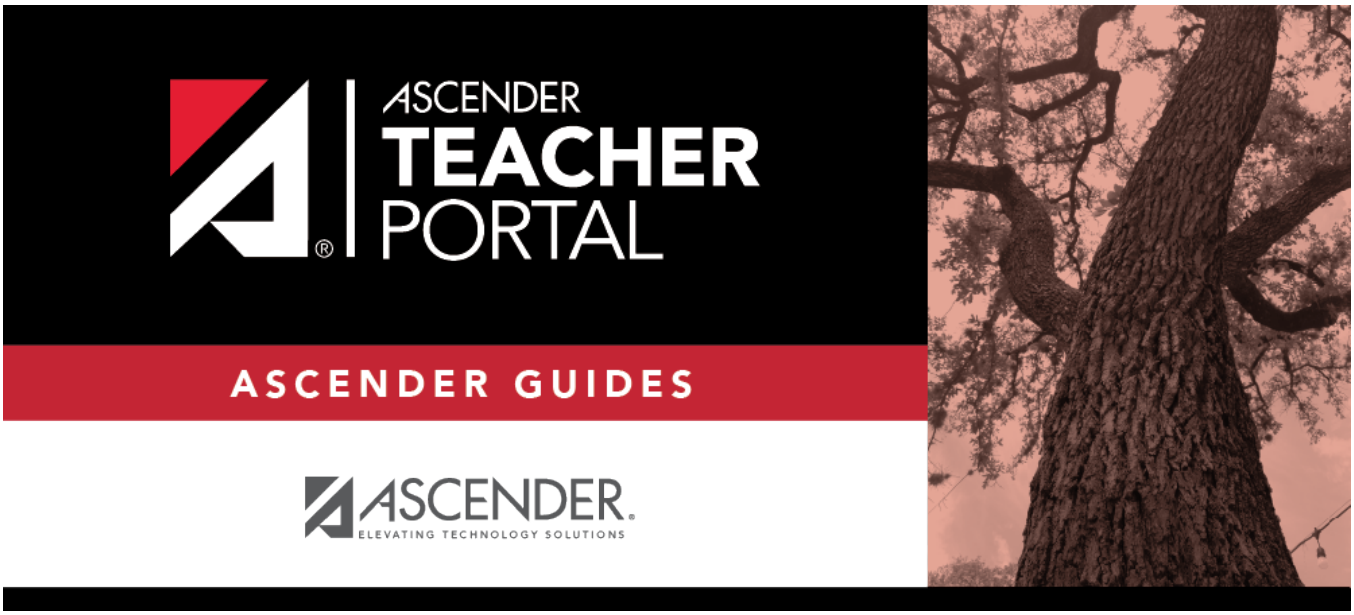

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Reports

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TeacherPortal Administrator Guide

