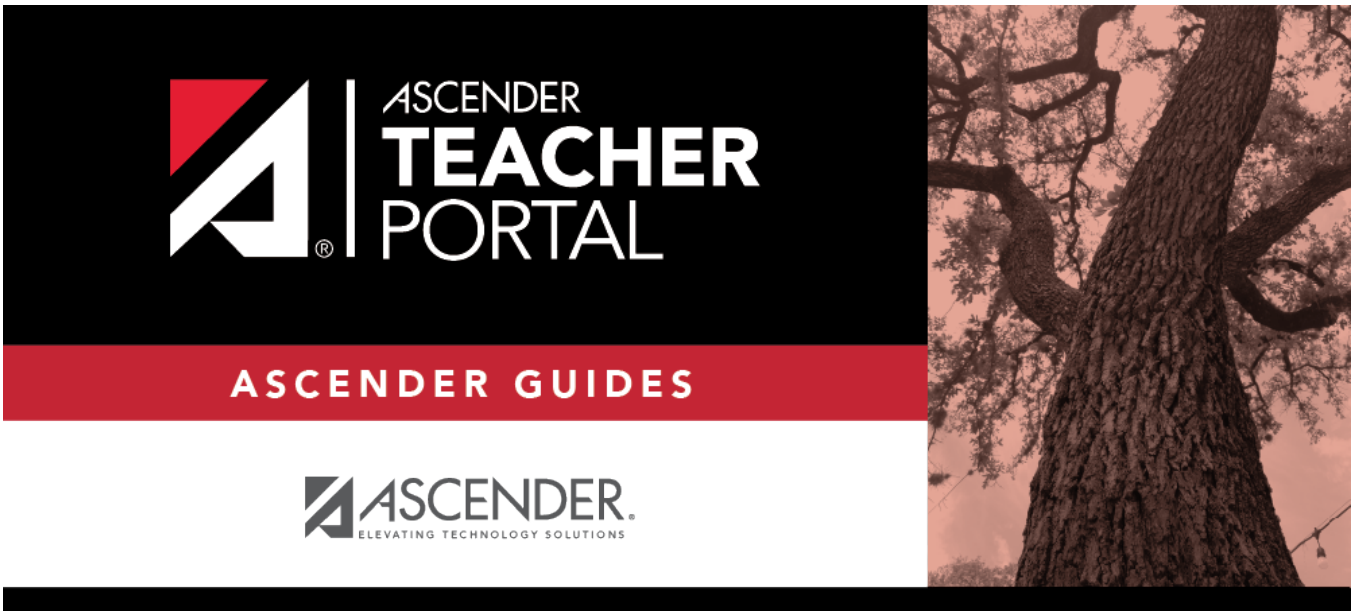
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ELEVATING TECHNOLOGY SOLUTIONS

