

SISK12: Grade Book Reports

School Information Systems – a Division of Tyler Technologies, Inc.; Proprietary and Confidential

Path: Actions → Reports

Overview

Your grade book has several report options:

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

Statistical Analysis Report (future functionality)

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

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.

Start Report

Date Printed on Report: 4/17/2008

Report Title: Grade Book Progress Report

Student Selection

Enroll Status: ☒ All Students Currently Displayed in Gradebook
☐ Select Specific Students from List

☐ Percentage = 75.0
For Assignment Type: Progress-3

☐ Marks: 2 or more: MSNG Missing Assignment

Assignment Selection

☒ Term: Term-3 ☒ 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

Progress Report Options

☐ Address For Open Window Envelope
☒ Print Grid-Lines around information
☐ Only Totals and Term Cols (no assignments)
☒ Print Assignment Notes
☒ Print%/Grades for Individual Assignments
☒ Show Students Comments
☒ Parent Signature Line
☒ Footer Message: (can use \SGT001\ or \SGS001\ etc to merge grade info)

Class Stats:

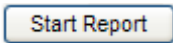
☐ Group By Assignment Type
☐ Average/Mean
☒ Show Assignment Date
☒ Show Assignment Number

Dear Parent,
Here is your weekly progress report. Please review with your child, sign, and return.
Thank you,
Your teacher

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.

The screenshot shows a user interface for selecting a percentage and assignment type. It includes a checked checkbox labeled 'Percentage', a small dropdown arrow, a text box with '75.0', and a label 'For Assignment Type' above another dropdown menu showing '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 **Address for Open Window Envelope** to print this report as a letter with addressing. The **Letter Print Options** screen displays upon clicking **Start Report**.
 - 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: 4/17/2008

Report Title: Grade Book By Class Report

Student Selection

Enroll Status: ☒ All Students Currently Displayed in Gradebook
☐ Select Specific Students from List

☐ Percentage = 75.0
 For Assignment Type: Progress-3

☐ Marks: 2 or more: MSNG Missing Assignment

Assignment Selection

☒ Term: Term-3 ☒ 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

Progress Report Options

☐ Print Name Column Only
☐ Blank Row between Students
☐ Blank Column between Assignments
☐ Blank Column At End

Class Stats: ☒ Average/Mean ☒ Standard Deviation ☒ Max/Min Scores ☒ Median

☒ Hide Name By Using: ☐ Student ID ☐ State ID ☒ Gradebook ID

☒ Also Sort by this ID

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

Please complete the highlighted assignments.
 Your teacher

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 **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.

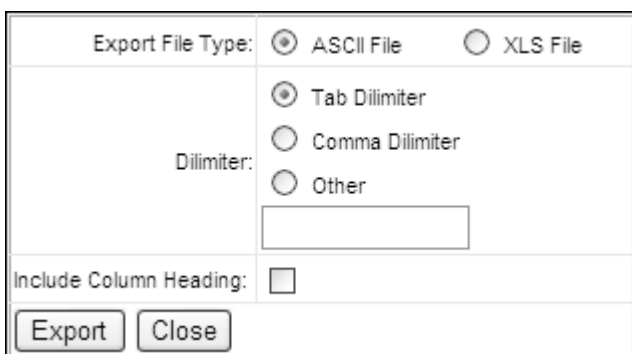
<input checked="" type="checkbox"/> Percentage	<	<input type="text" value="75.0"/>
For Assignment Type		
<input type="text" value="Semester-2"/>		

- 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**.
- Select the Term and/or Semester to include in the report.
 - 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**.
- Check ☐ Print Name Column Only to print a class roster without assignments.
 - Check ☐ Blank Row between Students to include space for readability.
 - Check ☐ Blank Column between Assignments to include space for readability.
 - Check ☐ Blank Column At End to include a blank column after all other assignments in the grid.
 - 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 separate report lists the Grade Book IDs for printing.
 - 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 Excel

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.

