

Grade Book Reports

To schedule individual training for your district, contact SISTraining@tylertech.com.

Path: **Grade Book** → **Actions** → **Reports**

Overview

Your grade book has several report options:

- Statistical Analysis Report
- Progress Report
- By Class Grid
- Export to File
- Show Formula Calculation
- List Student Grade Book IDs
- Assignment Listing

Statistical Analysis Report

Use this report to see a grade distribution for individual assignments or to compare across classes.

1. Check the boxes in the **Select** column for the sections to include in the report. You may filter the sections displayed by typing the filter criteria in the text boxes located above each column and clicking **Update Display**.

Select	Title	Section	Per	Term	#Students	Teacher	Room
<input type="checkbox"/>	ALGEBRA II	H2240-01	6	Semester-2	22	Mathman J	104
<input type="checkbox"/>	APPLIED MATH I	H2110-02	4	Semester-1	8	Mathman J	104
<input checked="" type="checkbox"/>	ALGEBRA I	H2200-04	3	Semester-1	18	Mathman J	104
<input type="checkbox"/>	GEOMETRY	H2230-03	7	Semester-1	15	Mathman J	104
<input type="checkbox"/>	APPLIED MATH I	H2110-02	4	Semester-2	8	Mathman J	104
<input type="checkbox"/>	ALGEBRA I	H2200-01	2	Semester-2	13	Mathman J	104
<input type="checkbox"/>	GEOMETRY	H2230-03	7	Semester-2	19	Mathman J	104
<input type="checkbox"/>	ALGEBRA I	H2200-04	3	Semester-2	19	Mathman J	104
<input type="checkbox"/>	ALGEBRA II	H2240-01	6	Semester-1	16	Mathman J	104
<input checked="" type="checkbox"/>	ALGEBRA I	H2200-01	2	Semester-1	12	Mathman J	104
<input type="checkbox"/>	MATH PLANNING PERIOD	H2000-02	1	Semester-1	0	Mathman J	
<input type="checkbox"/>	MATH PLANNING PERIOD	H2000-02	1	Semester-2	0	Mathman J	

NOTE: In order to select the All Classes option, the teacher must be given the permission under Grade Reporting → Can View Gradebook and Homework for all teachers.

2. Click **Continue**. The **Grade Book Statistical Analysis Report** screen displays.
3. Verify the **Date Printed on Report** and **Report Title** and change if necessary.

Date Printed on Report:	9/15/2009
Report Title:	Gradebook Statistical Analysis

4. In the **Select Assignments by** row, select the appropriate option.

Select Assignment By:	<input type="radio"/> Total Points:	CLS Classwork	<input checked="" type="radio"/> Specific Assignment	TST-1 Test
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- a. To compare total points earned in a particular category, select *Total Points* and select an Assignment Type from the drop-down list.
- b. To compare scores earned on a particular assignment, select *Specific Assignment* and select an assignment from the drop-down list.

Note: If the selected assignment or Assignment Type does not exist in all selected sections, that section is ignored in the report.

5. In the **Select Students** row, select the appropriate option.

Select Students:	<input type="radio"/> Any students with Non- Exempt Scores	<input checked="" type="radio"/> Still Active Students in this Roster and Non Exempt Scores
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- a. To view scores for all active and dropped students, select *Any students with Non-Exempt Scores*.
 - b. To view scores for only active students, select *Still Active Students in this Roster and Non-Exempt Scores*.
6. To filter the scores included in the report, check the **Select Only Certain Range of Scores** and select the value to be used from the **Use** drop-down list. Then enter the desired range in the **From** and **To** fields.

<input type="checkbox"/> Select Only Certain Range of Scores:	Use	Original Score	▼	From:	<input type="text"/>	To:	<input type="text"/>
<input type="checkbox"/> Show in AYP Groups:	Lunch (F/R Or: Others), IEP(Yes or Other), Race(B,H, Other)						

7. To include Annual Yearly Progress subtotals, check the **Show in AYP Groups** box.
8. Select the desired **Report Style**. A *Bar Graph* and *Pie Chart* display the number of students earning each score.

