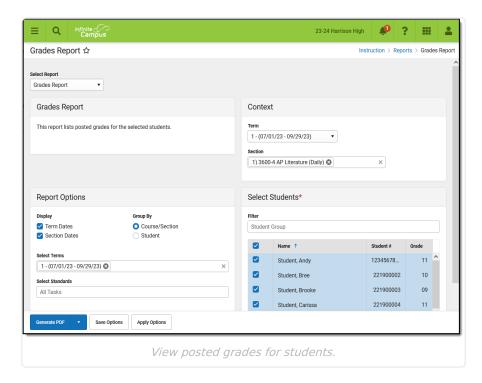# Grades Report (Instruction)

Last Modified on 10/21/2024 8:22 am CDT

[Generating the Grades Report](#)

Tool Search: Grades Report

The Grades Report provides a view of selected students in a section and their posted grades on selected tasks and standards. This report collects posted grades only, not In-Progress grades.

View posted grades for students.

All students who have been scheduled into that section can be selected with actively enrolled students selected automatically. Students who have dropped the course display in red text and are not selected automatically.

Generating the Grades Report

1. Select the **Term** and **Section** for which you want to view student grades. Select multiple sections if desired. The Report Options and Student list will include data from all selected sections.
2. In the **Display** section, leave the **Term Dates** and **Section Dates** checkboxes marked to include those dates in the report.
3. Indicate how records in the report should be **Grouped**, by *Course/Section* (applicable when selecting multiple Terms) or by *Student*.
4. Select which **Term(s)** to include in the report.
5. Select **Standards** and/or **Grading Tasks** to include them in the report.
6. Leave the **Student** checkboxes marked to select students to include in the report. Filter the student list by entering a Student Group if desired.
7. Click **Generate PDF** to view the report in PDF format or click the arrow button next to **Generate** to select a different format (DOCX or CSV).

The report sorts students alphabetically by last name and lists each task selected. Any teacher comments are included below the applicable task.

Grades Report

Printed by Katie Teacherson

Term	Term Dates
3	01/01/2016 - 04/01/2016

580000-1000 AP Calculus

Teacher: Teacherson, Katie

Section Dates: 07/01/2015 - 06/30/2016

Student	Task	Term 3
11 Student, Andrew M Student #: 123456789	Term Grade	A
11 Student, Bree Student #: 141900016	Term Grade *Term 3 comments: Showed great improvements*	B
11 Student, Brooke J Student #: 141900017	Term Grade	B+
11 Student, Jordan E Student #: 141900020	Term Grade	C+
11 Student, Kyle M Student #: 141900018	Term Grade	B
11 Student, Luke C Student #: 141900019	Term Grade *Term 3 comments: Excellent class participation.*	A-
11 Student, Lydia J Student #: 141900021	Term Grade	D

Total students reported in 580000-1000 AP Calculus: 7

An example of the Grades Report.