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



Export File Type: ☒ ASCII File ☐ XLS File

Delimiter: ☒ Tab Delimiter ☐ Comma Delimiter ☐ Other

Include Column Heading: ☐

Export Close

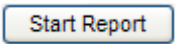
2. Select the **Delimiter** (separator) to be used. If you select *Other*, the screen will refresh, allowing you to type the desired delimiter in the text box.
3. Check **Include Column Heading** to display column headings on the exported file.
4. Click **Export**.



5. On the **File Download** window, 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.

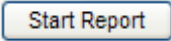
Show Formula Calculation

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.

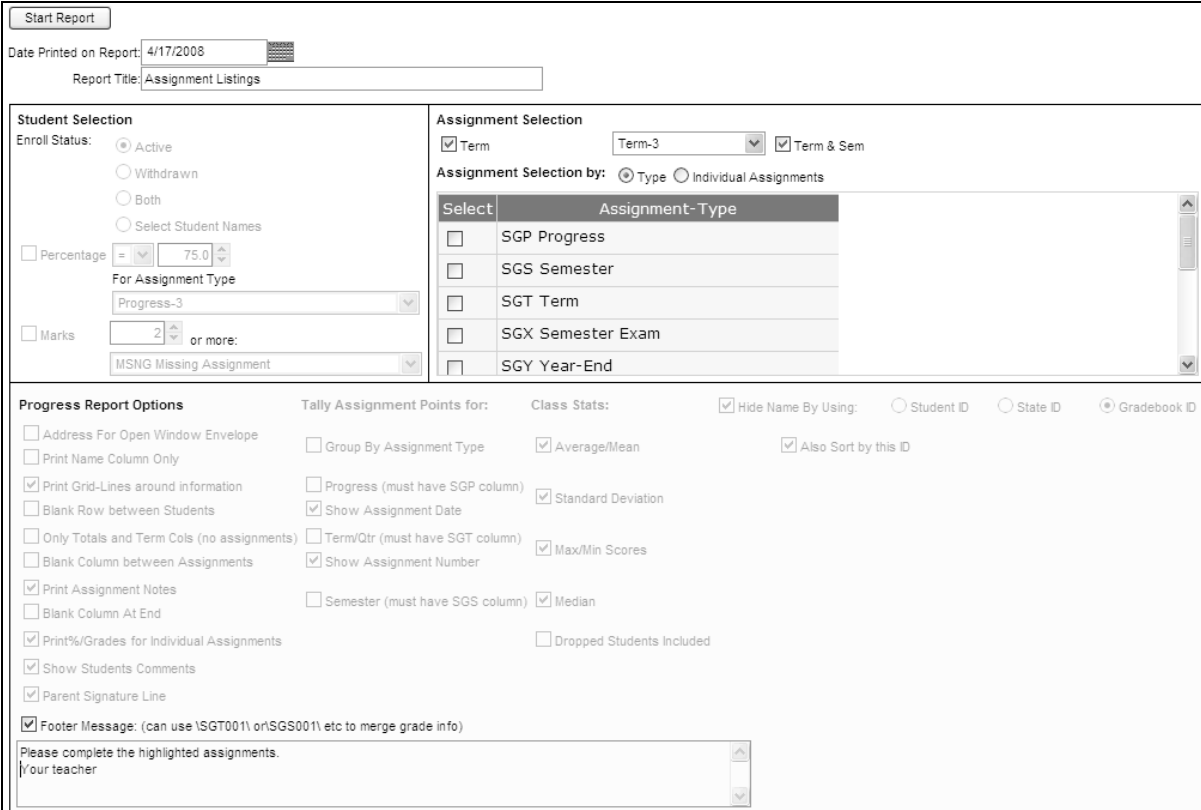
List Student Grade Book IDs

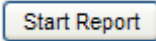
This report will list all students and their corresponding two- or three-digit grade book IDs. These IDs are system-generated numbers assigned to the students. They have no bearing on the student's information outside of this grade book and are only used in place of their names in the By Class (Grid)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



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 . The **Display Reports** screen displays.