

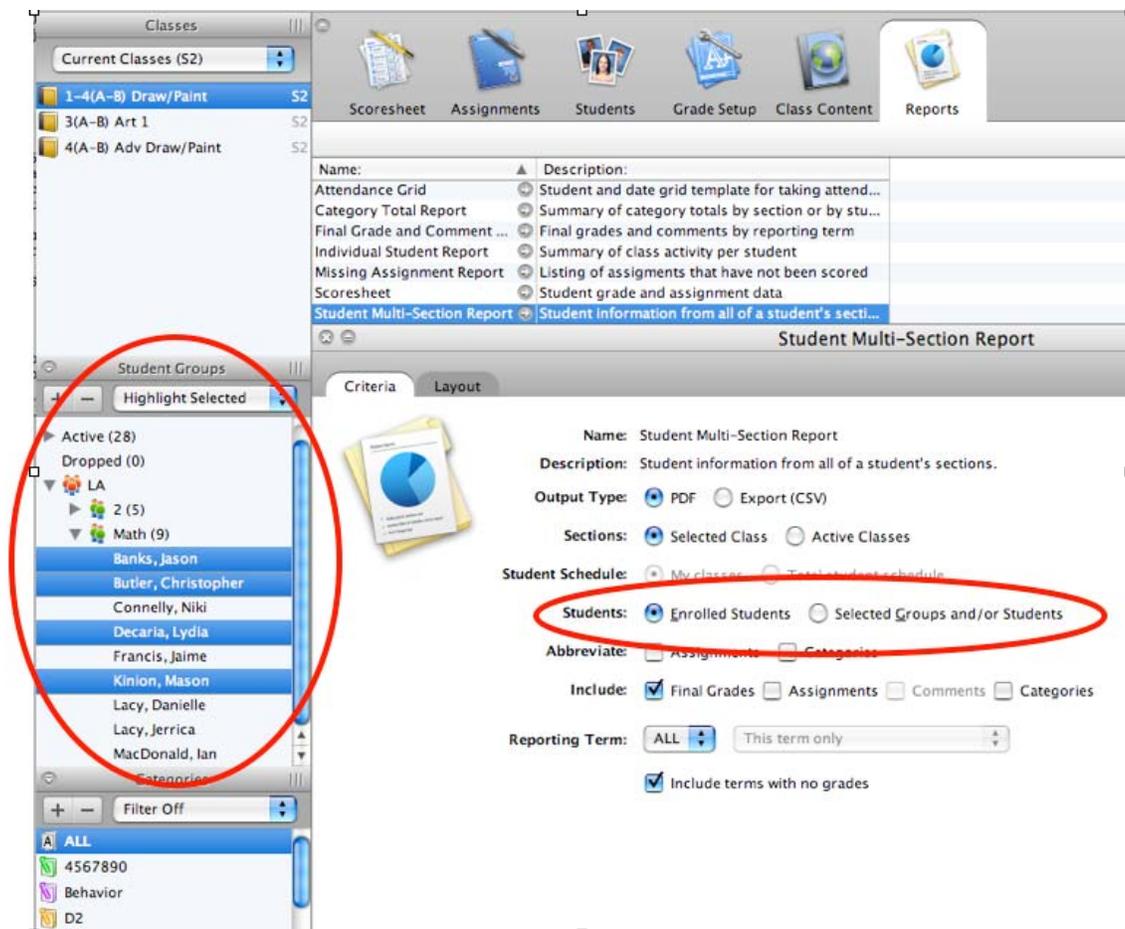
## What Every Teacher Should Know

This is a list of the top feature requests by teachers. The good news? The features are already there!

### #1. Report on a single student or a selection of students.

How to do it:

1. Select one or more students in the student groups pane on the left.
2. On any report, on the criteria tab, look at the option labeled "students".
3. Change the selection from "Enrolled Students" to "Selected Groups and/or Students"
4. Run the report. Only the selected students will appear on the report.



