



# **(Admin) Blank/Missing Grades by Grade Level**



# Table of Contents

**(Admin) Blank/Missing Grades by Grade Level ..... 1**



# (Admin) 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.

Generate the report:

Specify report options:

<b>Semester</b>	The current semester is displayed. You can select a different semester.
<b>Cycle</b>	
<b>Grade Level</b>	
<b>Campus ID</b>	

<b>Grade Selection Options</b>		
<b>Viewing Options</b>	<b>Page break between students</b>	Select to print one student per page. Otherwise, the data will print continuously.
	<b>View all assignments due after</b>	Select to narrow assignments by date, and <a href="#">enter a valid school date</a> .

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