Reports

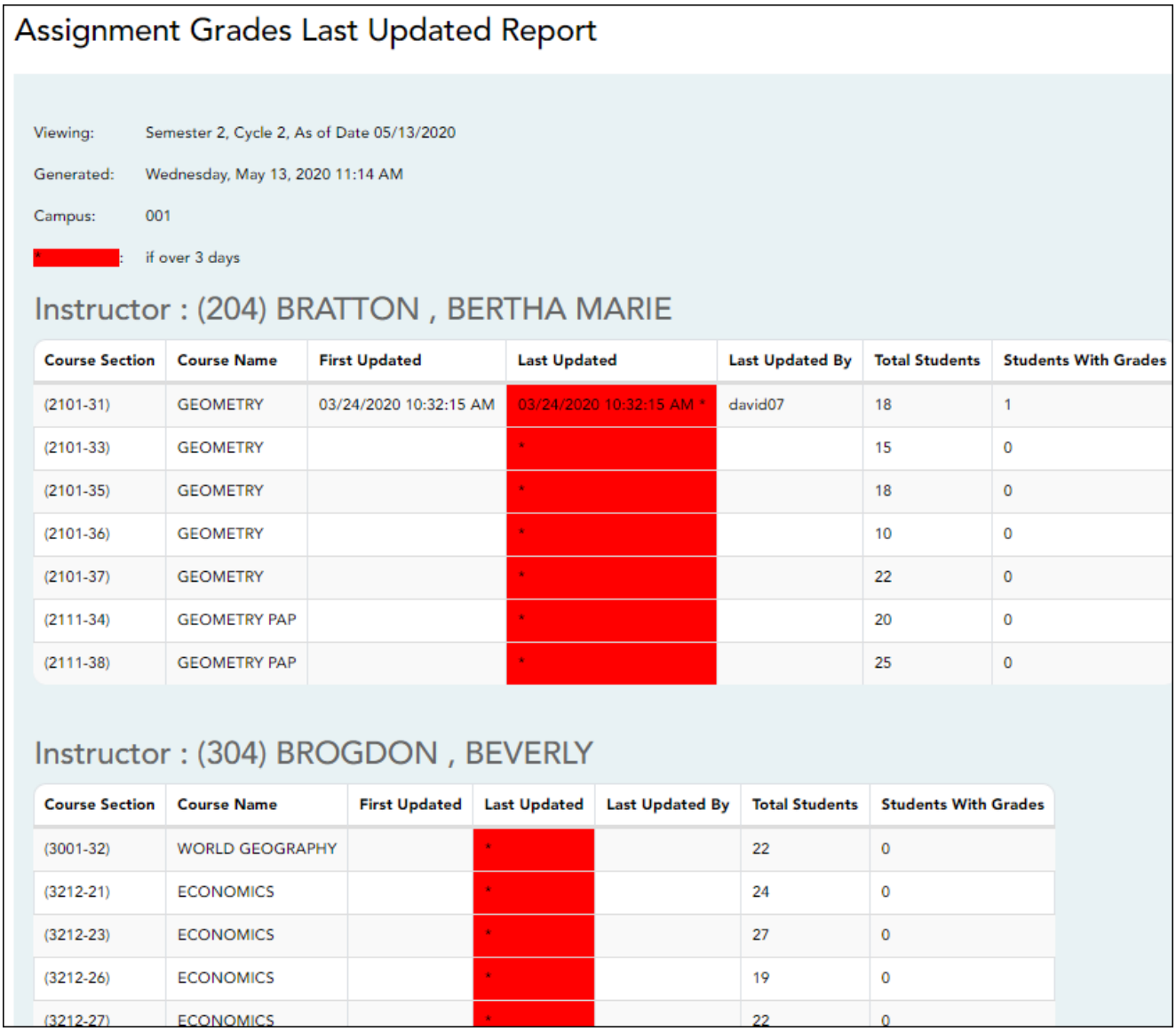
Reports > Assignment Grades Last Updated

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

[redacted]: 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 > 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:

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 > Graded Assignment Count

Reports > Graded Assignment Count

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 a teacher's number of graded assignments for a specified date range by course or by category. You can also specify a threshold for a specific course or category (e.g., teachers who have fewer than 10 graded assignments in the Homework category). The report can be run for one teacher or for the entire campus.

Graded assignments for self-paced and pass/fail courses are not included.

IMPORTANT: The **Date Assigned** field on Settings > Manage Assignments is critical for running this report. If the field is blank for an assignment, and you are using the **From Date** and **To Date** fields when generating this report, the assignment will not be included. However, if you do not specify a date range, assignments with blank **Date Assigned** fields will be included.

❑ 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.
Use Date Assigned	Select to specify a date range. You must select this field in order to use the **From Date** and **To Date** fields.
	From Date **To Date** — Enter the beginning and ending dates. Both dates must be within the selected semester-cycle.

Threshold	Select the data you want to view, and enter the corresponding threshold number(s), up to two digits: *Total Graded Assignments Per Course* - View the total number of graded assignments for each of the instructor's courses. **less than** — Type the threshold number for the course. For example, type 10 to view a list of courses that have fewer than 10 graded assignments. Leave blank to view counts for all courses. *Total Graded Assignments Per Category* - View the total number of graded assignments for each category within each course. **less than** — Type the threshold number for the category. For example, type 8 to view a list of categories that have fewer than 8 graded assignments. Leave blank to view counts for all categories. *Graded Assignment Threshold by Category* - Specify a threshold for a specific category. For example, you can view a list of instructors who have fewer than five graded assignments in the homework category. If selected, the **Categories for Teacher/Campus** section appears. **Categories for Teachers/Campus** — A list of categories for the instructor or campus is displayed depending on your selection in the **Run Report for** field. **Use** — For each category, select **Use** to include the category in the report. **Graded Assignment Threshold - less than** — Type the threshold number for the category.
Run Report for	Select one: **Campus** — If selected, the report is generated for all teachers at the campus you are logged on to, and sorted by teacher name. **Teacher** — Select to run the report for a specific teacher at the campus you are logged on to. If selected, the **Teacher Options** section appears: **Show Students' Grade Count** — Select to view a breakdown of graded assignments by student. Otherwise, the total count is displayed for the course or category. **Teacher** — Select the teacher to run the report for. **Course** — The courses for the selected instructor are listed. Select a specific course, or select *All*.

