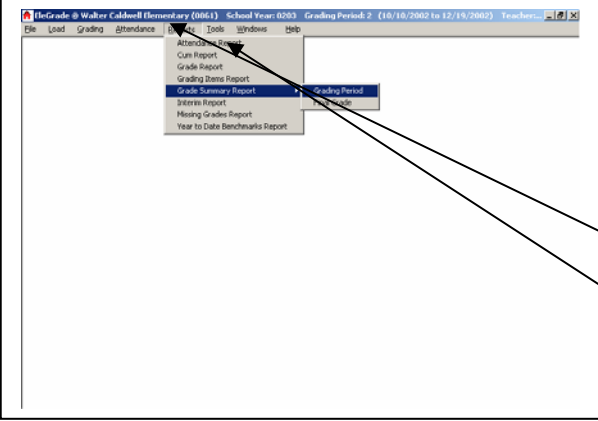
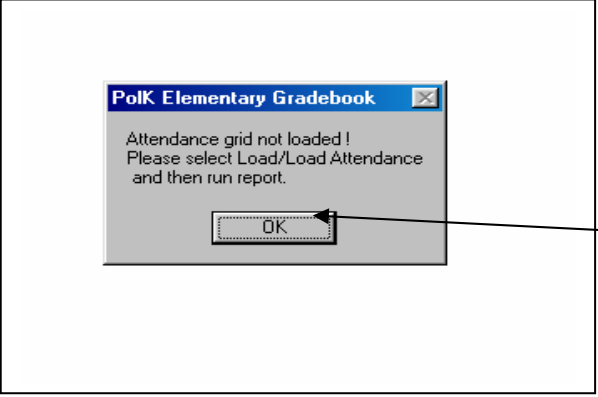
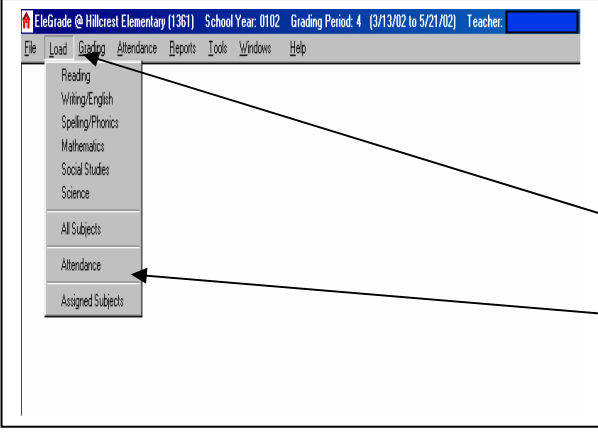
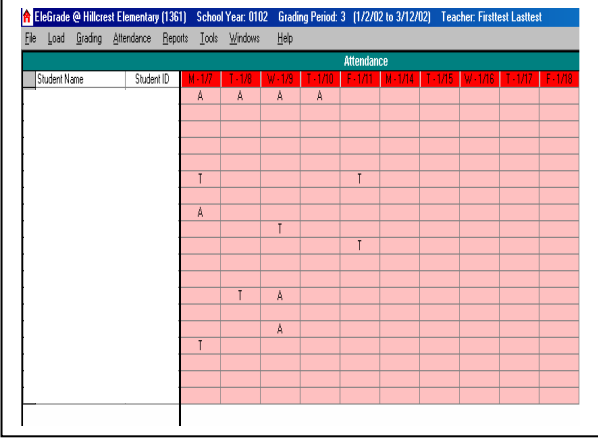

