



Reports: Gradebook Progress Reports

- Gradebook Progress Reports will need to be printed for midquarter reports.
- Gradebook Progress Reports merge all subjects for students.
- Teachers must have grades entered in the SISK12 Gradebook in order for progress reports to be printed.

1. Go to student data grid.

Navigation menu: View / Maintain, Reports, Utilities, Management, Log Out. Student Data Links dropdown is open. A red arrow points to the 'Student Data Grid' icon.

2. Select "Go to Grid for Selection".

Form fields: Last Name, Id, Search Selected Site, Include students from Groups, First Name, SSN, Search District, Include Withdrawn Students. A red arrow points to the 'Go to Grid for Selection' button.

3. Get all 2nd, 3rd, and 4th grade students from "Student Selection Criteria".

Filter menu showing 'Student Name' and 'Grade' columns. A red arrow points to the 'Grade' column.

6. Make the Operator column ">=".
7. Make the Value "02".
8. Select "Done".

5. Select "Add".

4. Check "Grade".

Field Name	Operator	Value	Group
Grade	>=	02	A

Select	Field Name	Description	Type
<input type="checkbox"/>	GradBOED	Received Board-Of-Ed Diploma	System
<input type="checkbox"/>	GradDate	Graduation Date	System
<input checked="" type="checkbox"/>	Grade	Grade	System
<input type="checkbox"/>	Gradebook ID	Gradebook ID	Extended





Reports: Gradebook Progress Reports

9. Go to "Actions."
10. Select "Reports".
11. Choose "Gradebook Progress Report".

Start Report

Date Printed on Report: 9/17/2010
Report Title: Grade Book Progress Report By Student

338 Students Selected

Percentage = 1.0
For Assignment Type

Marks 1 or more:
ABS Absent

Assignment Selection

Term Trm1 Term & Sem
Assignment Selection by: Type Individual Assignments

Select	Assignment-Type
<input type="checkbox"/>	SGP Progress
<input type="checkbox"/>	SGP Semester

Progress Report Options

Print Grid-Lines around information
 Only Totals and Term Cols (no assignments)
 Print Assignment Notes
 Print%/Grades for Individual Assignments
 Show Students Comments
 Parent Signature Line
 Footer Message: (can use \SGT001\ or \SGS001\ etc to merge grade info)

Group By Assignment Type
 Show Assignment Date
 Show Assignment Number

Class Stats:

Average/Mean

Assignment Selection
12. Check "Term"

Progress Report Options
13. Check "Print Grid-Lines around information."
14. Check "Only Totals and Term Cols"
15. Check "Print %/Grades for Individual Assignments"
16. Check "Parent Signature Line"
17. Select "Start Report."





Reports: Gradebook Progress Reports

Done Edit Cancel

Start Report

Page Heading Options:
 Using School Letter-Head (SIS will not print School Name)

Print Logo Options:
 None
 District Logo
 Site Logo

Student Name Reverse (to 'First Last')
 Print Teacher Name

Reporting Style:
 Free-Style Custom-Report/Form (No Addressing)
 Letters (w/ Address No Window, print higher)
 Letters (w/ Address for Open Window, prints lower)

Auto-Addressing:
Parent/Household Copies to Generate for:
 Primary Parents Address
 Alternate Parents Address
 Only if Requested Copies

Addressing Layout Method:
 Proper Mailing Name
 Primary Parent
 Student Name
 (For example, To the Parent(s) of)
 Include Student Name
 All 'Caps' Address for Post-Office

Email Options:
 Print Letters Only (No Email)
 Send Email instead of Letters if Email Found
 Send Email Only (No Letters)

Subject:

Message:

Print Logo Options:

18. Select "District Logo".
19. Check "Student Name Reverse".
20. Check "Print Teacher Name"

Reporting Style:

21. Select "Letters (w/Address No Window)"

Auto-Addressing:

22. Check "Primary Parents Address".

Addressing Layout Method:

23. Select "Proper Mailing Name".

E-mail Options:

24. Select "Print Letters Only (No Email)"
25. Choose "Start Report"

Done Edit Cancel Site: WIEN Willard North Ele Year: 1011 2011 GO!

Update Display

Site	Year	Run Date	Status
WIEN 1011	Grade Book Progress Report	09/20/10 02:23 PM	Running

26. Choose the blue circle to view the report.

Done Edit Cancel

1 / 286 127% Find

27. Click the printer icon to print reports.

Willard North Elementary
409 FARMER ROAD
WILLARD, MO 65781
(417) 742-2597

