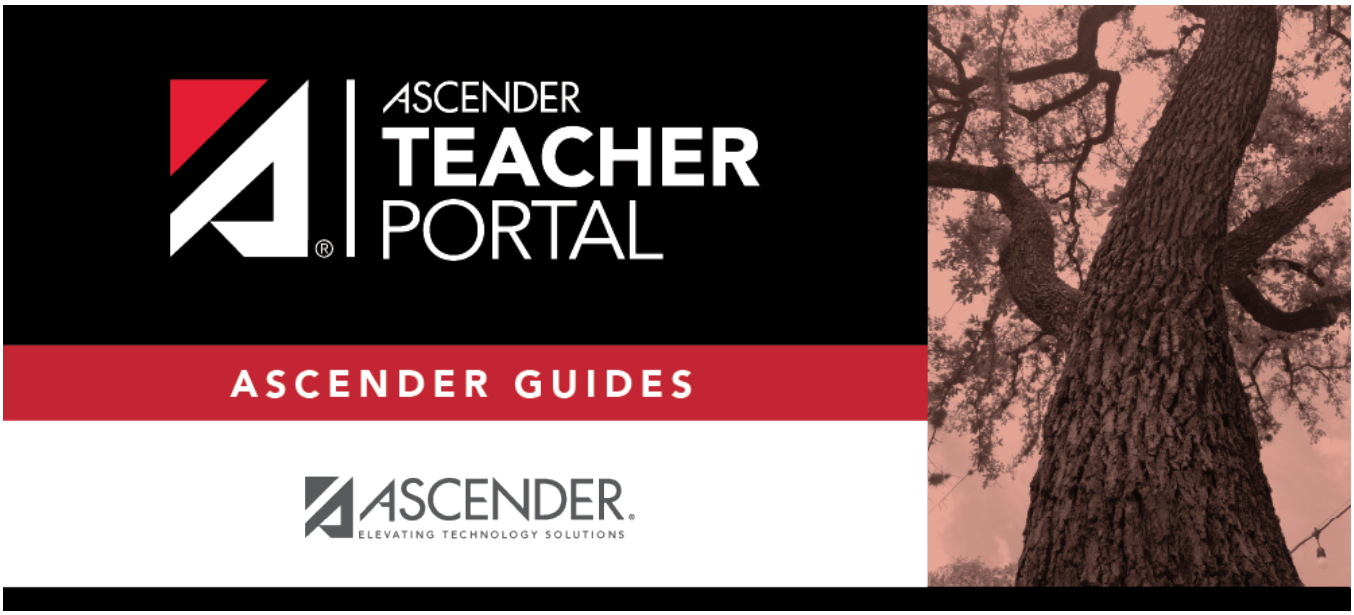



# Blank/Missing Grades

# Table of Contents

**Blank/Missing Grades Report** ..... 1

# Blank/Missing Grades Report

***Reports > Blank/Missing Grades***

This report lists blank, missing, and incomplete assignment grades according to options entered on this page.

## Generate the report:

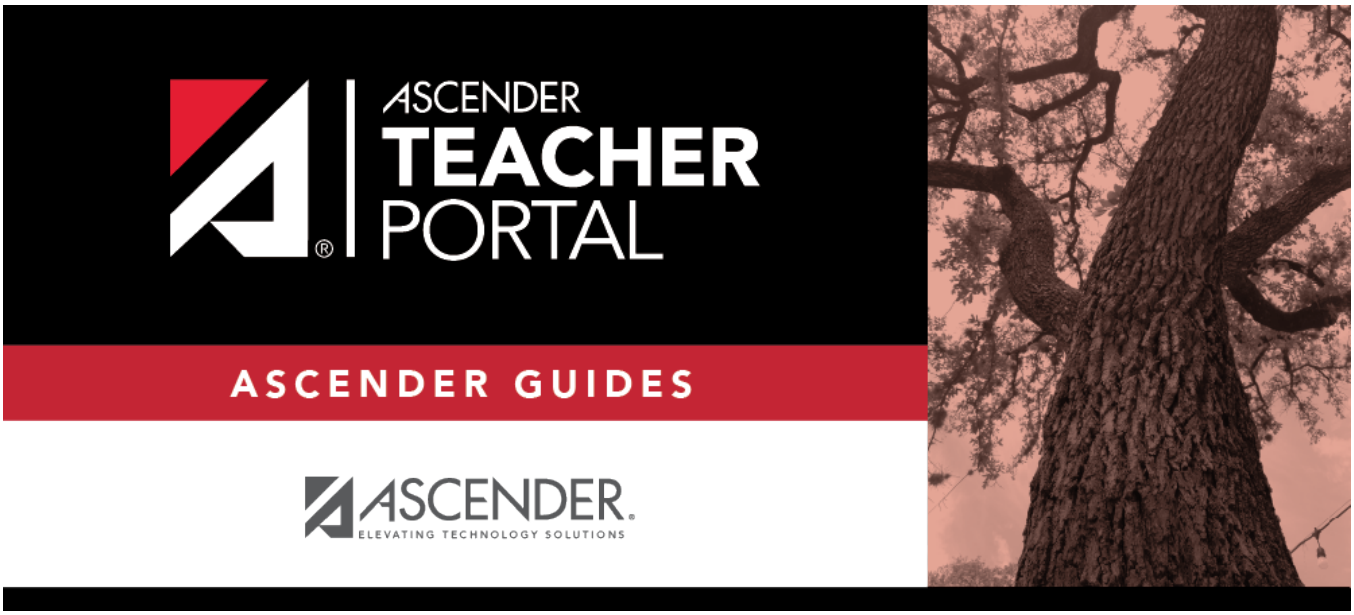
❑ Specify report options:

| | |
|---|---|
| **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. |

| | | | |
|---|---|---|---|
| **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 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 all assignments due after** | Select to narrow assignments by date, and enter a valid school date. | |
| | **View Current or All Course Sections** | **Current** | Select to narrow assignments to only course-sections for the current semester-cycle. |
| | | **All** | Select to show assignments for all course-sections. |

❑ 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.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# Back Cover