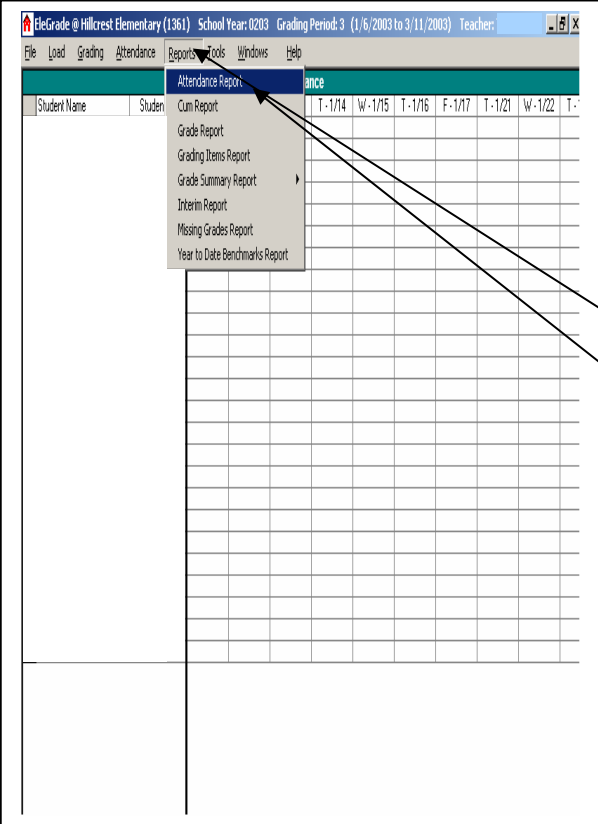
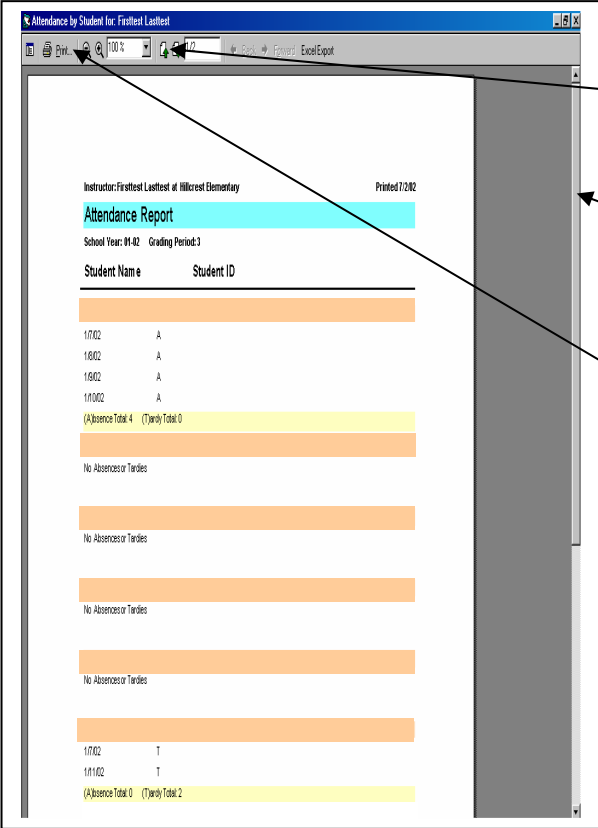


# EleGrade - Reports

Steps	Screen Displayed	Procedures
1	  	<p style="text-align: center;"><b><u>To Run the Attendance Report</u></b></p> <p><b><u>On the Menu Bar:</u></b></p> <ul style="list-style-type: none"> <li>• Click <b>Reports</b></li> <li>• Click <b>Attendance Report</b></li> </ul> <p>If you have not loaded the <b>Attendance Grid</b>, this message window is displayed.</p> <ul style="list-style-type: none"> <li>• Click <b>OK</b></li> </ul>
2	  	<p style="text-align: center;"><b><u>To Load the Attendance Grid</u></b></p> <p><b><u>On the Menu Bar:</u></b></p> <ul style="list-style-type: none"> <li>• Click <b>Load</b></li> <li>• Click <b>Attendance</b></li> </ul> <p><b><u>If Today's Date is not a School Day in the Current Grading Period, this Message window is displayed.</u></b></p>  <ul style="list-style-type: none"> <li>• Click <b>OK</b></li> </ul> <p>The <b>Attendance Grid</b> is displayed.</p>

