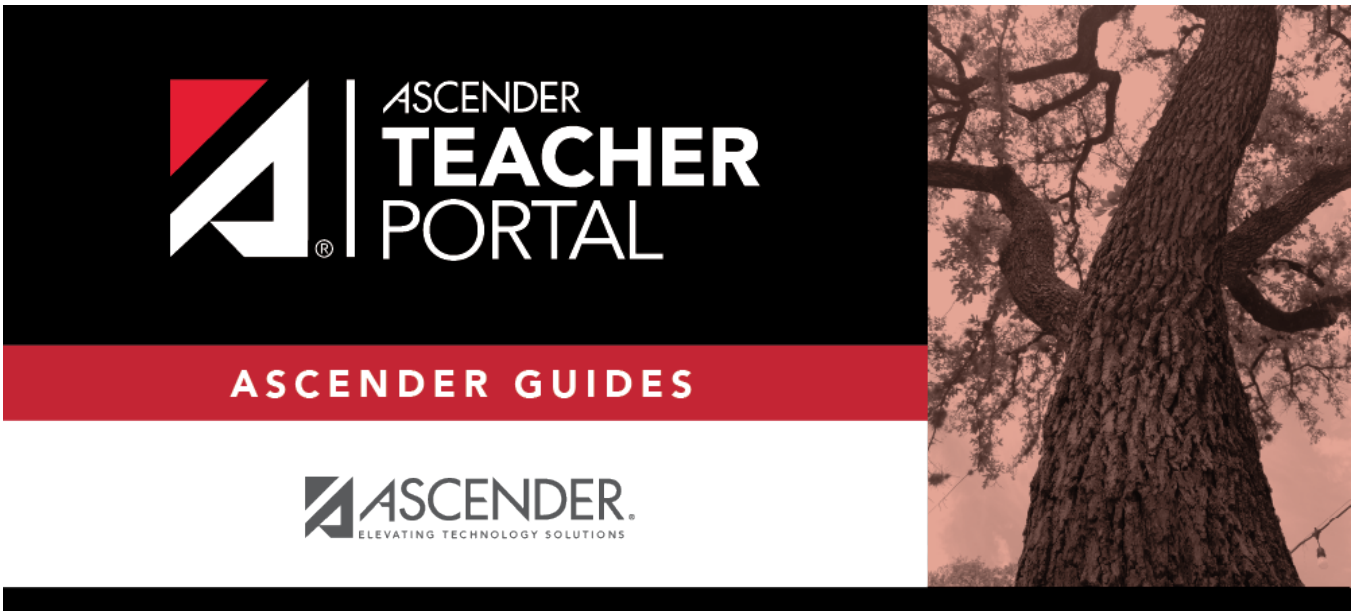

Missing Exam Grades

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Missing Exam Grades

Reports > Missing Exam Grades

This report lists students who are missing semester exam grades. The report can only be run for campuses that require exams and have enabled the option for exams for high school courses. Otherwise, the message “Report not applicable to this campus” is displayed.

District and campus administrative users have the option to view the grades for all courses across the campus.

Generate the report:

❑ Specify report options:

Semester	The current semester is displayed. You can select a different semester.

❑ Under **Admin Options:**
These fields are only displayed if you are logged on as an administrative user.

Across Campus Select to view missing exam grades for all courses across the campus. Otherwise, grades are only displayed for the impersonated teacher's courses.

View Course/Section & Instructor in Grid Format This field is enabled when **Across Campus** is selected.

If selected:

If **View Course/Section & Instructor in Grid Format** is selected, the report data is displayed in a grid format, and the course-section and teacher are listed in grid columns. The grid can be sorted by student name, course-section, or instructor name.

Sample:

Stu ID	Student Name	Course Nbr-Sec Course Name (period)	Teacher

If not selected:

If **View Course/Section & Instructor in Grid Format** is not selected, the report data is grouped by course-section. The report is similar to the report for non-administrative users; however, the teacher is listed for each course-section. For non-administrative users, the teacher is listed once at the top of the report.

Sample:

Course Nbr-Sec Course Name (period)
Teacher Name

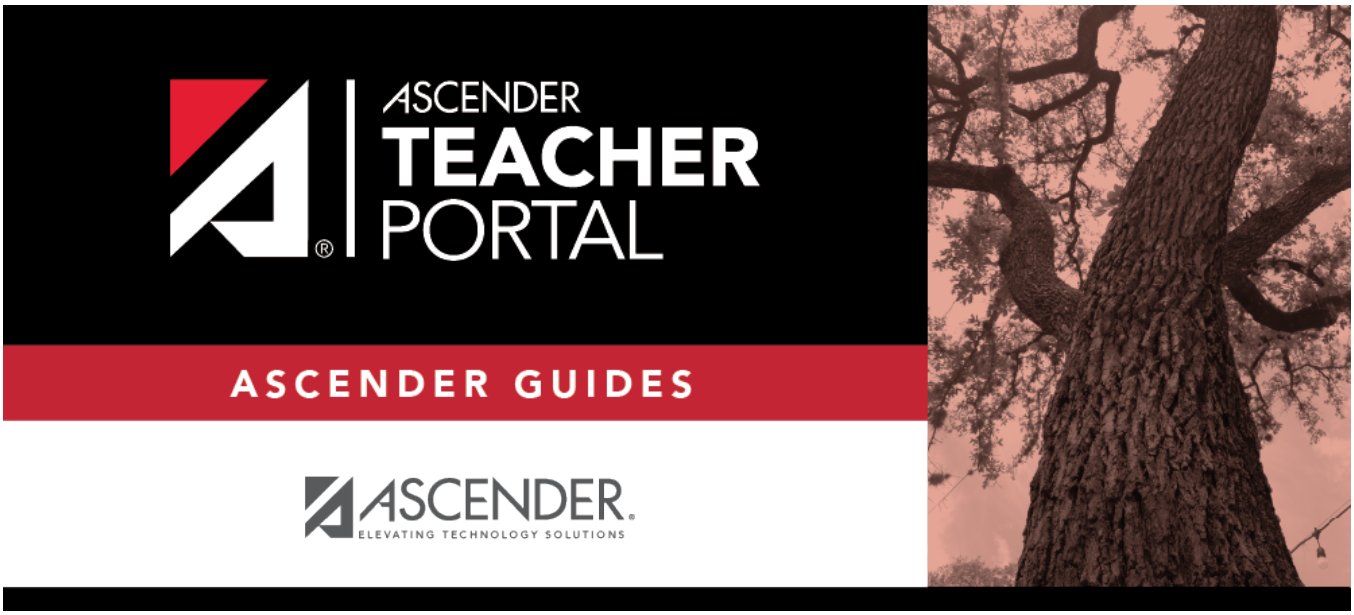
Stu ID	Student Name

Course Nbr-Sec Course Name (period)
Teacher Name

Stu ID	Student Name

❑ 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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