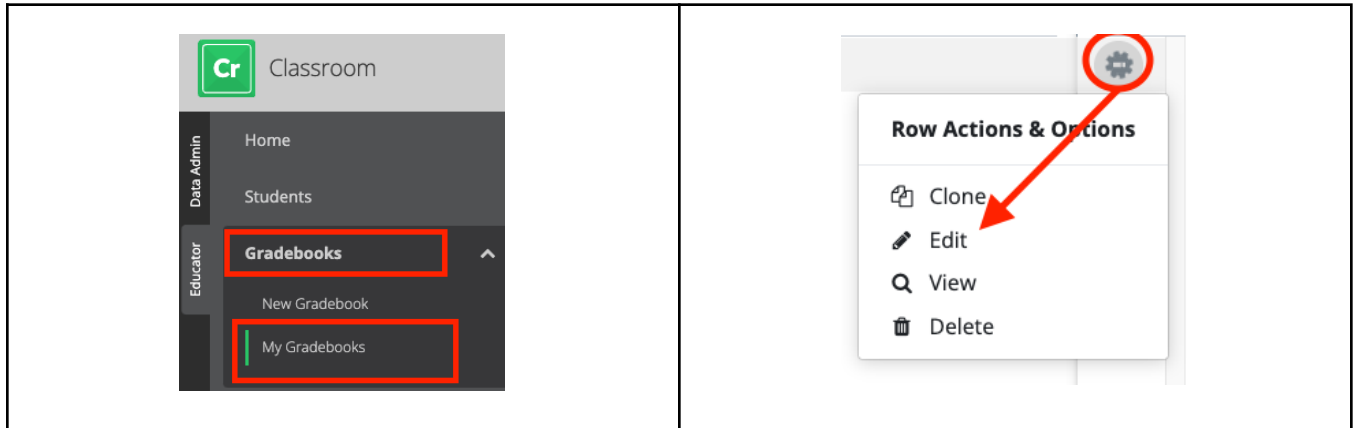


## Creating a Gradebook - Reports Tab

1. Continue from the Details tab in the New Gradebook. See the [Creating a Gradebook - Details tab and Class Roster](#) for more information.
2. Or, start under **Gradebooks** in the left navigation menu and choose **My Gradebook**. Then, Select the **Row Actions Gear** to the far right and choose **Edit**.



3. You will see several tabs at the top for easy navigation. Click on the **Reports Tab**.

## Reports Tab

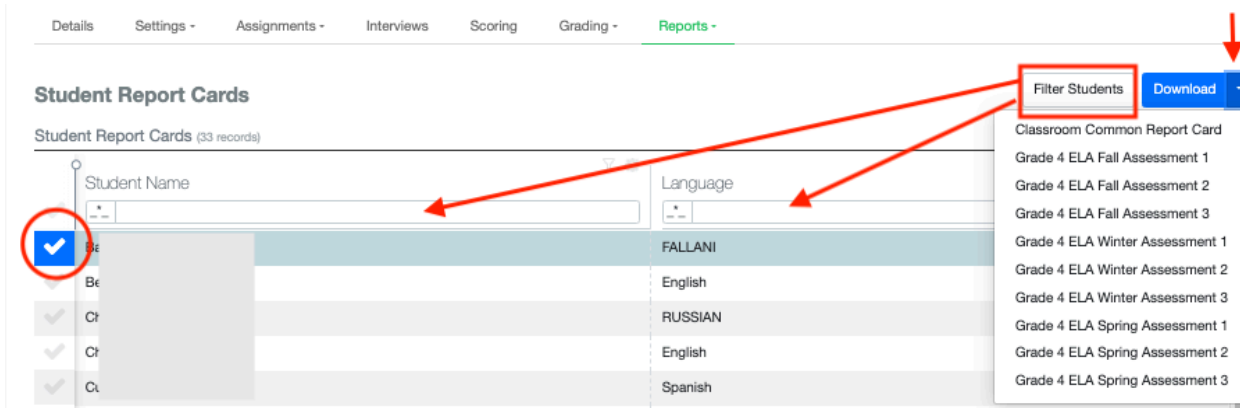
You can utilize several reporting options to communicate grades to students and guardians.

- **Report Card:** Provides a comprehensive summary of a student's grades for the term. You can generate report cards for individual students or multiple students at once.
- **Progress Report:** Offers insights into a student's current performance, typically highlighting areas for improvement.
- **Assignment Scores Report**
- **Grading Terms Report**
- **Class Roster Report**
- **Grade Distribution Report:** If configured by your district, this report gives an overview of how grades are distributed across the class.

