



## **(Admin) Graded Assignment Count**



## Table of Contents

<b>(Admin) Graded Assignment Count Report</b> .....	1
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# (Admin) Graded Assignment Count Report

## 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.

## Generate the report:

Specify report options:

<b>Semester</b>	The current semester is displayed. You can select a different semester.
<b>Cycle</b>	
<b>Use Date Assigned</b>	Select to specify a date range. You must select this field in order to use the <b>From Date</b> and <b>To Date</b> fields. <b>From Date</b> <a href="#">Enter the beginning and ending dates</a> . Both dates must be within the <b>To Date</b> selected semester-cycle.

<b>Threshold</b>	<p>Select the data you want to view, and enter the corresponding threshold number(s), up to two digits:</p> <p><i>Total Graded Assignments Per Course</i> - View the total number of graded assignments for each of the instructor's courses.</p> <table border="1" data-bbox="314 309 1453 422"> <tr> <td data-bbox="314 309 430 422"><b>less than</b></td><td data-bbox="430 309 1453 422">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.</td></tr> </table> <p><i>Total Graded Assignments Per Category</i> - View the total number of graded assignments for each category within each course.</p> <table border="1" data-bbox="314 534 1453 646"> <tr> <td data-bbox="314 534 430 646"><b>less than</b></td><td data-bbox="430 534 1453 646">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.</td></tr> </table> <p><i>Graded Assignment Threshold by Category</i> - 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 <b>Categories for Teacher/Campus</b> section appears.</p> <table border="1" data-bbox="314 848 1453 1147"> <tr> <td data-bbox="314 848 695 1147"><b>Categories for Teachers/Campus</b></td><td data-bbox="695 848 1453 1147">A list of categories for the instructor or campus is displayed depending on your selection in the <b>Run Report for</b> field.</td></tr> <tr> <td data-bbox="695 961 1029 1073"></td><td data-bbox="1029 961 1453 1073"> <table border="1" data-bbox="695 961 1029 1073"> <tr> <td data-bbox="695 961 1029 1073"><b>Use</b></td><td data-bbox="1029 961 1453 1073">For each category, select <b>Use</b> to include the category in the report.</td></tr> </table> </td></tr> <tr> <td data-bbox="695 1073 1029 1147"></td><td data-bbox="1029 1073 1453 1147"> <table border="1" data-bbox="695 1073 1029 1147"> <tr> <td data-bbox="695 1073 1029 1147"><b>Graded Assignment Threshold - less than</b></td><td data-bbox="1029 1073 1453 1147">Type the threshold number for the category.</td></tr> </table> </td></tr> </table>	<b>less than</b>	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.	<b>less than</b>	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.	<b>Categories for Teachers/Campus</b>	A list of categories for the instructor or campus is displayed depending on your selection in the <b>Run Report for</b> field.		<table border="1" data-bbox="695 961 1029 1073"> <tr> <td data-bbox="695 961 1029 1073"><b>Use</b></td><td data-bbox="1029 961 1453 1073">For each category, select <b>Use</b> to include the category in the report.</td></tr> </table>	<b>Use</b>	For each category, select <b>Use</b> to include the category in the report.		<table border="1" data-bbox="695 1073 1029 1147"> <tr> <td data-bbox="695 1073 1029 1147"><b>Graded Assignment Threshold - less than</b></td><td data-bbox="1029 1073 1453 1147">Type the threshold number for the category.</td></tr> </table>	<b>Graded Assignment Threshold - less than</b>	Type the threshold number for the category.
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<b>Run Report for</b>	<p>Select one:</p> <table border="1" data-bbox="314 1147 1453 1637"> <tr> <td data-bbox="314 1147 430 1237"><b>Campus</b></td><td data-bbox="430 1147 1453 1237">If selected, the report is generated for all teachers at the campus you are logged on to, and sorted by teacher name.</td></tr> <tr> <td data-bbox="314 1237 430 1327"><b>Teacher</b></td><td data-bbox="430 1237 1453 1327">Select to run the report for a specific teacher at the campus you are logged on to.</td></tr> <tr> <td colspan="2" data-bbox="314 1327 1453 1388">If selected, the <b>Teacher Options</b> section appears:</td></tr> <tr> <td data-bbox="314 1388 695 1500"><b>Show Students' Grade Count</b></td><td data-bbox="695 1388 1453 1500">Select to view a breakdown of graded assignments by student. Otherwise, the total count is displayed for the course or category.</td></tr> <tr> <td data-bbox="314 1500 695 1545"><b>Teacher</b></td><td data-bbox="695 1500 1453 1545">Select the teacher to run the report for.</td></tr> <tr> <td data-bbox="314 1545 695 1637"><b>Course</b></td><td data-bbox="695 1545 1453 1637">The courses for the selected instructor are listed. Select a specific course, or select <b>All</b>.</td></tr> </table>	<b>Campus</b>	If selected, the report is generated for all teachers at the campus you are logged on to, and sorted by teacher name.	<b>Teacher</b>	Select to run the report for a specific teacher at the campus you are logged on to.	If selected, the <b>Teacher Options</b> section appears:		<b>Show Students' Grade Count</b>	Select to view a breakdown of graded assignments by student. Otherwise, the total count is displayed for the course or category.	<b>Teacher</b>	Select the teacher to run the report for.	<b>Course</b>	The courses for the selected instructor are listed. Select a specific course, or select <b>All</b> .		
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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.



## Back Cover