Reports

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Reports 1

TeacherPortal Administrator Guide

Reports

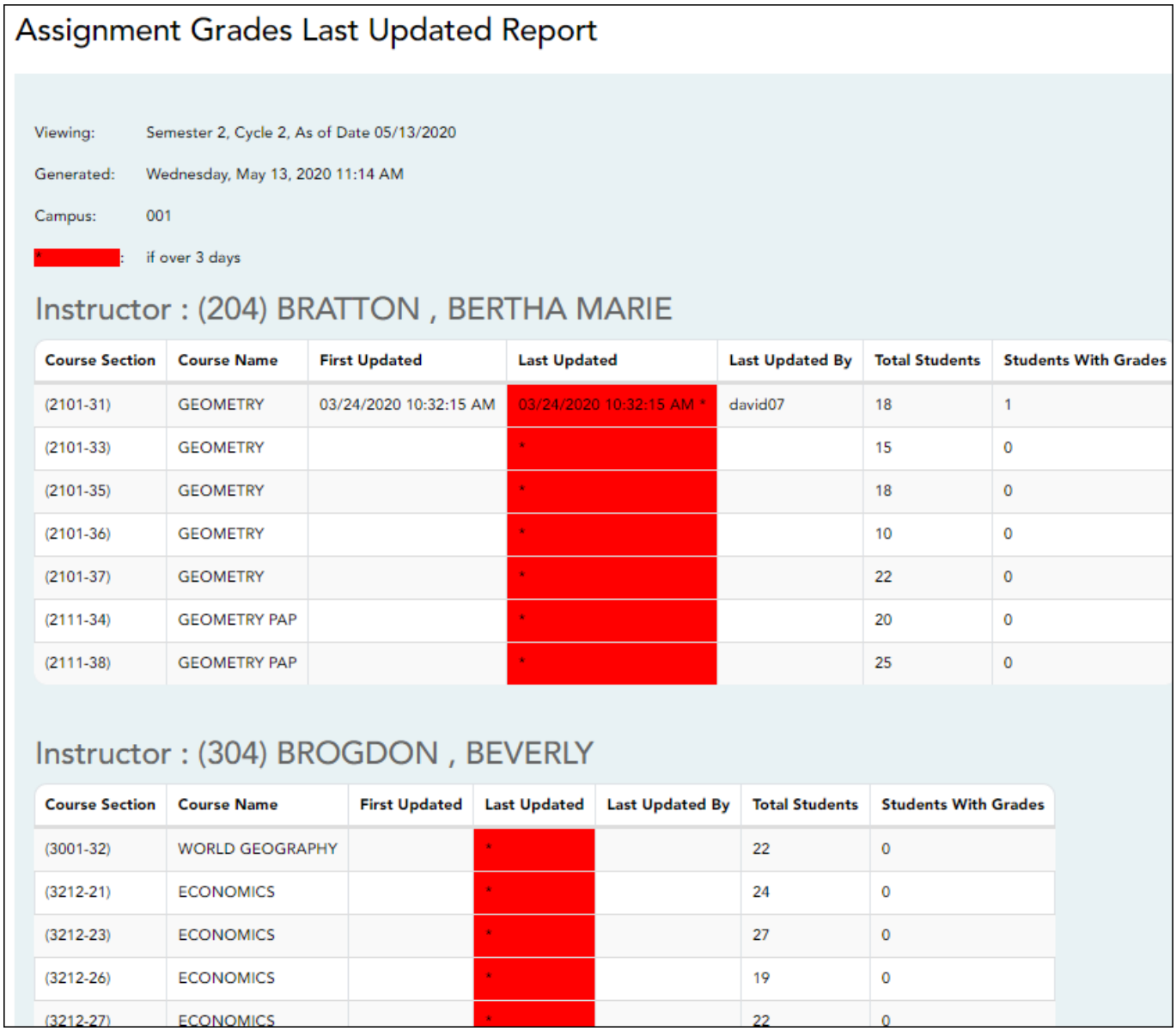
Reports > Assignment Grades Last Updated

Reports > Assignment Grades Last Updated

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 the last date and time each teacher saved assignment grades in TeacherPortal, sorted by teacher, course, and section.

NOTE: The **Last Updated** column on the report is shaded red for teachers who have not updated assignment grades during the time frame specified. In order for the red shading to appear on the printed report, you must set your printer settings to enable background printing. For more information, click here.



Assignment Grades Last Updated Report

Viewing: Semester 2, Cycle 2, As of Date 05/13/2020

Generated: Wednesday, May 13, 2020 11:14 AM

Campus: 001

*: if over 3 days

Instructor : (204) BRATTON , BERTHA MARIE

Course Section	Course Name	First Updated	Last Updated	Last Updated By	Total Students	Students With Grades
(2101-31)	GEOMETRY	03/24/2020 10:32:15 AM	03/24/2020 10:32:15 AM *	david07	18	1
(2101-33)	GEOMETRY		*		15	0
(2101-35)	GEOMETRY		*		18	0
(2101-36)	GEOMETRY		*		10	0
(2101-37)	GEOMETRY		*		22	0
(2111-34)	GEOMETRY PAP		*		20	0
(2111-38)	GEOMETRY PAP		*		25	0

Instructor : (304) BROGDON , BEVERLY

Course Section	Course Name	First Updated	Last Updated	Last Updated By	Total Students	Students With Grades
(3001-32)	WORLD GEOGRAPHY		*		22	0
(3212-21)	ECONOMICS		*		24	0
(3212-23)	ECONOMICS		*		27	0
(3212-26)	ECONOMICS		*		19	0
(3212-27)	ECONOMICS		*		22	0

❑ Specify report options:

Campus	Select the campus to print the report for.
Semester	he current semester is displayed. You can select a different semester.
Cycle	The current cycle is displayed. You can select a different cycle.
Days Since Last Updated **As of Date**	Indicate the time frame for the report data. The semester and cycle begin and end dates are displayed for your information. Examples: • To see data for teachers who have not entered assignment grades in the past two weeks, type 14 in the **Days Since Last Updated** field, and type today's date in the **As of Date** field. • To see data for teachers who did not enter assignment grades during the first cycle, type the number of days in the cycle in the **Days Since Last Updated** field, and type the ending cycle date in the **As of Date** field.