Report Style:	<input checked="" type="radio"/> Listing	<input type="radio"/> Bar Graph	<input type="radio"/> Pie Chart
For Listing:	Show <input checked="" type="radio"/> Name <input type="radio"/> Student ID <input type="radio"/> State ID <input type="radio"/> Gradebook ID		
For Bar Graph/ Pie Chart:	Which Value is to be reported: <input type="radio"/> Original Score <input type="radio"/> Effective Score <input checked="" type="radio"/> Percent <input type="radio"/> Letter-Grades		
Group Scores by Every	<input type="text" value="10"/>	Values (does not apply when graphing Letter-Grades)	
Labels:	<input checked="" type="radio"/> Student Counts <input type="radio"/> % of Students		
Bar Graph	<input type="checkbox"/> Display Vertical Value above each bar		
For Horizontal Values, Start With	<input checked="" type="radio"/> Zero <input type="radio"/> Minimum Value		

- a. Select *Listing* to display scores for each student in the selected sections. Then select whether to **Show** students' names or one of the available identification numbers.

Students' Original Score, Effective Score, Percent, and Letter Grade are displayed as well as the Maximum score, Minimum score, Range, Median score, Average score, and Standard Deviation.

09/15/09

EDWARDS HIGH SCHOOL

ZZHS-0607

14:42

Gradebook Statistical Analysis

Page 1

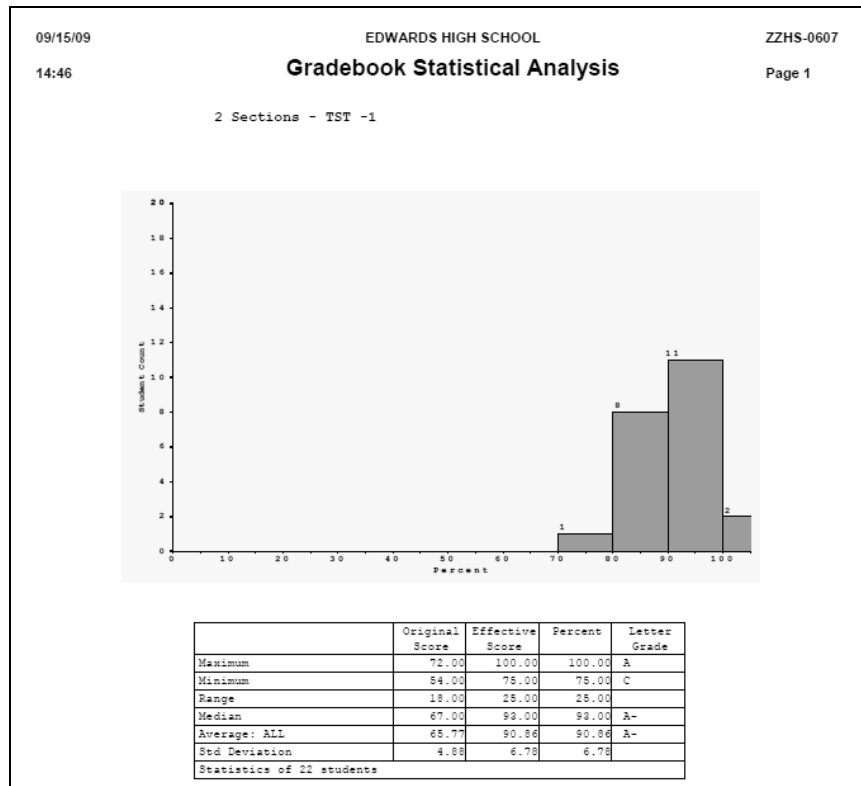
2 Sections - TST -1

	Original Score	Effective Score	Percent	Letter grade
Copper, Amelia O	68.00	94.00	94.00	A-
Crews, Kelly L	72.00	100.00	100.00	A
Duchovny, James J	64.00	88.00	88.00	E+
Hepp, Maurice V	70.00	97.00	97.00	A
Jolie, Quentin S	60.00	83.00	83.00	B
