

# (Admin) Graded Assignment Count

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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:**

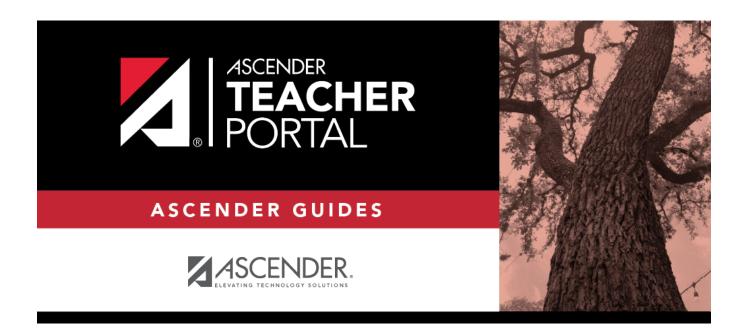
☐ Specify report options:

Semester	The current	semester is displayed. You can select a different semester.
Cycle		
Use Date Assigned	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.	
		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. Type the threshold number for the course. For example, type 10 to view a less list of courses that have fewer than 10 graded assignments. Leave blank to than view counts for all courses. Total Graded Assignments Per Category - View the total number of graded assignments for each category within each course. Type the threshold number for the category. For example, type 8 to view a less list of categories that have fewer than 8 graded assignments. Leave blank than 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 A list of categories for the instructor or campus is Teachers/Campus 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** Type the threshold number for Threshold - less than the category. **Run Report** Select one: for **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: Select to view a breakdown of graded assignments by Show Students' **Grade Count** student. Otherwise, the total count is displayed for the course or category. Teacher Select the teacher to run the report for. The courses for the selected instructor are listed. Select Course 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.



## **Back Cover**