Include All Teachers	If selected, all teachers at the campus are listed, and the **Last Updated** column on the report is shaded red for the teachers who have not entered assignment grades during the specified time frame. If not selected, the report only lists teachers who have not entered assignment grades during the specified time frame.
Include Withdrawn Students	Select to include withdrawn students in the student counts.

❑ 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.

Reports > Semester Grade Range

Reports > Semester Grade Range

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

❑ 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.

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

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

❑ 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.

❑ 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.

Reports > Final Grade Range

Reports > Final Grade Range

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

❑ 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.

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

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

❑ 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.

❑ 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:

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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**.

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- The report selection page remains open on your desktop.

Graded Assignment Count

User Log Report

Teacher's Weighting Type

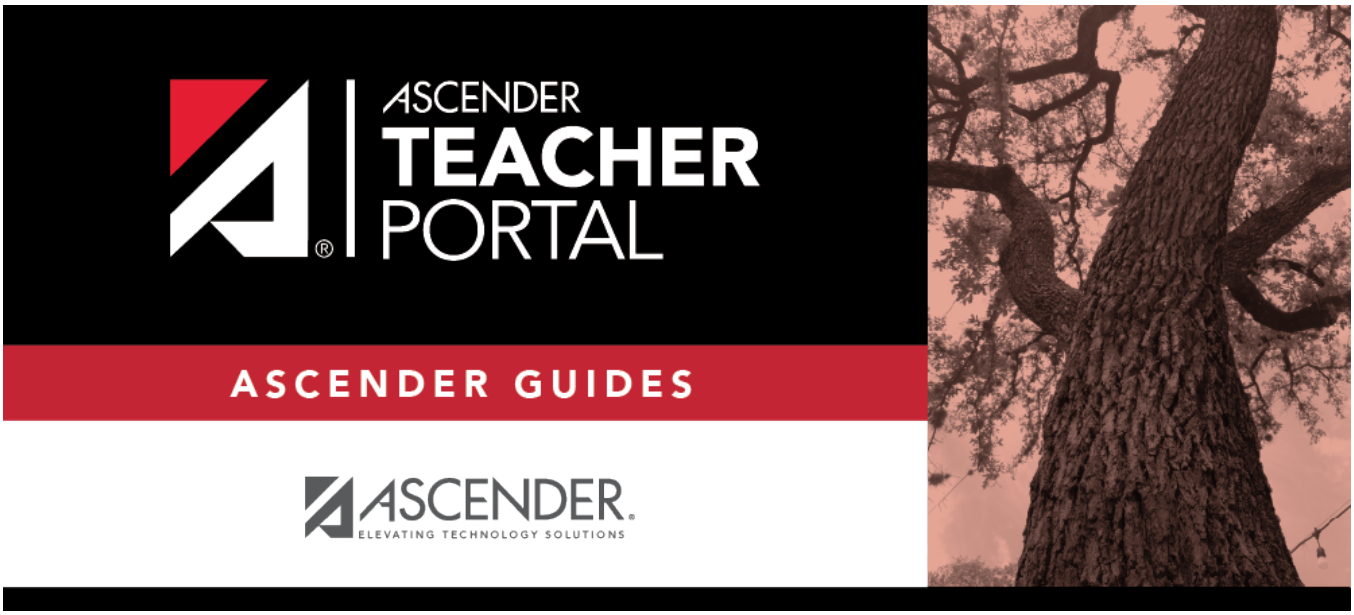
Missing Averages Report

Blank/Missing Grades by Grade Level Report

Teacher's Disallowed Weighting Type Report

Students With No Exam Grade

View Courses Marked Ready to Post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