Klein, Christopher M	67.00	93.00	93.00	A-
Leigh, Karen	69.00	95.00	95.00	A-
Lloyd, Molly A	64.00	88.00	88.00	E+
Lumbett, Marcello L	71.00	98.00	98.00	A
Martin, Ricardo M	69.00	95.00	95.00	A-
Nance, Tyler Blake	69.00	95.00	95.00	A-
Fanettiere, Maria	67.00	93.00	93.00	A-
Pingel, Faye	54.00	75.00	75.00	C
Redford, Susan W	60.00	83.00	83.00	B
Scissorsy, Ally L	61.00	84.00	84.00	B
Silverstone, Sherman R	66.00	91.00	91.00	A-
Smith, Ronald G	63.00	87.00	87.00	E+
Temple, Shelby B	58.00	80.00	80.00	E-
Theron, Charlise K	72.00	100.00	100.00	A
Thurman, Andrew	71.00	98.00	98.00	A
Warren, Hayley L	68.00	94.00	94.00	A-
Warren, Jude S	64.00	88.00	88.00	E+

	Original Score	Effective Score	Percent	Letter Grade
Maximum	72.00	100.00	100.00	A
Minimum	54.00	75.00	75.00	C
Range	18.00	25.00	25.00	
Median	67.00	93.00	93.00	A-
Average: ALL	65.77	90.86	90.86	A-
Std Deviation	4.88	6.78	6.78	
Statistics of 22 students				

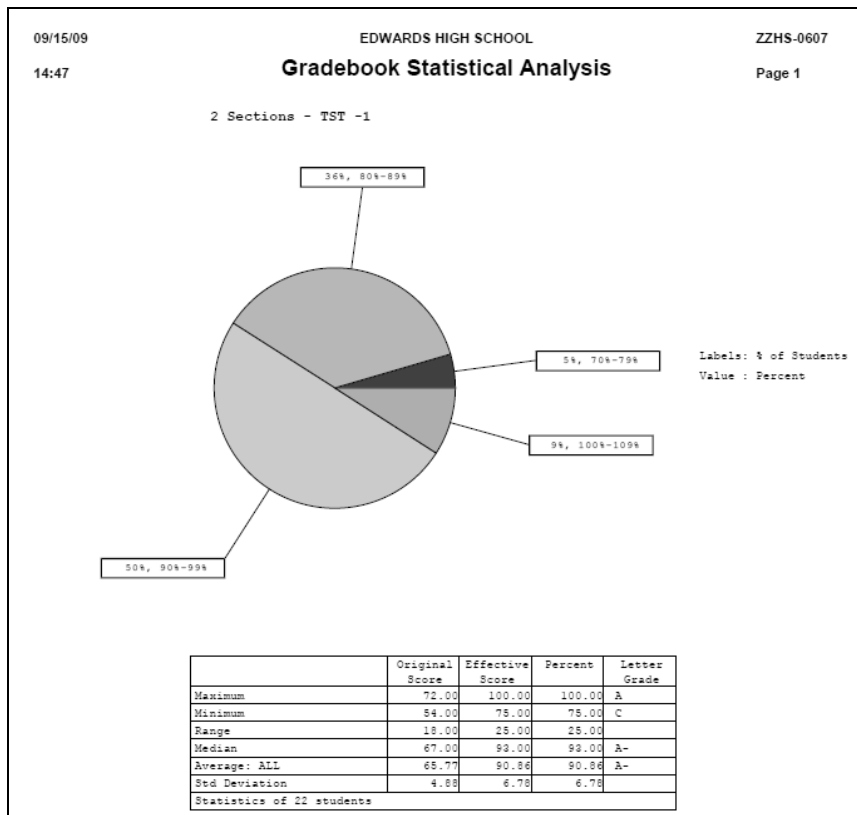
- b. Select *Bar Graph* to display the number of students earning each score.
- Select the **Value to be reported**.
 - If reporting on Original Score, Effective Score, or Percent, you may **Group Scores** in order to condense the amount of information reported.
 - In the **Labels** row, select *Student Counts* to report the number of students earning each score or select *% of Students* to report the percent of students earning each score.
 - Check the box to **Display Vertical Value above each bar** to include the number of students earning each score above each bar.
 - Select whether the X-axis should begin with *Zero* or the *Minimum Value* earned.