## Report Cards

1. Click **Filter Students** in the top right to filter by student name, group, or language.
2. Click the **checkmark** to the right of the student name, or select the top checkmark to choose all students.
3. After selecting, click **Download** in the top right, choose your report, and the PDF will begin generating.

4. Check your email (including Junk/Spam) for a message from School Data Solutions containing the link to download the report cards.



Details Settings - Assignments - Interviews Scoring Grading - **Reports -**

### Student Report Cards

Student Report Cards (33 records)

| Student Name                                | Language |
|---|----------|
| <input checked="" type="checkbox"/> FALLANI | English  |
| <input type="checkbox"/> RUSSIAN            | English  |
| <input type="checkbox"/> Spanish            | Spanish  |


Filter Students Download

- Classroom Common Report Card
- Grade 4 ELA Fall Assessment 1
- Grade 4 ELA Fall Assessment 2
- Grade 4 ELA Fall Assessment 3
- Grade 4 ELA Winter Assessment 1
- Grade 4 ELA Winter Assessment 2
- Grade 4 ELA Winter Assessment 3
- Grade 4 ELA Spring Assessment 1
- Grade 4 ELA Spring Assessment 2
- Grade 4 ELA Spring Assessment 3

## Report Card PDF

A PDF containing 24 report cards is being generated. Depending on the number of students, this may take several minutes. You will be emailed with a link to download the file when it is ready.

Ok

**School Data Solutions** March 23, 2015 at 12:41 PM 

To:  
Reply-To: Customer Support  
Classroom Report Card PDF Ready

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Hello

We have finished generating the Report Card PDF you requested. Please click the link below to access it via Homeroom.

[Download PDF](#)

Sincerely,  
School Data Solutions

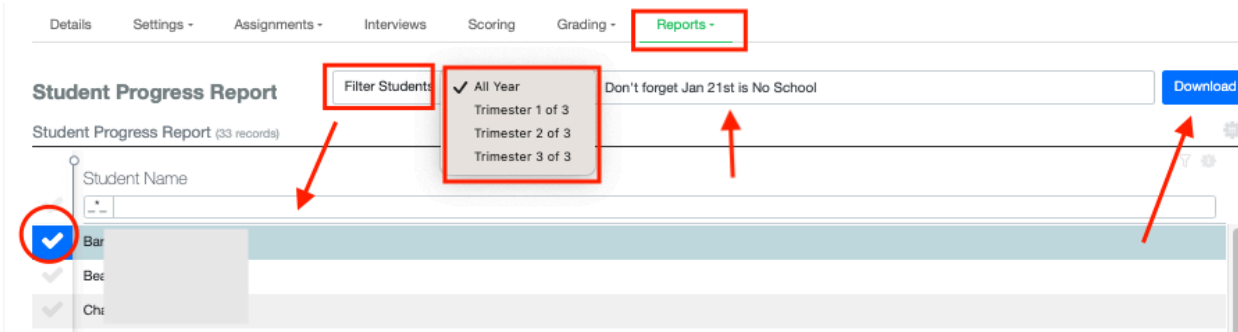
Note: This is an automated email. Replies are not read. If you need help or have questions please contact [support@schooldata.net](mailto:support@schooldata.net)  
Never give your password to anyone. Be alert for fraudulent e-mail asking for personal information.  
Never respond to e-mail if you aren't sure who sent it. We'll never send you an email asking for your username, password, or any other personal information.

## Progress Report

Progress reports can be customized by district. Typically, they include a PDF with all students, their assignments, assignment descriptions, and current grades.

1. Click **Filter Students** at the top of the table to filter by name or group.
2. Select the desired grading period from the dropdown menu at the top of the table. **Note:** Only current progress will be printed, not historical data.

3. Fill in the **Report Message** field if you wish to add a generic message to the bottom of the report.
4. Click the **checkmark** to the left of the student name or select the top checkmark to choose all.
5. After making your selections, click **Download** to generate your PDF.



