

Grade Book Usage Report

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Tool Search: Grade Book Usage

The Grade Book Usage Report is designed to track how well teachers are maintaining their grade books. This report is for administrator use and lists data for selected teachers during a specified date range.

The screenshot shows the Grade Book Usage Report page. At the top, there is a navigation bar with icons for a menu, search, and user profile, along with the school name "23-24 Harrison High". Below the navigation bar, the title "Grade Book Usage Report" is displayed, along with a "Grade & Standards" link. The main content area contains a descriptive text block and several filter options. The filter options include "Assignment Due Date Range" (with "Start Date" and "End Date" fields), "Percent Scored is less than or equal to" (set to 100%), and a checkbox for "Exclude grade books that have no assignments". There are two selection dropdowns: one for "Teachers" listing names like Aarons, Mitchell, Abeggert, Laney, etc., and one for "Courses" listing course codes like 1001 AP Statistics, 1050 AP Calculus, etc. Both dropdowns have a note "CTRL-click or SHIFT-click to select multiple". At the bottom, there are two buttons: "Generate Report" and "Submit to Batch".

The Grade Book Usage Report is designed to track how well teachers are maintaining their grade books. Report generation time will depend on the date range and number of teachers or courses selected. Unreleased assignments are not included in report results.

NOTE: The total number of scores anticipated on an assignment is the number of active students on the assignment's due date which are not marked as Exempt in the grade book.

Assignment Due Date Range

*Start Date

*End Date

*Percent Scored is less than or equal to %

Use 100 for all assignments due in the range. This will limit your results to only Assignments where the percent of students scored is less than or equal to the percent entered.

Exclude grade books that have no assignments

Teachers

All Teachers

- Aarons, Mitchell
- Abeggert, Laney
- Abra, Dean
- Addy, Joseph Alan
- Administrator, Demo
- Albinak, Gina
- Allen, Theon Warren
- Allsey, Dino
- Anderson, Abigail
- Axtman, Deborah Lyn
- Backes, Pearce

CTRL-click or SHIFT-click to select multiple

OR

Course

Sort By Number Name

All Courses

- 1001 AP Statistics
- 1050 AP Calculus
- 1100 Integrated Math I
- 1175 H Integrated Math I
- 1200 Integrated Math II
- 1275 H Integrated Math II
- 1300 Integrated Math III
- 1375 H Integrated Math III
- 1400 Integrated Math IV
- 1475 H Integrated Math IV
- 1500 Consumer Math A

CTRL-click or SHIFT-click to select multiple

Use the Grade Book Usage report to track how teachers are using their grade books.

See the [Grading & Standards Reports Tool Rights](#) article for the tool right needed to generate this report.

Report Editor Details

The Report Editor contains the following fields:

Report Editor Fields	Definition
Start Date*	Date represents the first date of assignments/tests/etc. to find in the grade book. Dates are entered in <i>mm/dd/yy</i> format, or use the calendar icon to select a date.
End Date*	Represents the last date of assignments/tests/etc. to find in the grade book. Dates are entered in <i>mm/dd/yy</i> format, or use the calendar icon to select a date.
Percent Scored is less than or equal to	The number entered in here is used to find grade books that have the entered percentage of assignments already scored and considered complete (perhaps returned to the student). A value of 50 will find grade books where up to 50% of the grade book assignments have been scored. Use the default value of 100 to find all entered assignments due in the entered date range. This value is rounded to the nearest tenth. The entered value can be up to four characters, with one digit entered after the decimal point, like 90.4.
Exclude grade books that have no assignments	Marking this will cause the results of the report to only return grade books that do have assignments created. This can be selected if a large number of courses are scheduled for students but the use of the grade book by the teacher is not expected (<i>i.e.</i> , home room courses or sports). If this is selected, this option will also remove grade books for courses where teachers should be actively using the Grade Book.
Teachers	A list of teachers in the selected school from the Campus toolbar. All teachers can be chosen or a selection of teachers can be chosen.
Course	If not searching by teachers, use the Course selection to select grade books from courses either by course number or by course name. All courses can be chosen or a selection of courses can be chosen. See image below for course selection options.

*The start and end date fields are also used to find students who were actively enrolled any time during the date range.

Report Logic

Data returned on the Grade Book Usage Report is pulled from the selected teachers' grade books. The following calculations are used:

Value	Calculation
Number Graded	Graded students vs. students expected to have a grade.
Graded Students	Total number of scores entered (not exempt).
Students Expected	List of active students on the due date of the assignment who have not been marked exempt for the assignment.
Percent Graded	Number of students graded vs. total number of students.

Generate the Report

1. Enter a **Start Date** that corresponds to when grade books should start being reviewed for assignment entry.
2. Enter an **End Date** that corresponds to when grade books should stop being reviewed for assignment entry.
3. Enter the **Percent Scored is less than or equal to** value.
4. Determine if grade books that do not have any assignments entered should be excluded from the report. Mark the **Exclude grade books that have no assignments** checkbox for those that should not be included.
5. If generating the report by **Teacher**, select the appropriate teachers from the list.
6. If generating the report by **Course**, select the appropriate courses from the list, either by course name or course number.
7. Click the **Generate Report** button. The report will generate in PDF format, listing the teachers and their course sections with details on scored assignments. Or click the **Submit to Batch** button to schedule when the report will generate.

Sorting of report results does not differ when generating the report by teacher or by course. Information is still sorted alphabetically by teacher for both options. The *Last Updated* date and time reports the last time the grade book was updated for that course.

2010-11 Central High School 1234 South St. Central, MN 54321 Generated on 08/24/2011 12:51:18 PM Page 1 of 52			Grade Book Usage Report Start Date: 09/09/2010 End Date: 06/09/2011 Percent Scored is less than or equal to: 100%								
Teacher	Class	Last Updated	Assignment	Due Date	Pts Poss.	# Graded	% Graded	Missing	Late	Incomplete	Exempt
Teacher, Mary	0000-1 Advisory	03/11/2011 14:27									
	0007-1 Skills Seminar C I	No Update									
	0013-1 Core Math I	03/14/2011 10:20	SG 1 - Semester > test SG	01/14/2011	100	2/4	50%	0	0	0	3
	2706-1 American Government	No Update									
	2706-2 American Government	01/27/2011 15:04	Assignment 1 - GT1	01/15/2011	10	2/2	100%	0	0	0	0
			Assignment 2 - GT2	01/21/2011	20	2/2	100%	0	0	0	0
			Assignment 3 - GT3	01/21/2011	50	2/2	100%	0	0	0	0
	2706-3 American Government	No Update	-								

Image 2: Grade Book Usage Report