The Maximum score, Minimum score, Range, Median score, Average score, and Standard Deviation display below the bar graph.



- c. Select *Pie Chart* to display the fraction of students earning each score. See bullets above for the options for **Value to be reported**, **Group Scores**, and **Labels**.

The Maximum score, Minimum score, Range, Median score, Average score, and Standard Deviation display below the pie chart.

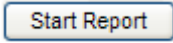


Progress Report

This is an on-demand grade print-out. It will display all earned and possible points for each of the selected students and assignment types included in System Grade columns will be printed, one student per page. Use this report to share weekly or on-demand progress.

1. Verify the **Date Printed on Report** and **Report Title** and change if necessary.
2. Select the students to be included in the report under **Student Selection**.
 - a. Select **All Students Currently Displayed in Grade Book** to include all students in the current view. The view is changed in the **Select View** tab.
 - b. To use the option to **Select Specific Students from List**, the student selection screen will display upon clicking **Start Report**.
 - c. Check the **Percentage** box to report only students with an identified grade. Select an equivalency from the drop-down list and type in a percentage, and then select the assignment column to be referenced. The example below will only include students in the By Class Grid who currently have less than 75% for Semester 2.

- d. Check the **Marks** box to report only students with an identified Special Mark. Type in the minimum number and select the Special Mark to be used from the drop-down list.

3. Select the assignments to be included in the report under **Assignment Selection**.
 - a. Select the Term and/or Semester to include in the report.
 - b. Check the boxes for the Assignment Types or Individual Assignments to include in the report. Select nothing to include all assignments.
4. Select the options to be included in the report under **Progress Report Options**.
 - a. Check **Letters-With Address (Print or Email)** to print this report as a letter with addressing. The **Letter Print Options** screen displays upon clicking **Start Report**. **Email Options** will display at bottom of second page.
 - b. Check **Print Grid Lines around Information** if desired for readability.
 - c. Check **Only Totals and Term Cols** to include totals for each assignment type and System Grade columns. Uncheck this to include each assignment as well.
 - d. Check **Print Assignment Notes** to include the note for each assignment.
 - e. Check **Print %/Grades for Individual Assignments** to include the percent earned on each assignment. If unchecked, only the points earned and points possible are displayed for each assignment.
 - f. Check **Show Student Notes** to include notes regarding student scores.
 - g. Check **Parent Signature Line** to include a sign and return portion.
 - h. To include a **Footer Message**, check the box and type the message to be printed. Use this to explain the coded Special Marks or your contact information.
 - i. Check **Group by Assignment Type** to include category totals.
 - j. Check **Show Assignment Date** to include the due date for each assignment.
 - k. Check **Show Assignment Number** to include the sequence number for each assignment.
5. Check the **Average/Mean** box under **Class Stats** to include the class average for each assignment column.
6. Click . The **Display Reports** screen displays.

Letter Print Options

1. Check **Using School Letterhead** if you will be printing the reports on school letterhead. If not, SIS will print letterhead information for you.
2. Select whether to include the district or site logo.
3. Check **Student Name Reverse** to print student names in 'First Last' format.
4. Check **Print Teacher Name** to include the teacher's name on the report.
5. Select whether to include addressing, and if so, where to include it. If using window envelopes, select the third option.
6. Check the appropriate boxes for which parents to generate copies.
7. Select the **Addressing Layout Method**.
8. Check **All 'Caps'** to use all capital letters for the Post Office.
9. Select whether to print letters and/or generate emails.
10. Click **Start Report**. The **Display Reports** screen displays.

By Class (Grid)

This report will print the grade book page in the same format as displayed in the **Assignments** tab. Use this report to print grades or to print a physical copy of your electronic grade book.

