

Missing Assignments Report (Grading & Standards)

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Tool Search: Missing Assignments

The Missing Assignments report in Grading & Standards allows you to view assignments that have been flagged in the Grade Book as Missing, Incomplete, Late, or Exempt. Generate the report for different populations, including specific students, a Course Section, an existing Ad hoc Filter, or a Grade Level. Assignments are included in the report if they have an End Date that falls within a student's roster dates in the section.

The screenshot shows the 'Missing Assignments Report' configuration page. At the top, there is a navigation bar with the Infinite Campus logo, the school name '23-24 Harrison High', and various utility icons. Below the navigation bar, the page title is 'Missing Assignment Report' with a star icon, and a breadcrumb trail: 'Grading & Standards > Reports > Missing Assignment Report'. A blue header bar contains the text 'Missing Assignments Report'. Below this, a white box contains the following text: 'This report will find assignments flagged as incomplete, late, missing, and/or exempt during a specified term or date range. The report can be organized by Student, Course and Teacher, Ad Hoc Filter, or Grade Level.' The main configuration area includes a 'Student' dropdown menu, a 'Student Name' search field with the placeholder 'Search for a person', and a section for 'Include assignments due from:' with radio buttons for 'Date Range' (selected) and 'Term'. Below this is a section for 'Include assignments:' with checkboxes for 'Missing' (checked), 'Late', 'Incomplete', and 'Exempt'. There are also checkboxes for 'Include score comments', 'Include unreleased assignments', 'Add page breaks', and 'Exclude dropped/inactive students'. A 'Generate Report' button is located at the bottom of the configuration area.

Missing Assignments Report

Report Editor

Report Editor
Fields

Report Editor Fields	
Population	<p>Choose whether you want to generate the report for Student(s), Section(s), an Ad hoc Filter, or a Grade Level. Additional options display based on the population selected:</p> <ul style="list-style-type: none"> • Students: Search for a student by name to add them to the multi-select list. • Course and Teacher: Click the search bar to view a list of all Courses in the selected Calendar, with individual sections lists below by teacher's name. Filter the course list by entering the name of a course or a teacher's last name. Click on a teacher's last name to add that section to the report population. • Ad hoc Filter: Select an Ad hoc Filter from the list of those available to you, which includes filters you created and ones assigned to your User Group, if applicable. • Grade Level: Select a Grade Level from the Calendar.
Include Assignment Due From	Assignments are included by due date, either by entering a specific Date Range or selecting an entire Term.
Include Assignments	<p>Teachers flag assignments in the Grade Book. Select which of the flag(s) to include in the report:</p> <ul style="list-style-type: none"> • Missing: Score calculates based on Missing Assignment Preference. • Late: No effect of scores. • Incomplete: No effect on scores. • Exempt: Score not included in calculation.
Include Score Comments	Teachers have the option of entering comments for a score. Mark this checkbox to include them.
Add Page Breaks	Generate this report with page breaks to distribute to individual students, or without page breaks if the report is for staff use rather than distribution.
Exclude Dropped/Inactive Students	If the checkbox is marked, the report will not include students who have dropped the section.

Generating the Missing Assignments Report

1. Indicate if you would like to include **Students** in the report by *Student Name, Course and Teacher, Ad hoc Filter, or Grade Level*. Enter search criteria and/or select the desired student(s), section(s), filter, or grade level.
2. Indicate if assignments should be included whose Due Dates fall within the entered **Date Range** or the selected **Term**.

3. Indicate which **Flags** should cause assignments to be included, *Missing, Late, Incomplete, or Exempt*.
4. Indicate if **Score Comments** should be included.
5. Mark the **Add Page Breaks** option if you intend to distribute this report to students.
6. Indicate if the report should **Exclude Dropped/Inactive Students**.
7. Click **Generate Report** to view the report in PDF format in another window.

Generated on 08/13/2014 03:08:29 PM Page 1 of 1		Assignment Report		Printed by Katie Smith	
Missing / Late / Incomplete / Exempt assignments Due between 11/01/2013 and 12/31/2013.					
580511-1000 AP Calculus (A) Katie Smith					Count: 40
Student	Assignment	Points Possible	Due Date	Flag(s)	
Student, Andrew T	Trigonometric Functions Worksheet	50	11/26/2013	Missing	
Student, Andrew T	Trigonometric Functions Worksheet	100	11/26/2013	Missing	
Student, Andrew T	Blue Team Assignment	50	12/19/2013	Exempt	
Student, Andrew T	Green Team Assignment	50	12/19/2013	Incomplete	
Student, Bree W	Trigonometric Functions Worksheet	50	11/26/2013	Late	
Student, Bree W	Trigonometric Functions Worksheet	-	11/26/2013	Exempt	
Student, Bree W	Trigonometric Functions Worksheet	100	11/26/2013	Late	
Student, Bree W	Blue Team Assignment	50	12/19/2013	Exempt	
Student, Bree W	Green Team Assignment	50	12/19/2013	Late	
Student, Brooke J	Trigonometric Functions Worksheet	-	11/26/2013	Missing	
Student, Brooke J	Trigonometric Functions Worksheet	50	11/26/2013	Missing	

Example of a Missing Assignments Report for Students in Section 1000 of AP Calculus