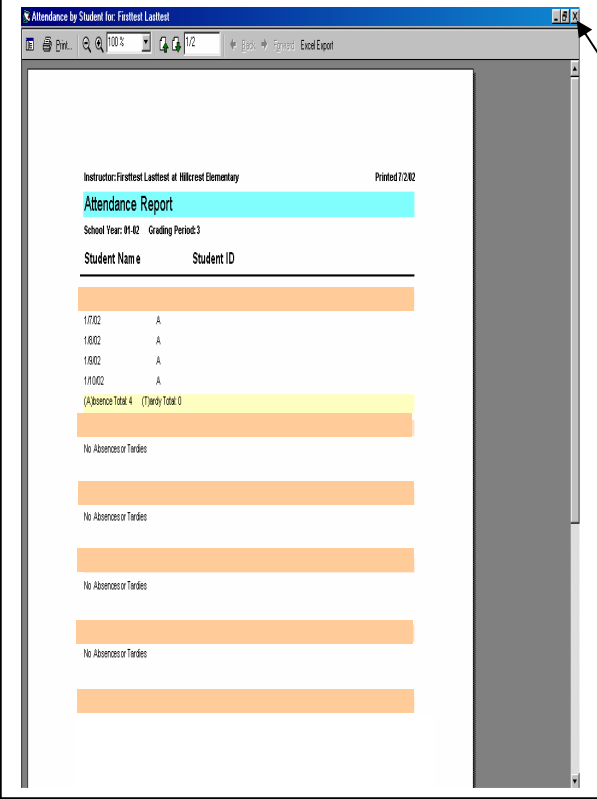
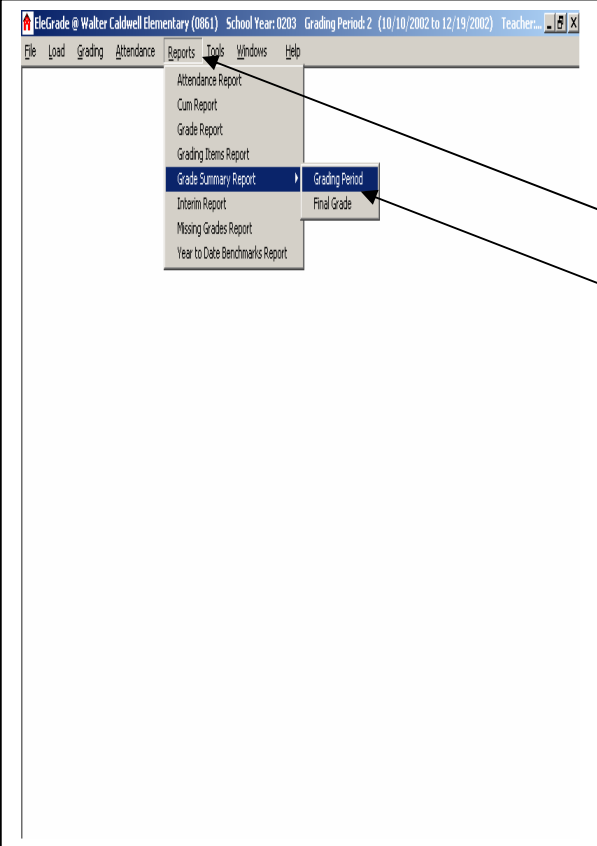
# EleGrade - Reports

Steps	Screen Displayed	Procedures
3		<p><b><u>Once the Attendance Grid has been Loaded</u></b></p> <p><b><u>On the Menu Bar:</u></b></p> <ul style="list-style-type: none"> <li>● Click <b>Reports</b></li> <li>● Click <b>Attendance Report</b></li> </ul>
4		<p>The <b>Attendance Report</b> is displayed.</p> <ul style="list-style-type: none"> <li>● Use the <b>Page-up / Page Down</b> icons to view the Next/Previous Students Report</li> <li>● Use the <b>Scroll Bar</b> on the right of the screen to view the entire report</li> </ul> <p><b><u>To Print the Report:</u></b></p> <ul style="list-style-type: none"> <li>● Click the <b>Print</b> icon</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0; text-align: center;"> <span>← Back</span> <span>Forward →</span> <b>Excel Export</b> </div> <p><b>Note:</b> Anytime the “Excel Export” words are dark, you have the option of exporting the current document to an Excel spreadsheet.</p> <ul style="list-style-type: none"> <li>● Click <b>Excel Export</b> to use this feature.</li> </ul>