❑ 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 > Missing Averages

Reports > Missing Averages

This page is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user ID.

This campus report lists teachers who have students with no working cycle average. You can run the report with or without listing the students who are missing averages. The data is sorted by teacher, course, and section, and includes the total number of students who do not have averages, and the teacher's course-sections.

Students in non-graded courses, and courses with zero max seats are not included.

❑ 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.
Campus ID	If you are logged on with a district-level administrative ID, you can select another campus. Otherwise, you can only run the report for the campus displayed.
Show Self-Paced Courses	Select to include self-paced courses. If selected, students in both regular and self-paced courses are included. Otherwise, only students in regular courses are included.
Show Student Names & ID's	Select to include the list of students (name and student ID) in each course-section who are missing averages.

❑ 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 > Teacher's Weighting Type

Reports > Teacher's Weighting Type

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 all teachers who are using a weighting type that is not allowed by the campus. The report includes the teacher number, teacher name, the weighting type, and the course-

sections using the disallowed weighting type.

❑ Specify report options:

Campus	Select the campus to print the report for.
Semester	The current semester is displayed. You can select a different semester.
Allowed weighting types	The weighting type(s) allowed at the selected campus are listed.

❑ 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 > User Log

Reports > User Log Report

This page is only available to users who log on to TeacherPortal with a district-level security administrator user ID.

The User Log Report provides a district-level report of all TeacherPortal user actions according to your specified criteria.

User logging must be turned ON by unselecting the **Logging Off** option on *Admin > District Settings*.

❑ Specify report options:

Primary Data Selection Options	**Page**	Select the TeacherPortal page to view user activity for, or select *ALL* to view activity for all pages.
	User	Select the user to view user activity for, or select *ALL* to view activity for all users in the district.
	If you make a selection in both fields, the results will include user actions for the user for the selected page only. You cannot select *ALL* for both fields.	

Filtering Options	**From** **To**	To limit your search to a particular date range, type the beginning and ending dates.
	Limit data by a specific action - Action	To limit your search to a particular user action (e.g., save), select the action.
	Limit data by a keyword in the action detail - Action	(Optional) To further limit your search, type an action. This is a free-form search that will return any matches that occur in the **Action Detail** column in the TeacherPortal Log table, which is where all user actions are stored. For example, type a student ID to locate records referencing the student ID during a specified data range. Because of the wide range of data included in this column, it may be helpful to generate the report once without entering data in this field, and then review the data first. Upon reviewing the data contained in the **Action Detail** column of the report, you may identify search strings that will help you further limit the report data if needed, and then you can re-run the report with a value typed in the **Action** field.
Separate data by user session	Select to group the report data by session (i.e., user ID or page, and then date-time stamp). Otherwise, the report data will be sorted by date-time stamp. Note that a user session is created each time you open a browser and request data from a server. A user session ends when you close the browser or when a timeout occurs.	

❑ 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 > Blank/Missing Grades by Grade Level

Reports > Blank/Missing Grades by Grade Level

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 blank, missing, and incomplete assignment grades sorted by grade level, student, course, and period according to options entered on this page.

❑ 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.
Grade Level	Type a grade level to view data for a specific grade level. Leave blank to view all grade levels.
Campus ID	Type a three-digit campus ID to view data for a specific campus. Leave blank to view all campuses in the district.

Grade Selection Options	Select the items you want to include in the report. For example, to include all student assignment grades for which no grade has been entered, select **Show Blank Grades**. To include all items, select **Select All**.	
Viewing Options	**Page break between students**	Select to print one student per page. Otherwise, the data will print continuously.
	View all assignments due after	Select to narrow assignments by date, and enter a valid school date.