### Eastmont High School Student Progress Report



Student: [Redacted] Teacher: Rime, Christopher Date: 12/05/2017

Class: Algebra 1 - Period 1 Date Range: 08/30/2017 - 01/25/2018 (Semester 1)

#### Category: Assessments

| Assignment  | Due Date   | Score | Possible | Grade | Alpha |
|---|------------|-------|----------|-------|-------|
| AST-1: Writing linear equations from patterns & solving equations                     | 09/20/2017 | 97    | 100      | 97%   | A+    |
| AST-2: Solving multi-step linear equations; order of operations; evaluating expres... | 10/06/2017 | 82    | 100      | 82%   | B     |
| Points:   |            | 179   | 200      |       |       |
| Summary - Assessments   |            | 90%   |          |       | A     |

#### Category: Homework/Classwork

| Assignment                   | Due Date   | Score | Possible | Grade | Alpha |
|------------------------------|------------|-------|----------|-------|-------|
| HCW-1: Syllabus              | 09/01/2017 | 10    | 10       | 100%  | A+    |
| HCW-2: A1-1                  | 09/06/2017 | 10    | 10       | 100%  | A+    |
| HCW-4: A1-3                  | 09/07/2017 | 10    | 10       | 100%  | A+    |
| HCW-3: A1-2                  | 09/07/2017 | 10    | 10       | 100%  | A+    |
| HCW-5: A1-4                  | 09/11/2017 | 10    | 10       | 100%  | A+    |
| HCW-6: A1-5                  | 09/11/2017 | 10    | 10       | 100%  | A+    |
| HCW-7: A1-6                  | 09/13/2017 | 10    | 10       | 100%  | A+    |
| HCW-8: A1-7                  | 09/14/2017 | 10    | 10       | 100%  | A+    |
| HCW-9: A1-8                  | 09/15/2017 | 10    | 10       | 100%  | A+    |
| HCW-10: A1-9                 | 09/19/2017 | 10    | 10       | 100%  | A+    |
| HCW-11: A1-10                | 09/19/2017 | 10    | 10       | 100%  | A+    |
| HCW-12: A1-11                | 09/22/2017 | 10    | 10       | 100%  | A+    |
| HCW-13: A1-12                | 09/28/2017 | 10    | 10       | 100%  | A+    |
| HCW-14: A1-13                | 09/27/2017 | 10    | 10       | 100%  | A+    |
| HCW-15: A1-14                | 09/28/2017 | 10    | 10       | 100%  | A+    |
| HCW-16: A1-15                | 10/02/2017 | 10    | 10       | 100%  | A+    |
| HCW-17: A1-16                | 10/05/2017 | 10    | 10       | 100%  | A+    |
| HCW-18: A1-17                | 10/10/2017 | 10    | 10       | 100%  | A+    |
| HCW-19: A1-18                | 10/11/2017 | 10    | 10       | 100%  | A+    |
| HCW-20: A1-19                | 10/12/2017 | 10    | 10       | 100%  | A+    |
| HCW-21: A1-20                | 10/16/2017 |       | 10       |       |       |
| HCW-22: A1-21                | 10/17/2017 |       | 10       |       |       |
| HCW-23: A1-22                | 10/18/2017 |       | 10       |       |       |
| HCW-24: A1-23                | 10/19/2017 | X     | 10       |       |       |
| Points:                      |            | 200   | 240      |       |       |
| Summary - Homework/Classwork |            | 100%  |          |       | A+    |

Semester 1 Posting 01/25/2018 98% A+

Report cards will be mailed the third week of January.

## Assignment Scores Report

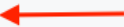
1. Click **Select** at the top right of the **Class Term** field and click the **checkbox** to the left of the chosen term.
2. Choose the **Student Identifier** similarly.
3. Check the **checkbox** to **Anonymize Students** if desired.

- Click **Download Report** in the top right to generate your PDF report. The download is a spreadsheet that includes student information, term grades (if available), and assignment grades categorized by type.

Details Settings - Assignments - Interviews Scoring Grading - **Reports -**

**Student Assignment Scores Report** **Download Report**

Class Term (optional) Select - Student Identifier (optional) Select -  
 Trimester 1 of 3 x SSID x