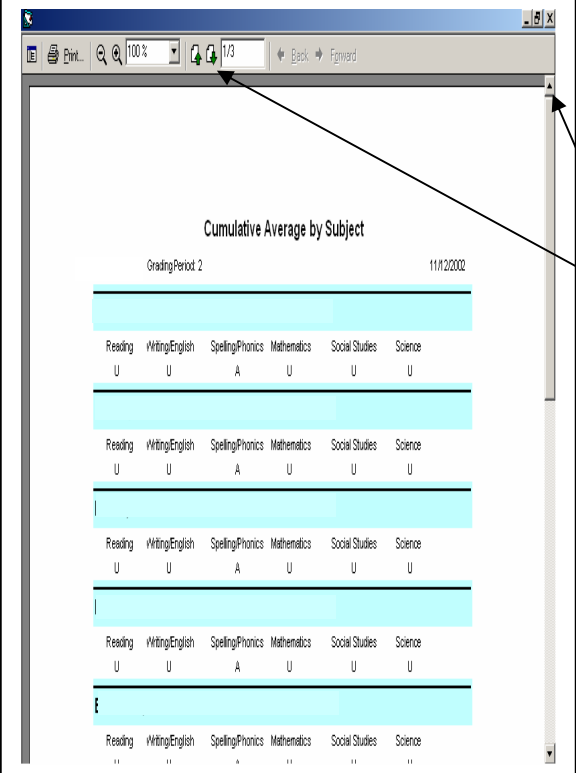
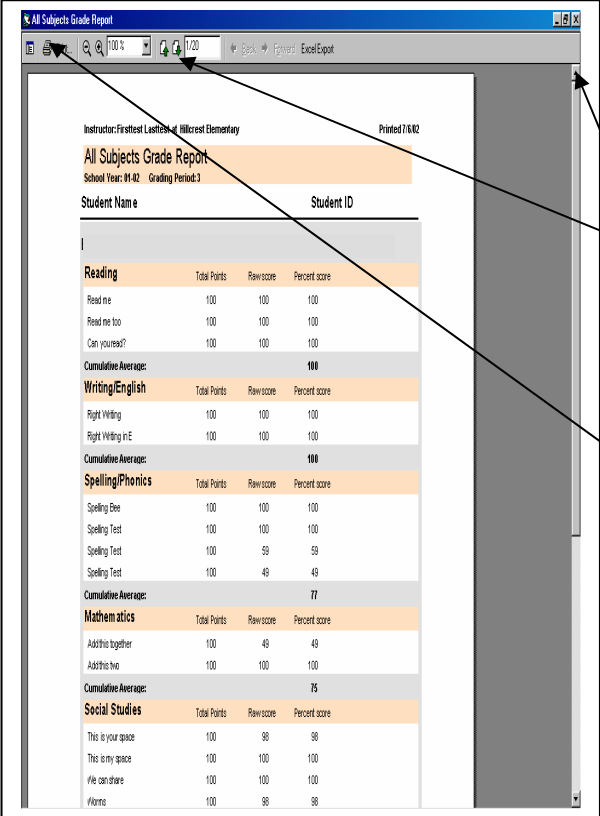
## EleGrade - Reports

Steps	Screen Displayed	Procedures
5		<p><b><u>To Save the Report to an Excel Spreadsheet:</u></b></p> <ul style="list-style-type: none"> <li>• Click <b>Excel Export</b></li> <li>• Navigate to a <b>Preferred Directory</b></li> <li>• Open an <b>Existing Folder</b></li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• <b>Create a New Folder</b></li> </ul>
6		<ul style="list-style-type: none"> <li>• Type a <b>File Name</b> for the Report</li> <li>• Click <b>Save</b></li> </ul> <p>The Report is Saved as an Excel file.</p> <p><b><u>Access the Report through your Excel Program:</u></b></p>