Start Report

Date Printed on Report:

Report Title:

<p>Student Selection</p> <p>Enroll Status: <input checked="" type="radio"/> All Students Currently Displayed in Gradebook <input type="radio"/> Select Specific Students from List</p> <p><input type="checkbox"/> Percentage = <input type="text" value="75.0"/> <input type="text" value=""/></p> <p>For Assignment Type <input type="text" value="Progress-3"/></p> <p><input type="checkbox"/> Marks <input type="text" value="2"/> or more: <input type="text" value="MSG Missing Assignment"/></p>	<p>Assignment Selection</p> <p><input checked="" type="checkbox"/> Term <input type="text" value="Term-3"/> <input checked="" type="checkbox"/> Term & Sem</p> <p>Assignment Selection by: <input checked="" type="radio"/> Type <input type="radio"/> Individual Assignments</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40px;">Select</th> <th>Assignment-Type</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>SGP Progress</td> </tr> <tr> <td><input type="checkbox"/></td> <td>SGS Semester</td> </tr> <tr> <td><input type="checkbox"/></td> <td>SGT Term</td> </tr> </tbody> </table>	Select	Assignment-Type	<input type="checkbox"/>	SGP Progress	<input type="checkbox"/>	SGS Semester	<input type="checkbox"/>	SGT Term
Select	Assignment-Type								
<input type="checkbox"/>	SGP Progress								
<input type="checkbox"/>	SGS Semester								
<input type="checkbox"/>	SGT Term								
<p>Progress Report Options</p> <p><input type="checkbox"/> Print Name Column Only <input type="checkbox"/> Blank Row between Students <input type="checkbox"/> Blank Column between Assignments <input type="checkbox"/> Blank Column At End</p> <p>Class Stats: <input checked="" type="checkbox"/> Average/Mean <input checked="" type="checkbox"/> Standard Deviation <input checked="" type="checkbox"/> Max/Min Scores <input checked="" type="checkbox"/> Median</p> <p><input checked="" type="checkbox"/> Hide Name By Using: <input type="radio"/> Student ID <input type="radio"/> State ID <input checked="" type="radio"/> Gradebook ID</p> <p><input checked="" type="checkbox"/> Also Sort by this ID</p> <p><input type="checkbox"/> Footer Message: (can use \SGT001\ or\SGS001\ etc to merge grade info)</p> <p><input type="text" value="Please complete the highlighted assignments."/></p> <p><input type="text" value="Your teacher"/></p>									

1. Verify the **Date Printed on Report** and **Report Title** and change if necessary.
2. Select the students to be included in the report under **Student Selection**.

- a. Select All Students Currently Displayed in Gradebook to include all students in the current view. The view is changed in the **Select View** tab.
- b. To use the option to Select Specific Students from List, the student selection screen will display upon clicking .
- c. Check the Percentage box to report only students with an identified grade. Select an equivalency from the drop-down list and type in a percentage, and then select the assignment column to be referenced. The example below will only include students in the By Class Grid who currently have less than 75% for Semester 2.

Percentage

For Assignment Type

- d. Check the Marks box to report only students with an identified Special Mark. Type in the minimum number and select the Special Mark to be used from the drop-down list.

3. Select the assignments to be included in the report under **Assignment Selection**.
 - a. Select the Term and/or Semester to include in the report.
 - b. Check the boxes for the Assignment Types or Individual Assignments to include in the report. Select nothing to include all assignments.
4. Select the options to be included in the report under **Progress Report Options**.
 - a. Check Print Name Column Only to print a class roster without assignments.
 - b. Check Blank Row between Students to include space for readability.
 - c. Check Blank Column between Assignments to include space for readability.
 - d. Check Blank Column At End to include a blank column after all other assignments in the grid.
 - e. To include a Footer Message: (can use \SGT001\ or \SGS001\ etc to merge grade info) , check the box and type the message to be printed.
5. Check the boxes under **Class Stats** to include statistics for each assignment column.
6. Check Hide Name By Using: Student ID State ID Gradebook ID to print the grade book using one of the ID options rather than student names.
 - a. A separate report lists the Grade Book IDs for printing.
 - b. Check Also Sort by this ID to sort the grid numerically. If unchecked, the sort will be randomly generated each time the report is run.
7. Click . The **Display Reports** screen displays.

Export to File

This option allows you to export your grade book to an Excel® spreadsheet, should you find the need to use more complex formulas. Presently, there is no option to import the spreadsheet back into SIS as changes or edits are made to your exported Excel® grade book.

