

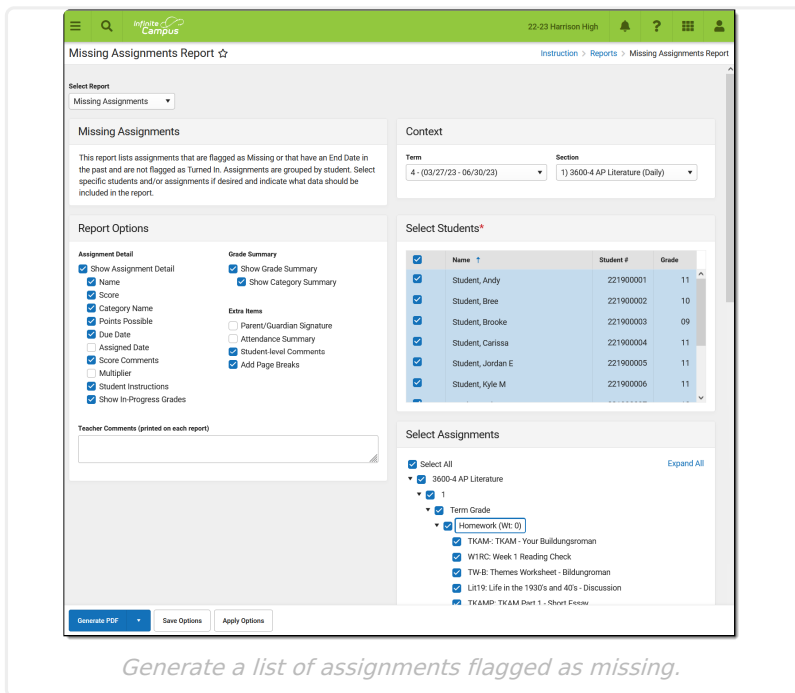
Missing Assignments Report (Instruction)

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Tool Search: Instruction Missing Assignments

The Missing Assignments Report displays missing assignments per student, based on flags entered in the Grade Book.



The Missing Assignment Report can be used to generate an individual report for each student selected in the report editor in a format suitable to be sent home with the students. Assignments must have Start and End Dates that fall within a student's roster dates in the section to be included in the report. The following assignments are reported:

- Assignments flagged as Missing.
- Assignments whose End Date has passed that are not scored or flagged as Turned In.

The [Missing Assignments Report](#) in Grading & Standards > Reports can be used to view flagged assignments by student, course/teacher, grade level, or an Ad hoc filter.

Report Options

The following table describes the options controlling what information appears on the Missing Assignments Report.

Editor Field	On the Report
Show Assignment Detail	<p>Lists each missing assignment with the information selected in Assignment Properties. (See #4 on <i>Image 2</i>)</p> <p>If selected, the following assignment data can also be selected:</p> <ul style="list-style-type: none"> • Name • Score • Category name • Points Possible • Due Date • Assigned Date • Score Comments (Score-specific comments entered by the teacher. See #5 on <i>Image 2</i>) • Multiplier (The weight of the assignment in relation to other assignments in the category.) • Student Instructions (Available for teachers with Campus Learning only) • Show In-Progress Grades
Show Grade Summary	<p>Provides a summary of all of the student's scores for the section. (See #2 on <i>Image 2</i>)</p>
Show Group Summaries	<p>Provides a summary of all scores for the student group for the section.</p>
Extra Items	<p>The following extra items can be added as desired:</p> <ul style="list-style-type: none"> • Parent/Guardian Signature: Provides a line for a parent/guardian to sign the report and return to the teacher. (See #3 on <i>Image 2</i>) • Attendance Summary: Provides a summary of all attendance events for that student for the year. (See #1 on <i>Image 2</i>) • Student-level Comments: Displays the comments entered for the student in the Grade Book in the expanded student section. If teacher comments are entered in the report editor, both student-level comments and teacher comments display under the Teacher Comments header. • Add Page Breaks: Selected by default, this option generates the report with page breaks between each student, suitable for handing out.
Teacher Comments	<p>Displays an additional comment for every student. This comment could be used to explain the nature of the report or indicate that students should return the signed report to the teacher, if the Signature Line option is included.</p>

Student and Assignment Selection

Mark the checkbox next to a student's name to include that student in the report. All active students are marked by default. Inactive students display in red text.

Mark the checkbox next to a Task and Standard, Category, or Assignment to include assignments in

the report. Use the *Select All* option to mass mark or unmark all items. Marking a Task, Standard, or Category automatically marks all assignments, but individual assignments can be marked or unmarked as desired. All items are selected by default. Assignments that are not **included** in grade calculation or in **categories** that are excluded from calculation are marked as **EXCLUDED**.

Note that Category Weights display in the assignments list if they have been entered for your **Categories**. However, Category Weights only display in the report if "Weight Categories" has been marked in the **Grade Calculation Options**.

Generating the Missing Assignments Report

1. Select the **Term** and **Section** for which you want to view missing assignments.
2. Indicate if the **Assignment Detail** should appear in the report and what assignment data should be included.
3. Select whether the **Grade Summary** and/or **Category Summary** should appear in the report.
4. Indicate any **Extra Items** that should be included in the report.
5. Enter any **Teacher Comments** that to include in each student report.
6. Indicate the **Students** for whom to generate the report. Filter the student list by entering a Student Group if desired.
7. Indicate which **Assignments** should be included in the report.
8. Click **Generate PDF** to view the report in PDF format or click the arrow button next to **Generate** to select a different format. A separate page generates for each student.

Course: 0013-1 Core Math I Teacher: Administrator, System		Alice Student Grade: 11 Student #: 123456 Missing Assignment Report		08/22/2011 09:43:07 AM Page 1 out of 1				
Attendance Summary <i>Attendance data current as of time report generated.</i>								
Term	Tardies	Absences						
		Unexcused	Excused	Total				
Q1	0	2	0	2				
Q2	0	0	0	0				
Q3	0	0	0	0				
Q4	0	0	0	0				
Grade Summary <i>For individual assignment scores see the Grade Detail section below.</i>								
Term Q4 - Semester	Category 1	99/300	33%	33%				
Parent Signature <i>Please sign and date</i>								
3	Parent/Guardian Signature _____			Date _____				
Assignment Detail <i>Key: *M = Missing *L = Late *Ch = Cheated</i>								
Term Q4 - Semester	4	5						
Assignment	Category	Due Date	Date Assigned	Multiplier	Pts	Score	Comments	Description
Assignment 1	Category 1	06/09/2011	06/09/2011	1	100	*M	A1 over a week late.	
Assignment 3	Category 1	06/09/2011	06/09/2011	1	100	*M		

An example of the Missing Assignments Report

Previous Version

[Missing Assignments Report \(Instruction\) \[.2231 - .2327\]](#)