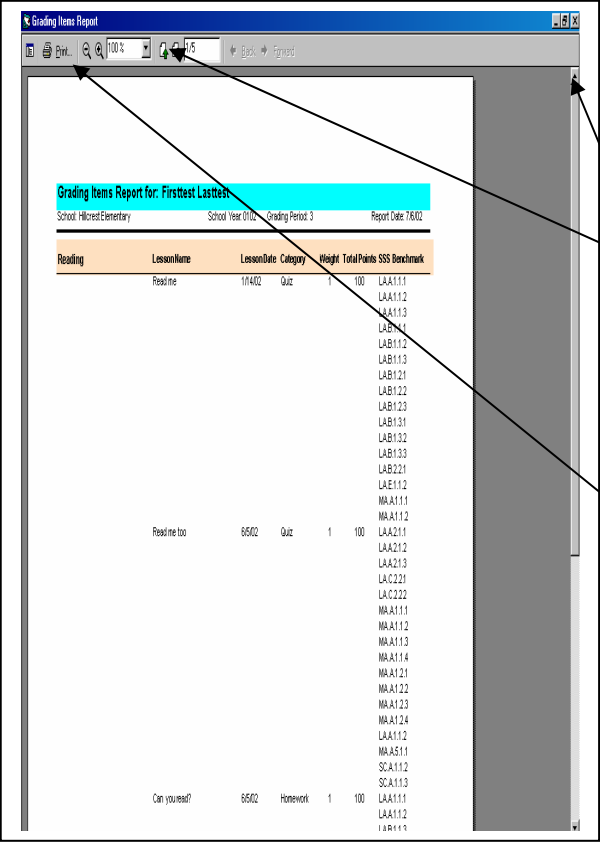
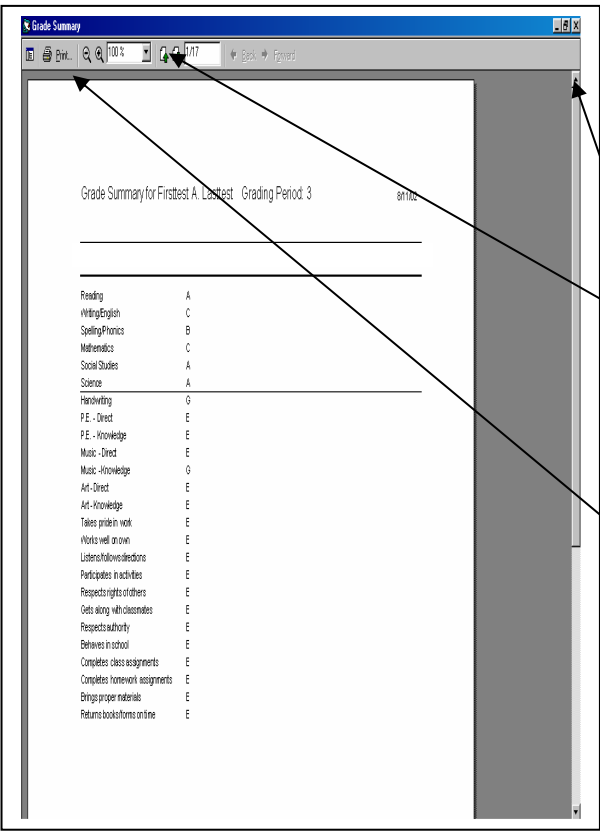
# EleGrade - Reports

Steps	Screen Displayed	Procedures
7		<p><b><u>To Close the Report:</u></b></p> <ul style="list-style-type: none"><li>• Click the <b>X</b> in the upper right corner of the screen</li></ul>
8		<p><b><u>To Run the Other Reports Available for a Classroom Teacher</u></b></p> <p><b><u>On the Menu Bar:</u></b></p> <ul style="list-style-type: none"><li>• Click <b>Reports</b></li><li>• Select the <b>Report</b> you want to run</li></ul> <p><b><u>Running an Interim Report and Creating an Interim Header are covered in separate documentation.</u></b></p>