1. Select the desired **Export File Type**.

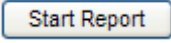
Export File Type:	<input checked="" type="radio"/> ASCII File	<input type="radio"/> XLS File
Delimiter:	<input checked="" type="radio"/> Tab	<input type="radio"/> Comma
	<input type="radio"/> Other	<input type="text"/>
Include Column Heading:	<input type="checkbox"/>	
<input type="button" value="Export"/> <input type="button" value="Close"/>		

2. Select the **Delimiter** (separator) to be used. If you select *Other*, the screen will refresh, allowing you to type the desired delimiter in the text box.
3. Check **Include Column Heading** to display column headings on the exported file.

4. Click **Export**.
5. The **File Download** window will appear, you have the option to **Open** or **Save** the file, or **Cancel** the export.
 - a. If you choose to open the file, you may still save it after it has been opened.
 - b. If you choose to save the file, a **Save As** window displays. From here, you may use the default location and name of the file, or choose a different location and type a different name, then click **Save**. The file will be able to be opened from the established location.
6. Click **Close** to return to the previous screen.

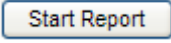
Show Formula Calculation

This report will print all calculations used to compute a student's grade. It includes grades for each assignment and category totals for each assignment type. Use this report to document how the grade was calculated.

1. Highlight a cell in the appropriate student row.
2. Click **Actions** → **Reports** → **Show Formula Calculation**.
3. Verify the **Date Printed on Report** and **Report Title** and change if necessary.
4. Click . The **Display Reports** screen displays.

List Student Grade Book IDs

This report will list all students and their corresponding two- or three-digit grade book IDs. These IDs are system-generated numbers assigned to the students. They have no bearing on the student's information outside of this grade book and are only used in place of their names in the By Class (Grid) report to provide anonymity.

1. Verify the **Date Printed on Report** and **Report Title** and change if necessary.
2. Check **Sort By ID** to list the students in numerical order. Uncheck this option to list the students in alphabetical order.
3. Click . The **Display Reports** screen displays.

Assignment Listing

This report will list all selected assignments with Due Date, Assignment Type, Base Points or Formula, and Assignment Notes. No individual student data is included. Use this report to print an assignment listing for all students who were absent or who have missing assignments.

Start Report

Date Printed on Report: 4/17/2008

Report Title: Assignment Listings

Student Selection

Enroll Status: Active
 Withdrawn
 Both
 Select Student Names

Percentage:

For Assignment Type:

Marks: or more:

Assignment Selection

Term: Term & Sem

Assignment Selection by: Type Individual Assignments

Select	Assignment-Type
<input type="checkbox"/>	SGP Progress
<input type="checkbox"/>	SGS Semester
<input type="checkbox"/>	SGT Term
<input type="checkbox"/>	SGX Semester Exam
<input type="checkbox"/>	SGY Year-End

Progress Report Options

Address For Open Window Envelope

Print Name Column Only

Print Grid-Lines around information

Blank Row between Students

Only Totals and Term Cols (no assignments)

Blank Column between Assignments

Print Assignment Notes

Blank Column At End

Print%/Grades for Individual Assignments

Show Students Comments

Parent Signature Line

Footer Message: (can use \SGT001\ or \SGS001\ etc to merge grade info)

Tally Assignment Points for:

Group By Assignment Type

Progress (must have SGP column)

Show Assignment Date

Term/Qtr (must have SGT column)

Show Assignment Number

Semester (must have SGS column)

Class Stats:

Average/Mean

Standard Deviation

Max/Min Scores

Median

Dropped Students Included

Hide Name By Using: Student ID State ID Gradebook ID

Also Sort by this ID

Please complete the highlighted assignments.
 Your teacher

1. Verify the **Date Printed on Report** and **Report Title** and change if necessary.
2. Select the Term and/or Semester to include in the report.
3. Check the boxes for the Assignment Types or Individual Assignments to include in the report. Select nothing to include all assignments.
4. To include a **Footer Message**, check the box and type the message to be printed.
5. The remaining options on this screen do not affect the report. Click Start Report . The **Display Reports** screen displays.