

Grades Report (Instruction)

Last Modified on 04/01/2024 11:42 am CDT

Generating the Grades Report

Tool Search: Grades Report

The Grades Report provides a view of selected students in a section and their posted grades on selected tasks and standards. This report collects posted grades only, not In-Progress grades.

The screenshot shows the Infinite Campus Grades Report interface. The top navigation bar includes the Infinite Campus logo, the school name '23-24 Harrison High', and user icons. The main header shows the breadcrumb 'Instruction > Reports > Grades Report'. The interface is divided into several sections:

- Select Report:** A dropdown menu showing 'Grades Report'.
- Grades Report:** A text box stating 'This report lists posted grades for the selected students.'
- Context:** Includes a 'Term' dropdown set to '1 - (07/01/23 - 09/29/23)' and a 'Section' dropdown set to '1) 3600-4 AP Literature (Daily)'.
- Report Options:** Includes 'Display' checkboxes for 'Term Dates' and 'Section Dates' (both checked), a 'Group By' section with radio buttons for 'Course/Section' (selected) and 'Student', 'Select Terms' dropdown set to '1 - (07/01/23 - 09/29/23)', and 'Select Standards' dropdown set to 'All Tasks'.
- Select Students*:** Includes a 'Filter' dropdown set to 'Student Group' and a table of selected students.

The table of selected students has the following data:

Name	Student #	Grade
Student, Andy	12345678...	11
Student, Bree	221900002	10
Student, Brooke	221900003	09
Student, Carissa	221900004	11

At the bottom of the interface, there are buttons for 'Generate PDF', 'Save Options', and 'Apply Options'. Below the interface, a caption reads 'View posted grades for students.'

All students who have been scheduled into that section can be selected with actively enrolled students selected automatically. Students who have dropped the course display in red text and are not selected automatically.

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1. Select the **Term** and **Section** for which you want to view student grades. Select multiple sections if desired. The Report Options and Student list will include data from all selected sections.
2. In the **Display** section, leave the **Term Dates** and **Section Dates** checkboxes marked to include those dates in the report.
3. Indicate how records in the report should be **Grouped**, by *Course/Section* (applicable when selecting multiple Terms) or by *Student*.
4. Select which **Term(s)** to include in the report.
5. Select **Standards** and/or **Grading Tasks** to include them in the report.
6. Leave the **Student** checkboxes marked to select students to include in the report. Filter the student list by entering a Student Group if desired.
7. Click **Generate PDF** to view the report in PDF format or click the arrow button next to **Generate** to select a different format (DOCX or CSV).

The report sorts students alphabetically by last name and lists each task selected. Any teacher comments are included below the applicable task.

Generated on 02/17/2016 04:06:40 PM Page 1 of 1		Grades Report	Printed by Katie Teacherson
Term	Term Dates		
3	01/01/2016 - 04/01/2016		
580000-1000 AP Calculus		Teacher: Teacherson, Katie	
Section Dates: 07/01/2015 - 06/30/2016			
Student	Task	Term	
11 Student, Andrew M Student #: 123456789	Term Grade	3	A
11 Student, Bree Student #: 141900016	Term Grade <i>Term 3 comments: Showed great improvement</i>	B	
11 Student, Brooke J Student #: 141900017	Term Grade	B+	
11 Student, Jordan E Student #: 141900020	Term Grade	C+	
11 Student, Kyle M Student #: 141900018	Term Grade	B	
11 Student, Luke C Student #: 141900019	Term Grade <i>Term 3 comments: Excellent class participation.</i>	A-	
11 Student, Lydia J Student #: 141900021	Term Grade	D	
Total students reported in 580000-1000 AP Calculus: 7			

An example of the Grades Report.