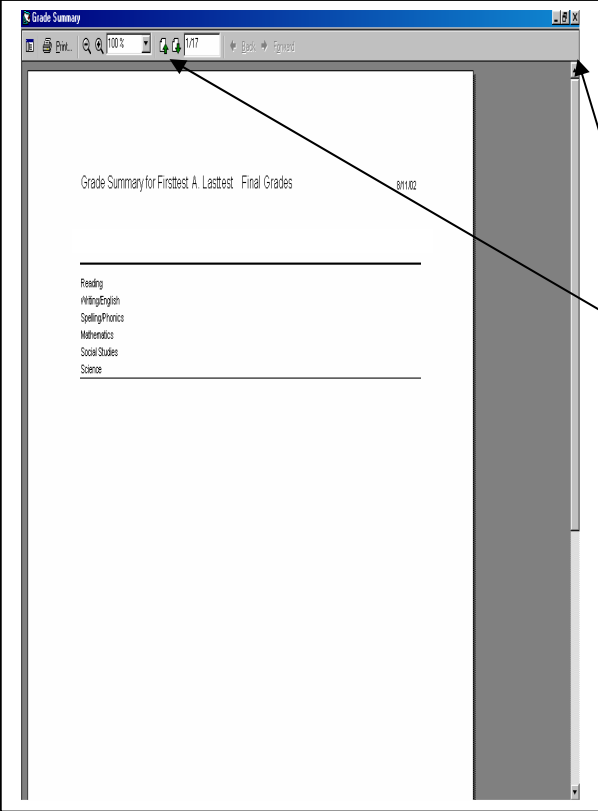
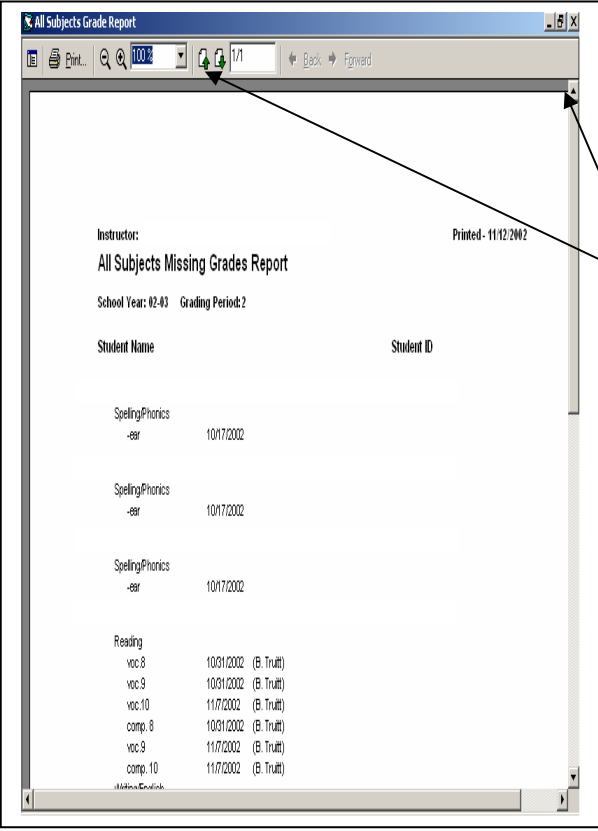
## EleGrade - Reports

Steps	Screen Displayed	Procedures
9		<p><b><u>To Run the Cum Report</u></b>  <b><u>On the Menu Bar:</u></b></p> <ul style="list-style-type: none"> <li>• Click <b>Reports</b></li> <li>• Click <b>Cum Report</b></li> </ul> <p>The <b>Cumulative Average by Subject</b> is displayed.</p> <ul style="list-style-type: none"> <li>• Use the <b>Page-up / Page Down</b> icons to view the Next/Previous Students Report</li> <li>• Use the <b>Scroll Bar</b> on the right of the screen to view the entire report</li> </ul> <p><b><u>To Print the Report</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>Print</b> icon</li> </ul> <p><b><u>To Close the Report</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>X</b> in the upper right corner of the screen</li> </ul>
10		<p><b><u>To Run the Grade Report</u></b>  <b><u>On the Menu Bar:</u></b></p> <ul style="list-style-type: none"> <li>• Click <b>Reports</b></li> <li>• Click <b>Grade Report</b></li> </ul> <p>The <b>Grade Report</b> is displayed.</p> <ul style="list-style-type: none"> <li>• Use the <b>Page-up / Page Down</b> icons to view the Next/Previous Students Report</li> <li>• Use the <b>Scroll Bar</b> on the right of the screen to view the entire report</li> </ul> <p><b><u>To Print the Report</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>Print</b> icon</li> </ul> <p><b><u>To Save the Report to Excel</u></b></p> <ul style="list-style-type: none"> <li>• Repeat Steps 5 through 6</li> </ul> <p><b><u>To Close the Report</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>X</b> in the upper right corner of the screen</li> </ul>

