Section Summary Report

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Tool Search: Section Summary Report

The **Section Summary Report** displays student scores and any score flags for the selected assignments. This report generates in two parts. A separate page reports for each Task and Standard, which also includes a list of assignments. The final page(s) of the report includes a list of all Tasks and Standards selected and each student's posted Percent and Final Grade (based on the Grading Task Grid options selected).
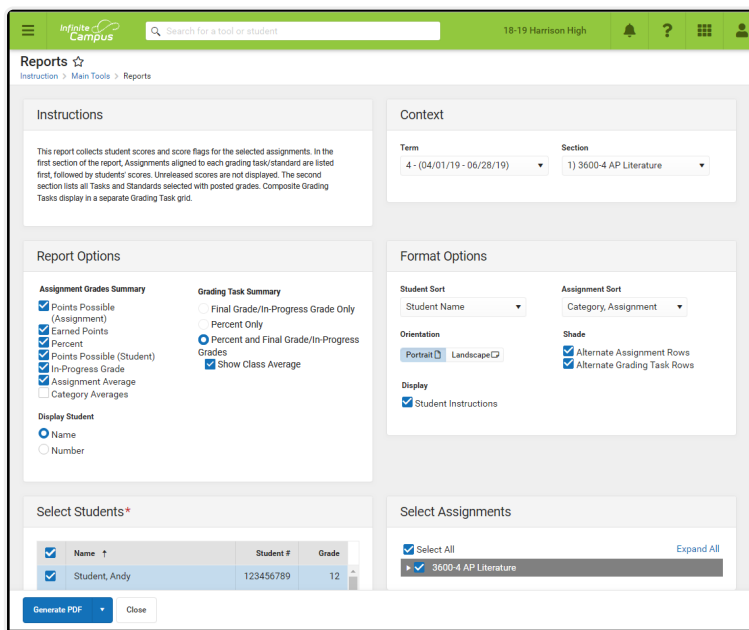
Section Summary Report Editor Options

Information included on the Section Summary reports from your Grade Book.

Each Task or Standard aligned to the section selected in the Campus toolbar reports on its own page. Consider what options to select and how many assignments to include in the report, as these decisions affect the layout and appearance of the report.

Generate the Report

1. In *Context*, select the **Term** and **Section** for which you want to view assignments. Select multiple sections if desired. The Report Options and Student list will include data from all selected sections.
2. Next, in *Report Options*, select which data should be included in the report.
   - The **Assignment Grades Summary** options include what score and grade data should be included for the assignments and tasks selected. Each options is described in the table below.
   - In **Display Student**, indicate if the report should identify students by **Name** or **Number**.
   - In **Grading Task Summary**, indicate if grades should be reported with the **Final Grade**,

Percent, or **Both** and indicate if the **Class Average** should be included.

3. In *Format Options,* indicate how the report should be laid out.
   - **Student Sort** order
   - **Assignment Sort** order
   - **Orientation**
   - **Shading**
   - Indicate if **Student Instructions** should be included (if using Campus Learning).

4. Finally, review the selected **Students** and **Assignments** and modify as desired. Students can be filtered by Student Group. should be included in the report. Assignments display in a hierarchy under their aligned Task/Standard and Category. More information about these options is provided below.

5. Click **Generate PDF** to view the report in PDF format or click the arrow button next to **Generate** to select a different format.

The report generates with a page for each Task and Standard selected. First, categories and assignments in that task or standard are listed. Then, the student grid lists all selected students and their scores earned.

The final page(s) of the report includes a list of all Tasks and Standards selected and each student's Percent and Final Grade where grades have been posted. Grades are posted using the Grade Book or Grading By Task or Student .

Tell Me More

Learn more about specific options in the report below.