Anonymize Students 

| Student ID | Grade Level | Status | Semester 1 |         | Semester 2 |         | HCW-1      | HCW-2      | HCW-4      | HCW-3      | HCW-5      | HCW-6      | HCW-7      |
|------------|-------------|--------|------------|---------|------------|---------|------------|------------|------------|------------|------------|------------|------------|
|            |             |        | Grade      | Percent | Grade      | Percent | 2017-09-01 | 2017-09-06 | 2017-09-07 | 2017-09-07 | 2017-09-11 | 2017-09-11 | 2017-09-11 |
|            | 10          | active | C+         | 76%     |            |         | 10.00      | 10.00      | 10.00      | 10.00      | 10.00      | 10.00      | 10.00      |
|            | 10          | active | B+         | 85%     |            |         | 10.00      | 10.00      | 10.00      | 10.00      | 10.00      | 10.00      | 10.00      |
|            | 11          | active | D          | 62%     |            |         | 10.00      | 10.00      | 10.00      | 10.00      | 10.00      | 10.00      | 10.00      |
|            | 10          | active | D          | 66%     |            |         | 10.00      | 10.00      | 10.00      | 10.00      | 10.00      | 10.00      | 10.00      |
|            | 10          | active | C          | 71%     |            |         | 10.00      | 10.00      | 10.00      | 10.00      | 10.00      | 10.00      | 10.00      |
|            | 10          | active | F          | 41%     |            |         |            | 10.00      | 10.00      | 10.00      | 10.00      | 10.00      | 10.00      |
|            | 10          | active | C+         | 74%     |            |         | 10.00      | 10.00      | 10.00      | 10.00      | 10.00      | 10.00      | 10.00      |
|            | 10          | active | B+         | 84%     |            |         | 10.00      | 10.00      | 10.00      | 10.00      | 10.00      | 10.00      | 10.00      |
|            | 10          | active | B          | 82%     |            |         | 10.00      | 10.00      | 10.00      | 10.00      | 10.00      | 10.00      | 10.00      |

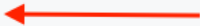
## Grading Terms Report

- Select the **Class Term** from the dropdown menu.
- Click **Select** at the top right of the **Student Identifier** field and click the **checkbox** to the left of the chosen.
- Check the **checkbox** to **Anonymize Students** if desired.

Details Settings - Assignments - Interviews Scoring Grading - **Reports -**

**Student Grading Terms Report** **Download Report**

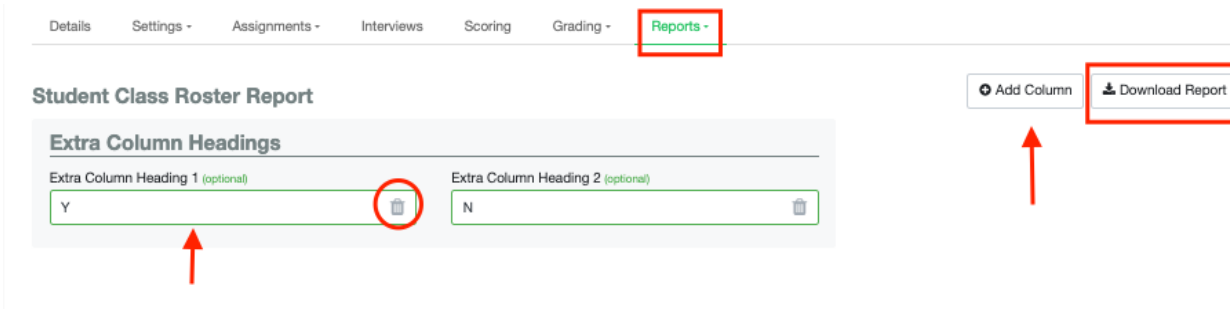
Class Term (optional) Student Identifier (optional) Select -  
 Trimester 1 of 3 SSID x

Anonymize Students 

## Class Roster Report

This checklist can be utilized for tracking forms, assignments, attendance for fire drills, roll calls for substitutes, and more. This report can also be created under the Details Tab.

1. You will see an alphabetized list of students with default columns labeled “Y” and “N.” This can be altered by typing in the fields.
2. Use the **Trash Can icon** to remove any columns you do not need.
3. Click **Add Column** in the top right to add additional columns as needed.
4. Click **Download Report** in the top right to generate a roster PDF.


**Eastmont High School  
Class Roster**


Date: 2017-12-05      Teacher: Rime, Christopher      Class: Algebra 1      Period: Period 1

| Student           | GL | Y | N | Maybe |
|-------------------|----|---|---|-------|
| Ameliano, Azulema | 10 |   |   |       |
|                   | 10 |   |   |       |
|                   | 10 |   |   |       |
|                   | 10 |   |   |       |
|                   | 10 |   |   |       |
|                   | 10 |   |   |       |
|                   | 10 |   |   |       |
|                   | 10 |   |   |       |
|                   | 12 |   |   |       |
|                   | 10 |   |   |       |
|                   | 10 |   |   |       |