

Student Detail Report

The student detail report is used to generate a report displaying an individual student's assignment and grades. This report generates a pdf file containing individual student reports for each student in the class or it can be run for one student at a time.

From the **My Classes** page, click on the Score link of a class.

Building: 1001 - Bedford Senior High School		Primary Staff: Earl, Scott										
1	0240 - 1	AP COLLEGE ENGLISH A	G-4	M, T, W, R, F	T1	List	Att ✓	Pic ✓	Def	Score	IPR ✓	RC
		AP COLLEGE			M T							

To create a student report for each student in the class simultaneously, follow the steps 1-5 below. To create a report for a single student, look on the reverse side.

1. Click on the **Student Detail** button at the top of the window.



2. Make the appropriate selections on the Student Detail Report Options window to display the necessary information on the student report.

Student Detail Report Options

Marking Period: T1

Show Withdrawn Students: None

Header Text: Type header text here

Included Categories: All Selected Assignment
Homework
Quiz

Sections To Display: Both

Display Standard Assignments Message:

Show Class Averages:

Display Alpha Marks:

Show Student Notes:

Show Signature Line:

Run Cancel

3. Click **Run** button.
4. It may take up a few moments for the report to be generated, based on the class size and amount of data in the gradebook.
5. The report will open as a pdf document. Each student will have an individual page (or more depending on the number of assignments in the gradebook). Teachers may page through the document using the arrow at the bottom of the window to locate specific students. The whole class file can be printed by selecting All from the print options. Specific student reports can be printed from the class file by specifying the particular pages that should be printed via the print options.

**The report will automatically be saved in the My Reports area of the My Classes page until it is deleted by the teacher.

Individual Student Detail Report

To create a report for just one student:

- From the My Classes page, click on the **Score** link of a class.

Building: 1001 - Bedford Senior High School		Primary Staff: Earl, Scott										
1	40 - 1	AP COLLEGE ENGLISH A	G-4	M, T, W, R, F	T1	List	Att ✓	Pic ✓	Del	Score	IPR ✓	RC
		AP COLLEGE	M T									

- Click on the desired student's row in the gradebook so the row highlights. (don't click on the student's name link as it will open the student summary page instead)
- Click on **Show Only Selected Row** in the upper right (above the score columns) and then click on the **Student Detail** button.

Selected Category: All Marking Period: T1 09/04/2007 - 11/30/2007 Show Withdrawn Students: None

Assessment Description: Weekly Sentences

Show Only Selected Row:

Assn HmWk Quiz Test All PR (10/19) F T

Student Id	Student Name	Notes	Grading Scale	Student Average	10/23 HmWk Pts:30	10/23 HmWk Pts:10	10/23 Quiz Pts:20	10/24 HmWk Pts:8	10/29 HmWk Pts:22	10/30 HmWk Pts:12	10/31 HmWk Pts:10	10/31 Quiz Pts:20
6827	Bayes, Allison Marie		1 - A-F Grading Scale	91.31 %	30.00	10.00	19.00			12.00	10.00	19.00

- Make the appropriate selections on the Student Detail Report Options window that displays below to display necessary information on the student report.
- Click **Run** button.
- The report will open as a pdf document and can be printed. The report will automatically be saved in the My Reports area of the My Classes page until it is deleted by the teacher.

Student Detail Report Options

Marking Period: T1

Show Withdrawn Students: None

Selected Student: 6827 - Allison Marie Bayes

Header Text:

Included Categories: All Selected

Assignment
Homework
Quiz

Sections To Display: Both

Display Standard Assignments Message:

Show Class Averages:

Display Alpha Marks:

Show Student Notes:

Show Signature Line: