

# Missing Assignments Report (Instruction) [.2231 - .2327]

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You are viewing a previous version of this article. See [Missing Assignments Report \(Instruction\)](#) for the most current information.

**PATH:** *Campus Instruction > Reports > Missing Assignments*

The Missing Assignments Report displays missing assignments per student, based on flags entered in the Grade Book.

**Instructions**

This report lists missing assignments per student. Choose the assignments you'd like to appear in the report. Students will appear as missing if the Missing flag is selected or if the due date has passed.

**Context**

Term: 1 - (07/02/18 - 10/05/18) | Section: 1) 3600-4 AP Literature

**Report Options**

**Assignment Detail**

- Show Assignment Detail
- Name
- Score
- Category Name
- Points Possible
- Due Date
- Assigned Date
- Score Comments
- Multiplier
- Student Instructions
- Show In-Progress Grades

Teacher Comments (printed on each report)

**Grade Summary**

- Show Grade Summary
- Show Category Summary

**Extra Items**

- Parent/Guardian Signature
- Attendance Summary
- Student-level Comments

**Select Students**

| <input checked="" type="checkbox"/> | Name ↑          | Student # | Grade |
|-------------------------------------|-----------------|-----------|-------|
| <input checked="" type="checkbox"/> | Student, Andy   | 123456789 | 12    |
| <input checked="" type="checkbox"/> | Student, Jordan | 234567891 | 11    |
| <input checked="" type="checkbox"/> | Student, Kyle   | 345678912 | 12    |
| <input checked="" type="checkbox"/> | Student, Luke   | 456789123 | 11    |
| <input checked="" type="checkbox"/> | Student, Lydia  | 567891234 | 12    |

**Select Assignments**

Select All [Collapse All](#)

- 3600-4 AP Literature
  - 1
    - RL.9-10.1: Cite thorough textual examples (explicit and inferred) to support
    - Homework (Wt: 1)
      - MCE: TKAM Character Essay
    - RL.9-10.3: Analyze how complex characters develop, interact, and advance
    - Homework (Wt: 1)

[Generate PDF](#)

*Generate a list of assignments flagged as missing.*

The Missing Assignment Report generates an individual report for each student selected in the report editor in a format suitable to be sent home with the students. Assignments are included in the report if they have an End Date that falls within a student's roster dates in the section.

The [Missing Assignments Report](#) in Grading & Standards > Reports can be used to view flagged assignments by student, course/teacher, grade level, or an Ad hoc filter.

## Report Options

The following table describes the options controlling what information appears on the Missing Assignments Report.

| Editor Field                  | On the Report  |
|-------------------------------|--|
| <b>Show Assignment Detail</b> | <p>Lists each missing assignment with the information selected in Assignment Properties. (See #4 on <i>Image 2</i>)</p> <p>If selected, the following assignment data can also be selected:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Score</li> <li>• Category name</li> <li>• Points Possible</li> <li>• Due Date</li> <li>• Assigned Date</li> <li>• Score Comments (Score-specific comments entered by the teacher. See #5 on <i>Image 2</i>)</li> <li>• Multiplier (The weight of the assignment in relation to other assignments in the category.)</li> <li>• Student Instructions (Available for teachers with Campus Learning only)</li> <li>• Show In-Progress Grades</li> </ul> |
| <b>Show Grade Summary</b>     | <p>Provides a summary of all of the student's scores for the section. (See #2 on <i>Image 2</i>)</p>   |
| <b>Show Group Summaries</b>   | <p>Provides a summary of all scores for the student group for the section.</p>   |
| <b>Extra Items</b>            | <p>The following extra items can be added as desired:</p> <ul style="list-style-type: none"> <li>• <b>Parent/Guardian Signature:</b> Provides a line for a parent/guardian to sign the report and return to the teacher. (See #3 on <i>Image 2</i>)</li> <li>• <b>Attendance Summary:</b> Provides a summary of all attendance events for that student for the year. (See #1 on <i>Image 2</i>)</li> <li>• <b>Student-level Comments:</b> Displays the comments entered for the student in the Grade Book in the expanded student section. If teacher comments are entered in the report editor, both student-level comments and teacher comments display under the Teacher Comments header.</li> </ul>      |
| <b>Teacher Comments</b>       | <p>Displays an additional comment for every student. This comment could be used to explain the nature of the report or indicate that students should return the signed report to the teacher, if the Signature Line option is included.</p>  |

## 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. Inactive students display in red text.

Mark the checkbox next to a Task and Standard, Category, or Assignment to include assignments 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, but individual assignments can be marked or

unmarked as desired. All items are selected by default.

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](#).

# Generating the Missing Assignments Report

1. Select the **Term** and **Section** for which you want to view missing assignments.
2. Indicate if the **Assignment Detail** should appear in the report and what assignment data should be included.
3. Select whether the **Grade Summary** and/or **Category Summary** should appear in the report.
4. Indicate any **Extra Items** that should be included in the report.
5. Enter any **Teacher Comments** that to include in each student report.
6. Indicate the **Students** for whom to generate the report. Filter the student list by entering a Student Group if desired.
7. Indicate which **Assignments** should be included in the report.
8. Click **Generate PDF** to view the report in PDF format or click the arrow button next to **Generate** to select a different format. A separate page generates for each student.

Course: 0013-1 Core Math I  
Teacher: Administrator, System

**Alice Student**  
Grade: 11 Student #: 123456  
Missing Assignment Report

08/22/2011 09:43:07 AM  
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**Attendance Summary**  
*Attendance data current as of time report generated.*

| Term | Tardies | Absences  |         |       |
|------|---------|-----------|---------|-------|
|      |         | Unexcused | Excused | Total |
| Q1   | 0       | 2         | 0       | 2     |
| Q2   | 0       | 0         | 0       | 0     |
| Q3   | 0       | 0         | 0       | 0     |
| Q4   | 0       | 0         | 0       | 0     |

1

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**Grade Summary**  
*For individual assignment scores see the Grade Detail section below.*

|                    |        |  |     |
|--------------------|--------|--|-----|
| Term Q4 - Semester |        |  | 33% |
| Category 1         | 99/300 |  | 33% |

2

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**Parent Signature**  
*Please sign and date*

3 Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Assignment Detail**  
*Key: \*M = Missing \*L = Late \*Ch = Cheated*

4
5

| Assignment   | Category   | Due Date   | Date Assigned | Multiplier | Pts | Score | Comments             | Description |
|--------------|------------|------------|---------------|------------|-----|-------|----------------------|-------------|
| Assignment 1 | Category 1 | 06/09/2011 | 06/09/2011    | 1          | 100 | *M    | A1 over a week late. |             |
| Assignment 3 | Category 1 | 06/09/2011 | 06/09/2011    | 1          | 100 | *M    |                      |             |

*An example of the Missing Assignments Report*