



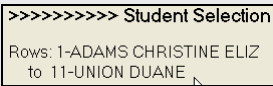
SISWin: Grade Book Reports

Grade Book Reports

Student Selection – Which students will you include?

Assignment Selection – Which assignment will you include?

Student Selection
Under the heading, SIS will display the range of students. Unless you select otherwise, SIS will include all students in the open roster.



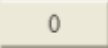
Operator

If you do not wish to include all students associated with your enrollment status choice, select one of the options available under **Select On**.

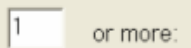
Two options, Name and Percents, include an operator you select from a drop-down list.



Multiple Students in List has no operator; the button will display a tally of the number of students selected.



The last item, Marks, uses a number operator. The default value of 1 would include any. Enter any value that is appropriate for your selection.



Reports may be printed by administrative and classroom users. The classroom teacher has access only to their own rosters; the administrative user will see all classes but may only have access to those created by the teacher.

Types of Grade Book Reports

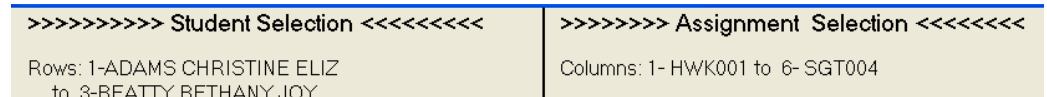
- Assignment Listing** - This report will list all selected assignments and assignment properties in the grade book including Notes. No individual student data is included. Use the report to print an assignment listing for students who were absent or who have missing assignments.
- By Class: Grid** - This report will print the grade book page in essentially the same format as it is displayed. Use this report to print a physical copy of your electronic grade book.
- By Student: Progress Report** – This is an on-demand, teacher-generated student progress report. All earned and possible points for each of the selected students and assignment types included in SG columns will be printed, one student per page. Use this report to share on-demand student progress reports.
- By Student: Formula Calculation** – This report will print the possible and earned points for each of the assignments and how they were used by the formulas to develop the percentages and letter grades. Use this report to document how the grade was calculated. Highlight the student and select the report. There are no selection options. This report can be printed for only one student at a time.

Create a Grade Book Report

- Open the Grade Book page and select the students.

The classroom teacher runs all reports from an open roster. All students will be included in the open roster unless you drag the mouse across the column headings, across the student names, or across the center of the grid to select students and assignments.

- Select **Reports and Stats**. Then select the report from the drop-down list. The report will be produced for those assignments and students selected.





Term Values

Examples:

- P1 = Progress 1
- T1 = Term(Quarter) 1
- P2 = Progress 2
- T2 = Term (Quarter) 2
- S1 = Semester 1
- P3 = Progress 3
- T3 = Term (Quarter) 3
- P4 = Progress 4
- T4 = Term (Quarter) 4
- S2 = Semester 2

Subject Groups

This allows teachers who are using a single Grade Book page to record all assignments in all students. You may use this option to select a specific Elementary Subject Group:

Example: M = Math

Teachers working with subject-based Grade Books will skip this option. Separate Grade Book pages house each subject to be graded.

3. Select

NOTE: If you cannot make your selections by the drag method, you may use the Student and Assignment Selection options below to help you create your report criteria.

Student Selection

1. Choose the enrollment status, **Enrol Status**. The default is active students.
2. All students associated with the selected enrollment status will be included unless you make a selection under **Select On:**

a. Name

Check the box, select the operator and enter the student's name as it appears in your roster.

b. Multiple Students in List

Check the box. SIS will display the roster.

Check the box next to the name of each student you wish to include.

Select **Done**.

Select?	Name	
<input checked="" type="checkbox"/>	ADAMS CHRISTINE ELIZABET	Actv
<input type="checkbox"/>	BALL GRACIE ANN	Actv
<input type="checkbox"/>	BEATTY BETHANY JOY	Actv
<input type="checkbox"/>	BROSMAN SETH LEE	Actv
<input type="checkbox"/>	FIELD EUGENE	Actv
<input type="checkbox"/>	PERRIGAN LUCA S	Actv
<input type="checkbox"/>	RINGLING CIRCUSA	Actv
<input type="checkbox"/>	WALKERMAN CANDICE	Actv
<input type="checkbox"/>	WELLING PRATT	Actv
<input type="checkbox"/>	WINGER STING	Actv
<input type="checkbox"/>	UNION DUANE	Wdrw

c. Percents

Check the box, select the operator and enter the percent value. Enter the number without decimals or a percent sign.

Skip **ElemGroup**, it is not applicable to subject-based courses.

SIS will include all assignments in the percentage selection unless you select one or more assignments in **Assignment Types**.

3. Marks

Check this box to base your student selection on Special Marks, e.g., all students who are marked A (absent).



