



## **(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:

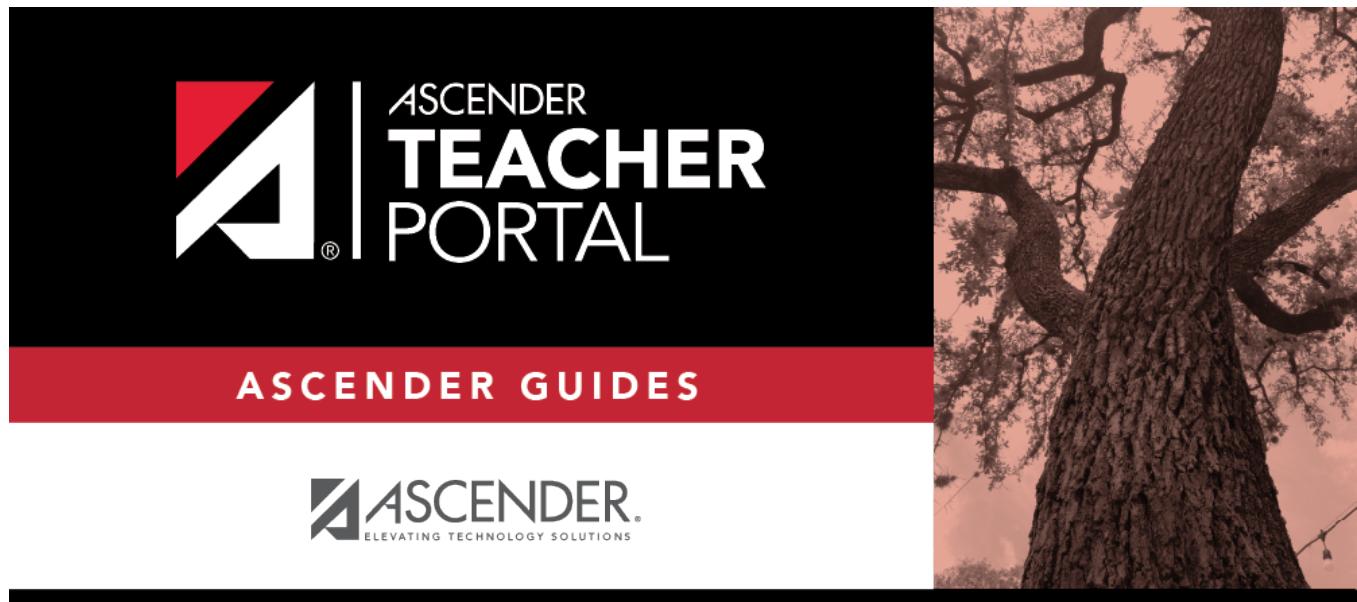
Specify report options:

<b>Semester</b>	The current semester is displayed. You can select a different semester.
<b>Cycle</b>	The current cycle is displayed. You can select a different cycle.
<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 451"> <tr> <td data-bbox="314 309 409 406"><b>less than</b></td><td data-bbox="409 309 1453 406">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="314 541 1453 637"> <tr> <td data-bbox="314 541 409 637"><b>less than</b></td><td data-bbox="409 541 1453 637">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="314 855 1453 1147"> <tr> <td data-bbox="314 855 695 1147"> <b>Categories for Teachers/Campus</b> </td><td data-bbox="695 855 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 1057"></td><td data-bbox="1029 961 1453 1057"> <b>Use</b> For each category, select <b>Use</b> to include the category in the report. </td></tr> <tr> <td data-bbox="695 1057 1029 1147"></td><td data-bbox="1029 1057 1453 1147"> <b>Graded Assignment Threshold - less than</b> Type the threshold number for the category. </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.		<b>Use</b> For each category, select <b>Use</b> to include the category in the report.		<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 1170 1453 1635"> <tr> <td data-bbox="314 1170 409 1244"><b>Campus</b></td> <td data-bbox="409 1170 1453 1244">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 1244 409 1318"><b>Teacher</b></td> <td data-bbox="409 1244 1453 1318">Select to run the report for a specific teacher at the campus you are logged on to.</td> </tr> <tr> <td data-bbox="314 1318 409 1370"></td> <td data-bbox="409 1318 1453 1370">If selected, the <b>Teacher Options</b> section appears:</td> </tr> <tr> <td data-bbox="314 1370 695 1500"><b>Show Students' Grade Count</b></td> <td data-bbox="695 1370 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 1551"><b>Teacher</b></td> <td data-bbox="695 1500 1453 1551">Select the teacher to run the report for.</td> </tr> <tr> <td data-bbox="314 1551 695 1635"><b>Course</b></td> <td data-bbox="695 1551 1453 1635">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