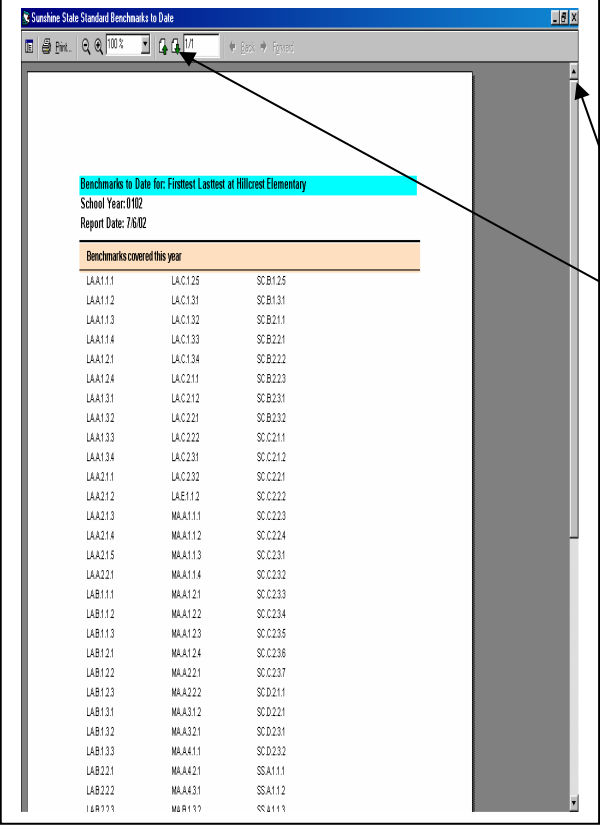
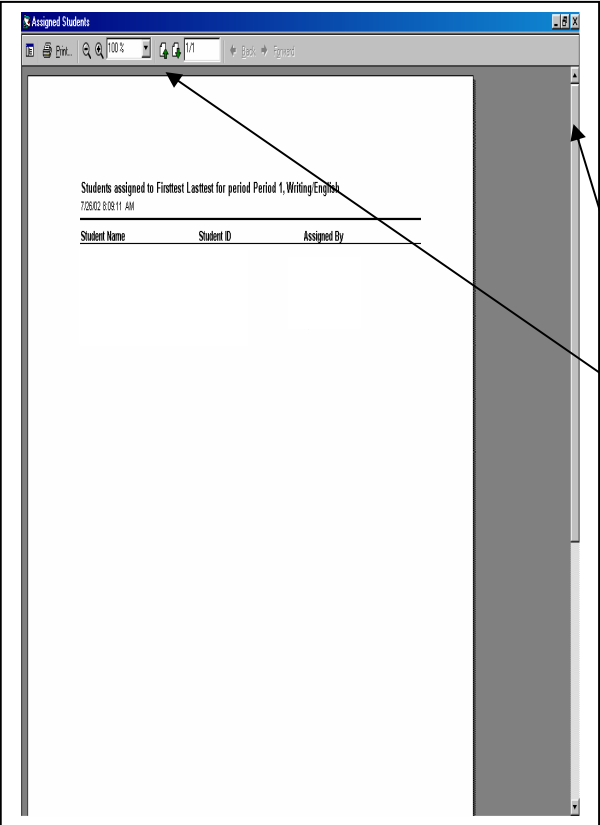
# EleGrade - Reports