Report Options

Assignment Grades Summary

- **Points Possible (Assignment)**: Displays the Points Possible as a row above the student list, which includes the total points possible for each assignment.
- **Earned Points**: Displays total points earned for each student following the assignment scores.
- **Percent**: Displays the total Percent earned by each student.
- **Points Possible (Student)**: Displays the total points possible for each student following the assignment scores.
- **In-Progress Grade**: Displays the In-Progress grade earned by each student.
- **Assignment Average** : Displays an additional row at the bottom of the student grid listing the average points earned for each assignment.
- **Category Averages**: Displays the average points and percentage for selected categories for the section.
- **Remove Inactive Students**: Excludes inactive students from being included in the report.

Display Student

- **Name** or **Number**: Display student name or student number. Identifying students by number increases the anonymity of the report.

Grading Task Summary

- These options allow the user to select which grade totals to display, both for the individual Task/Standard report pages and the final posted grade summary.
- **Final Grade/In-Progress Grade Only:** Displays the final posted or in-progress grade only.
- **Percent Only:** Displays the percentage earned.
- **Percent and Final Grade/In-Progress Grades**: Displays both the percentage earned and the final posted or in-progress grade.
- **Show Class Average**: Displays the Class Average as a percentage following the student list. This option cannot be selected if only the **Final Grade** is shown.

Format Options

Student Sort

Sorts by the option selected, regardless of whether student names or numbers are displayed. Options are:

- Student Name (alphabetical by last name, first name)
- Student Number (numerical by student number)
- Student Person ID (numerical by Campus identification number)
- Random

Assignment Sort

Sorts assignment listed for each Task/Standard by the option selected. Options are:

- Category, Assignment (by Due Date)
- Assignment Seq(uence)
- Assignment End/Due Date

Orientation: Orient the report in Portrait or Landscape format. Portrait mode can be helpful for sections with many students, whereas Landscape mode is useful in sections with many assignments.

Shade: Shades alternate rows in the Assignment grid and/or the Grading Task grid for easier reading.

Student Instruction: Includes the **Summary** entered on the assignment. This information can only be added if the teacher has Campus Learning.

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. Use the *Toggle Students* option to mass mark or unmark all students. Inactive students display in red text.

Mark the checkbox next to a Task and Standard, Category, or Assignment to include students' scores for that item 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 within it, 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.

Report Example

Course: 580511-1000 AP Calculus (A)
Teacher: Katie Smith

Section Summary Report
Key: *M = Missing *L = Late *N = Incomplete
*Ch = Cheated *Dr = Dropped *X = Exempt

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Term 2 Semester Grade Assignments

	Category	Abbrev	Name	Description	Due Date	Assigned Date	Multiplier	Pts Poss
1	Homework	TRW	Trigonometric Functions Worksheet	After our introduction to Trigonometry, please do you best on this worksheet. We'll discuss more in class on Friday. 	11/26/2013	11/26/2013	1.000	50
2	Homework	BTA	Blue Team Assignment		12/19/2013	12/19/2013	1.000	50
3	Homework	GTA	Green Team Assignment		12/19/2013	12/19/2013	1.000	50
4	Quizes	Q1	Quiz 1		12/18/2013	12/17/2013	1.000	100
5	Tests	T1	Test 1		12/19/2013	12/18/2013	1.000	100

Term 2 Semester Grade Scores

Student	1 TRW	2 BTA	3 GTA	4 Q1	5 T1	Earned	Possible	Percent	In-Progress Grade
Points Possible	**50**	**50**	**50**	**100**	**100**				
11 Student, Andrew T	45	*X	45	89	100	45	50	90.00	A
10 Student, Bree W	48	*X	49	98	89	48	50	96.00	A
09 Student, Brooke J	43	43	*X	87	97	43	50	86.00	B
12 Student, Devin L	34	41	*X	89	96	34	50	68.00	D
12 Student, Jordan E	20	39	*X	96	92	20	50	40.00	F
12 Student, Kyle M	50	49	*X	87	M*M	50	50	100.00	A
09 Student, Luke C	47	*X	35	68	49	47	50	94.00	A
12 Student, Lydia J	46	*X	50	79	69	46	50	92.00	A
Assignment Averages	**41.6**	**43**	**44.8**	**86.6**	**74**			**83.25**	

Section Summary Report Example