Assignment Listing

Examples:

- P1 = Progress 1
- T1 = Term (Quarter) 1
- P2 = Progress 2
- T2 = Term (Quarter) 2
- S1 = Semester 1
- P3 = Progress 3
- T3 = Term (Quarter) 3
- P4 = Progress 4
- T4 = Term (Quarter) 4
- S2 = Semester 2

Caution

If you selected students and assignments by dragging your mouse, and also chose selections in Student and Assignment Selections, the latter will override your original selection.

Progress Reports

When printed by an administrator, this report is started in the Database Grid and produces Progress Reports from all classes for each student selected. Select the students to be included → Reports → Grading → Grade Book Progress Reports. Make the appropriate selections as prompted:

- * Term to be reported
- * Include class avg
- * Include only students below a specified percentage (use for deficiency reports)

If using a percentage selection

- * Which term to use for percentage selection
- * Include students below what percentage

Assignment Selection

To include all assignments, make no additional selection. SIS will display the columns it will include under the header.

1. Make a specific selection under **Select On** options:

a. Term

Check the box and enter the term value.

To include both the Term and Semester, check Term & Sem.

b. Group

Base your selection on a specific Elementary Subject Group.

NOTE: If your Grade Book has been set up for separate pages for each subject, skip this item.

c. Types of Assignments or Specific Assignments

Limit your report to only certain Assignment Types and/or specific assignments. Scroll through the list provided and click with your mouse to highlight the item.

Continue highlighting items until you have selected all you wish to include. Click an item again to remove the highlighting and eliminate it from the report selection.

Note: To include all items, do not highlight any in the list.

4. Select . **Cancel** allows you to cancel the report and exit.

NOTE: Depending on the report you selected, there may be additional selection screens as you finalize your report options.

Print Options

1. **Assignments Listing** and **By Class: Grid** listing print options are: *Print Name Column Only* is applicable to the Grid Listing. It will print a roster with grid lines.

The remaining items are self-explanatory.



Reports Settings

User settings, options, and comments are remembered from the previous execution, so multiple runs can be made without re-entering all the options.

Grade Cycle Columns

The teacher must have created the appropriate term and semester columns in order to have the percent and letter grades included.

- In the **By Class: Grid** listing, any reports intended for public posting or analysis can hide the student name and use the student ID, a Masked ID, or SIS's Internal Index Number for the student.

Hide Names by: use ID use Masked ID use SIS Internal Index#

Student ID = ID field in the student's demographic screen

Masked ID = 9 alpha characters which mask the student's ID

Internal Index No = 2-4 digit number which replaces ID on reports

Note: The internal index numbers can be listed; while in the roster select **View → Print SIS Internal Student Index Number**.

- Student Progress Report** options are:
 - Address for Open-Window Envelope* – Each student's report will be pre-addressed, ready for a standard No. 10 business window envelope.

Progress Report Options:

- Address for Open-Window Envelope
- Print Grid-Lines around information
- Only Totals and Term Cols (no assignments)
- Show Assignment Date Show Asgn Number
- Print %/Grades for Individual Assignments
- Print Assignment Notes
- Show Students Comments
- Parent Signature Line

- Print Grid-Lines around information* – The report will print grid lines.

- Only Totals and Term Cols...*– No individual assignments will print, only subtotals of assignment types, e.g., Total Homework, along with SG grading columns.

- Show Assignment Date* – This is the Assignment properties Date field.

- Show Asgn Number* – Check this to include the sequence number.

Assignment
HomeWork-001
(U1, #1-10)

Uncheck to hide:

Assignment
HomeWork
(U1, #1-10)

- Print % Grades for Individual Assignments* – If you have chosen to print individual assignments, you may also include a percentage to display with the letter grade.

Date	Assignment	Your Score	Points Possible	Grade
08/15/2003	HomeWork-001 (U1, #1-10)	29	30	96.7% A
08/18/2003	HomeWork-002 (U1, #11-30)	27	30	90.0% A-
08/22/2003	HomeWork-003 (U2, #1-20)	29	30	96.7% A
08/25/2003	Daily Participation-001 (Board Wrk)	10	10	100.0% A+
08/29/2003	Tests-004 (Unit 1 & 2)	97	100	97.0% A

- g. *Print Assignment Notes* – Include your assignment notes, instructions and other pertinent information
- h. *Show Student Comments* – Future item.
- i. *Parent Signature Line* – Prints a sign-and-return signature area.

Note: The *Student Progress Report* then prints an addressing screen. Take the default options and click **Proceed**.

- 3. **Tally Assignment Points for ...** prints points earned and possible subtotals for each assignment type.

	Total Daily Participation-(Term)	20	20	
	Total HomeWork-(Term)	159	170	
	Total Tests-(Term)	197	200	
10/19/2005	End-Of-Quarter-1 (Avg of CLS 10% !2, HWK 20% !2, QIZ 30%, TST 40%)			98% A

- 4. **Class Stats**, along with an option to include **Dropped Students**, may be selected.
- 5. In the text box under **Footer Message**, type any additional data you wish to communicate. Use this to explain the coded Special Marks, your contact information, etc.