Steps	Screen Displayed	Procedures
11		<p><b><u>To Run the Grading Items Report On the Menu Bar:</u></b></p> <ul style="list-style-type: none"> <li>• Click <b>Reports</b></li> <li>• Click <b>Grading Items Report</b></li> </ul> <p>The <b>Grading Items Report</b> is displayed.</p> <ul style="list-style-type: none"> <li>• Use the <b>Page-up / Page Down</b> icons to view the Next/Previous Students Report</li> <li>• Use the <b>Scroll Bar</b> on the right of the screen to view the entire report</li> </ul> <p><b><u>To Print the Report</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>Print</b> icon</li> </ul> <p><b><u>To Close the Report</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>X</b> in the upper right corner of the screen</li> </ul>
12		<p><b><u>To Run the Grade Summary Report for a Grading Period On the Menu Bar:</u></b></p> <ul style="list-style-type: none"> <li>• Click <b>Reports</b></li> <li>• Click <b>Grade Summary Report</b></li> <li>• Click <b>Grading Period</b></li> </ul> <p>The <b>Grade Summary Report</b> for the Grading Period is displayed.</p> <ul style="list-style-type: none"> <li>• Use the <b>Page-up / Page Down</b> icons to view the Next/Previous Students Report</li> <li>• Use the <b>Scroll Bar</b> to view the entire report</li> </ul> <p><b><u>To Print the Report</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>Print</b> icon</li> </ul> <p><b><u>To Close the Report</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>X</b> in the upper right corner of the screen</li> </ul>

## EleGrade - Reports

Steps	Screen Displayed	Procedures
13		<p><b><u>To Run the Grade Summary Report for a Final Grade</u></b></p> <p><b><u>On the Menu Bar:</u></b></p> <ul style="list-style-type: none"> <li>• Click <b>Reports</b></li> <li>• Click <b>Grade Summary Report</b></li> <li>• Click <b>Final Grade</b></li> </ul> <p>The <b>Grade Summary Report</b> for the Final Grade is displayed.</p> <ul style="list-style-type: none"> <li>• Use the <b>Page-up / Page Down</b> icons to view the Next/Previous Students Report</li> <li>• Use the <b>Scroll Bar</b> to view the entire report</li> </ul> <p><b><u>To Print the Report</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>Print</b> icon</li> </ul> <p><b><u>To Close the Report</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>X</b> in the upper right corner of the screen</li> </ul>
14		<p><b><u>To Run the All Subjects Missing Grades Report</u></b></p> <p><b><u>On the Menu Bar:</u></b></p> <ul style="list-style-type: none"> <li>• Click <b>Reports</b></li> <li>• Click <b>Missing Grades Report</b></li> </ul> <p>The <b>Missing Grades Report</b> is displayed.</p> <ul style="list-style-type: none"> <li>• Use the <b>Page-up / Page Down</b> icons to view the Next/Previous Students Report</li> <li>• Use the <b>Scroll Bar</b> on the right of the screen to view the entire report</li> </ul> <p><b><u>To Print the Report</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>Print</b> icon</li> </ul> <p><b><u>To Close the Report</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>X</b> in the upper right corner of the screen</li> </ul>

# EleGrade - Reports

Steps	Screen Displayed	Procedures
15		<p><b><u>To Run the Year to Date Benchmarks Report</u></b></p> <p><b><u>On the Menu Bar:</u></b></p> <ul style="list-style-type: none"> <li>• Click Reports</li> <li>• Click Year to Date Benchmarks Report</li> </ul> <p>The Year to Date Benchmarks Report is displayed.</p> <ul style="list-style-type: none"> <li>• Use the <b>Page-up / Page Down</b> icons to view the Next/Previous Students Report</li> <li>• Use the <b>Scroll Bar</b> to view the entire report</li> </ul> <p><b><u>To Print the Report</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>Print</b> icon</li> </ul> <p><b><u>To Close the Report</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>X</b> in the upper right corner of the screen</li> </ul>
16		<p><b><u>Departmentalized Report (not available to Classroom Teachers)</u></b></p> <p><b><u>When you are logged onto a Group/Period, you will be able to View and Print an Assigned Students Report.</u></b></p> <p><b><u>On the Menu Bar:</u></b></p> <ul style="list-style-type: none"> <li>• Click Reports</li> <li>• Click Assigned Students Report</li> </ul> <p>The Assigned Students Report is displayed.</p> <ul style="list-style-type: none"> <li>• Use the <b>Page-up / Page Down</b> icons to view the Next/Previous Students Report</li> <li>• Use the <b>Scroll Bar</b> to view the entire report</li> </ul> <p><b><u>To Print the Report</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>Print</b> icon</li> </ul> <p><b><u>To Close the Report</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>X</b> in the upper right corner of the screen</li> </ul>