❑ 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.

Administrator Options > Students With No Exam Grade

This page is only available to users who log on to TeacherPortal with a district-level security administrator user ID.

This report lists students with no exam grade, including the teacher, course-section, and period. No Show and withdrawn students are not included.

The page can only be accessed through the Administrator Options page after all courses are marked as ready to post, and only if there are students with a blank exam grade. The **Students with no Exam Grade** button is displayed.

Generate the report:

❑ From the Administrator Options page, click **Students with no Exam Grade**.

The report opens in a new window.

Print the report:

❑ Click **Print**.

The Print window opens allowing you to select your printer and settings. Click **Print** to continue.

❑ To close the report, click **Close Window** in the report window.

The report selection page remains open on your desktop.

Administrator Options > View Courses Marked Ready to Post

This page is only available to users who log on to TeacherPortal with a district-level security administrator user ID.

This page allows you to view and print a report of courses marked as ready to post for the cycle from the Administrator Options page. The page can only be accessed through the Administrator Options page after all courses are marked as ready to post. The **View Courses Marked Ready to Post** button is displayed.

The report heading includes the campus ID, semester, cycle, and date the report was generated. All courses-sections-periods ready to post are listed by teacher.

Generate the report:

❑ From the Administrator Options page, click **View Courses Marked Ready to Post**.

The report opens in a new window.

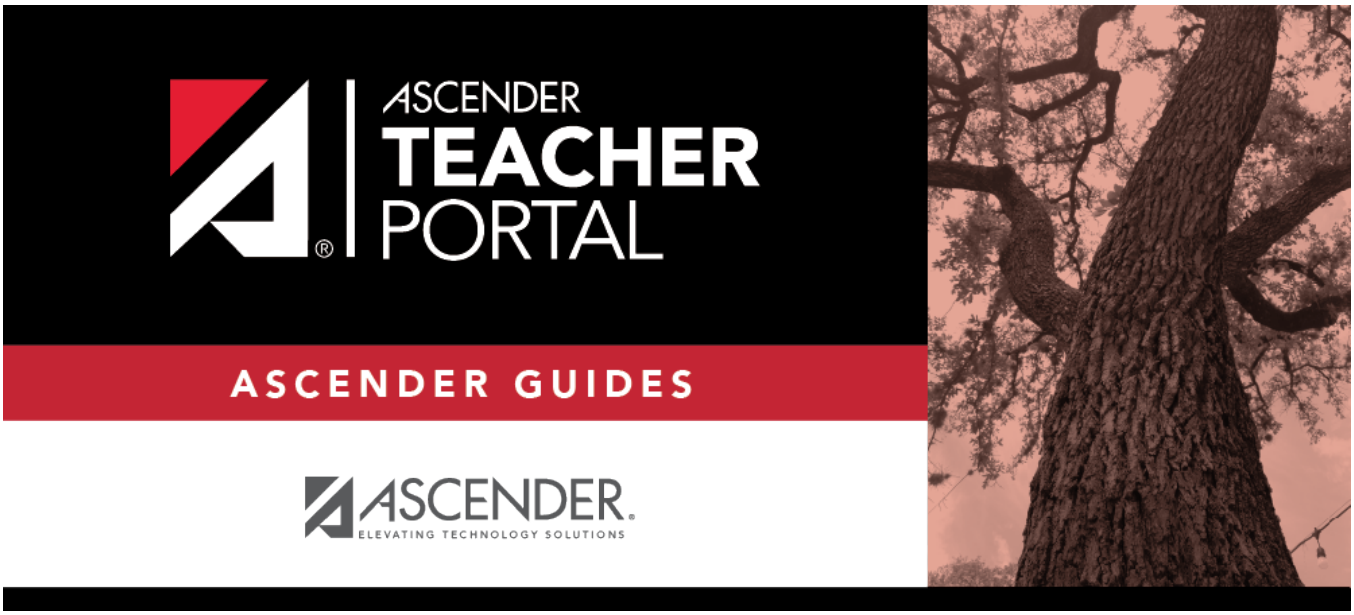
Print the report:

❑ Click **Print**.

The Print window opens allowing you to select your printer and settings. Click **Print** to continue.

❑ To close the report, click **Close Window** in the report window.

The report selection page remains open on your desktop.


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