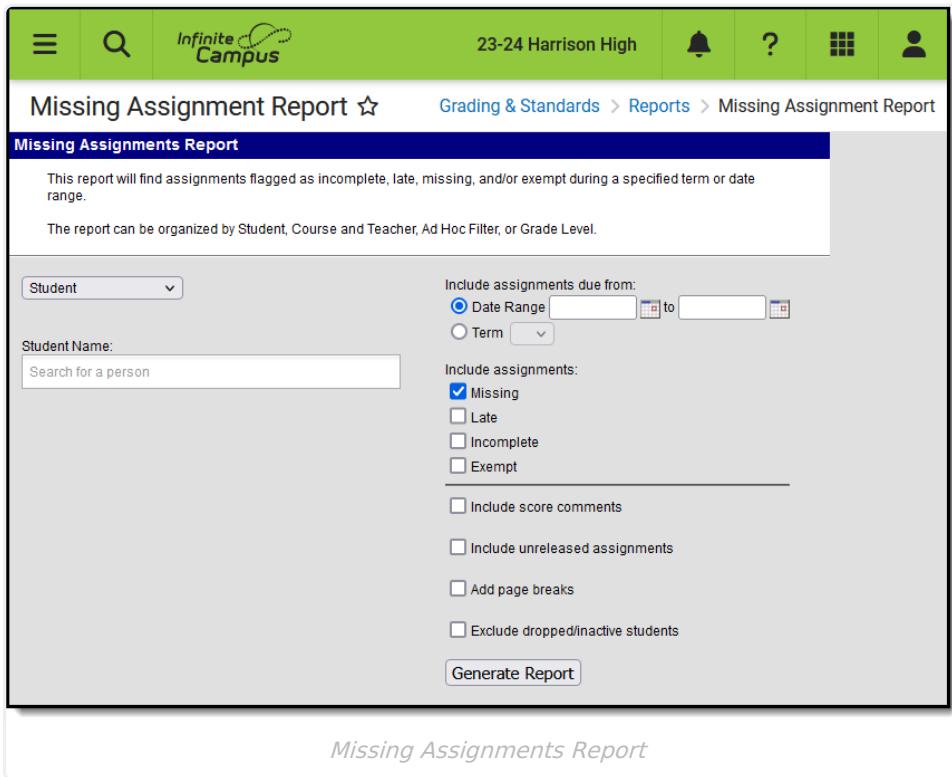


# Missing Assignments Report (Grading & Standards)

Last Modified on 01/16/2026 3:14 pm CST

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 Assignment Report' tool within the Infinite Campus system. The top navigation bar includes the Infinite Campus logo, a search icon, the school name '23-24 Harrison High', a bell icon, a question mark icon, a grid icon, and a user profile icon. The main title 'Missing Assignment Report' is displayed with a star icon. Below the title, the path 'Grading & Standards > Reports > Missing Assignment Report' is shown. A blue header bar labeled 'Missing Assignments Report' is visible. The main content area contains the following sections:

- Search:** A dropdown menu set to 'Student' and a search bar labeled 'Student Name:' with the placeholder 'Search for a person'.
- Filter Options:** 'Include assignments due from:' with 'Date Range' selected and date pickers for 'from' and 'to'. There is also a 'Term' dropdown.
- Assignment Types:** 'Include assignments:' with checkboxes for 'Missing' (checked), 'Late', 'Incomplete', and 'Exempt'.
- Report Options:** Checkboxes for 'Include score comments', 'Include unreleased assignments', 'Add page breaks', and 'Exclude dropped/inactive students'.
- Report Generation:** A 'Generate Report' button.

Below the tool interface, the text 'Missing Assignments Report' is displayed.

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

## Report Editor

Report Editor  
Fields

Report Editor Fields	
<b>Population</b>	<p>Choose whether you want to generate the report for Student(s), Section(s), an <a href="#">Ad hoc Filter</a>, or a Grade Level. Additional options display based on the population selected:</p> <ul style="list-style-type: none"> <li>• <b>Students:</b> Search for a student by name to add them to the multi-select list.</li> <li>• <b>Course and Teacher:</b> 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.</li> <li>• <b>Ad hoc Filter:</b> 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.</li> <li>• <b>Grade Level:</b> Select a Grade Level from the Calendar.</li> </ul>
<b>Include Assignment Due From</b>	Assignments are included by due date, either by entering a specific Date Range or selecting an entire Term.
<b>Include Assignments</b>	Teachers flag assignments in the Grade Book. Select which of the flag(s) to include in the report: <ul style="list-style-type: none"> <li>• <b>Missing:</b> Score calculates based on <a href="#">Missing Assignment Preference</a>.</li> <li>• <b>Late:</b> No effect of scores.</li> <li>• <b>Incomplete:</b> No effect on scores.</li> <li>• <b>Exempt:</b> Score not included in calculation.</li> </ul>
<b>Include Score Comments</b>	Teachers have the option of entering comments for a score. Mark this checkbox to include them.
<b>Add Page Breaks</b>	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.
<b>Exclude Dropped/Inactive Students</b>	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 GradeLevel*. 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.								
<b>580511-1000 AP Calculus (A) Katie Smith</b>		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*