### #2. Run a report with more data per page, or include specific instructions on the report.

How to do it:

1. Select any report

2. In the details pane below, select the 2nd tab called "layout".

3. Set any of the features listed there:

**Name:** Give the report a specific name

**Page Breaks:** Turn page breaks on & off

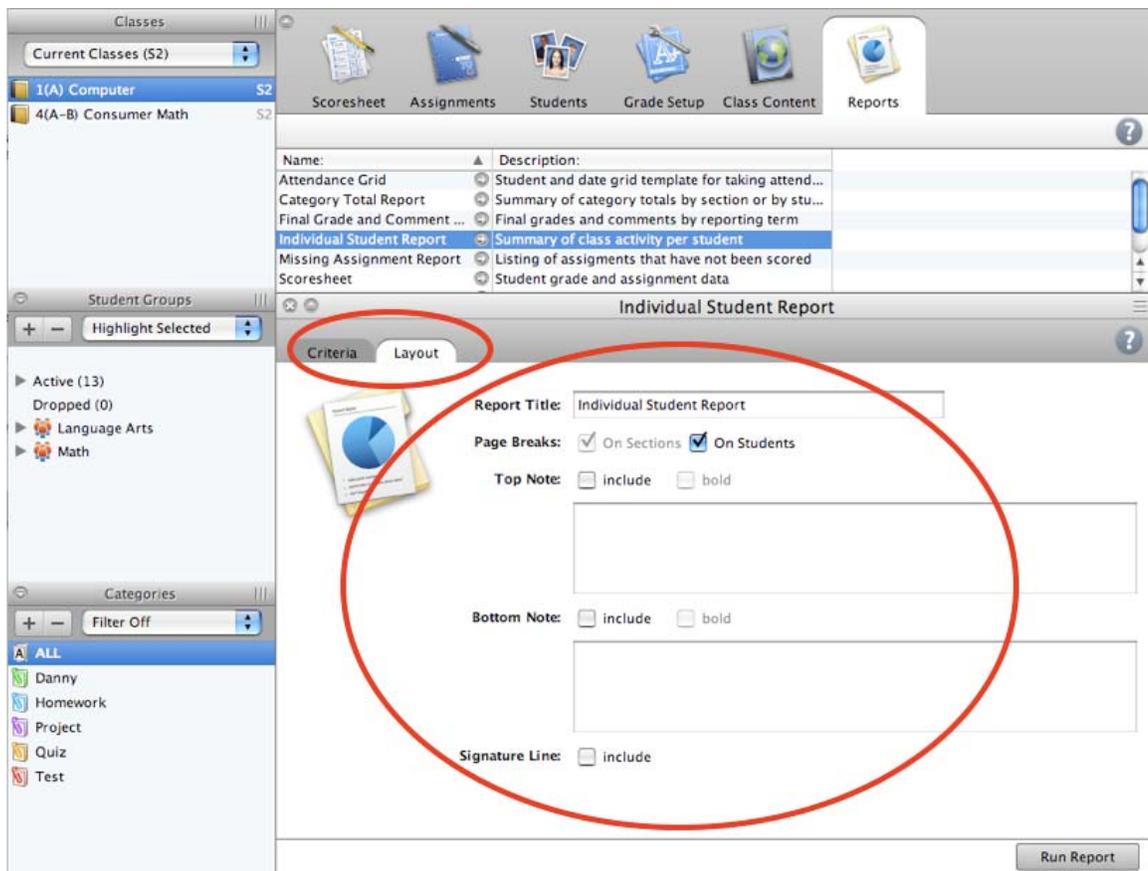
**Top Note\*:** Include instructions to appear at the top of the report

**Bottom Note\*:** Include instructions to appear at the bottom of the report

**Signature Line:** Include a signature line at the bottom of the report

\* The top and bottom note text is remembered automatically for the next time you run the report.

4. Run the report.

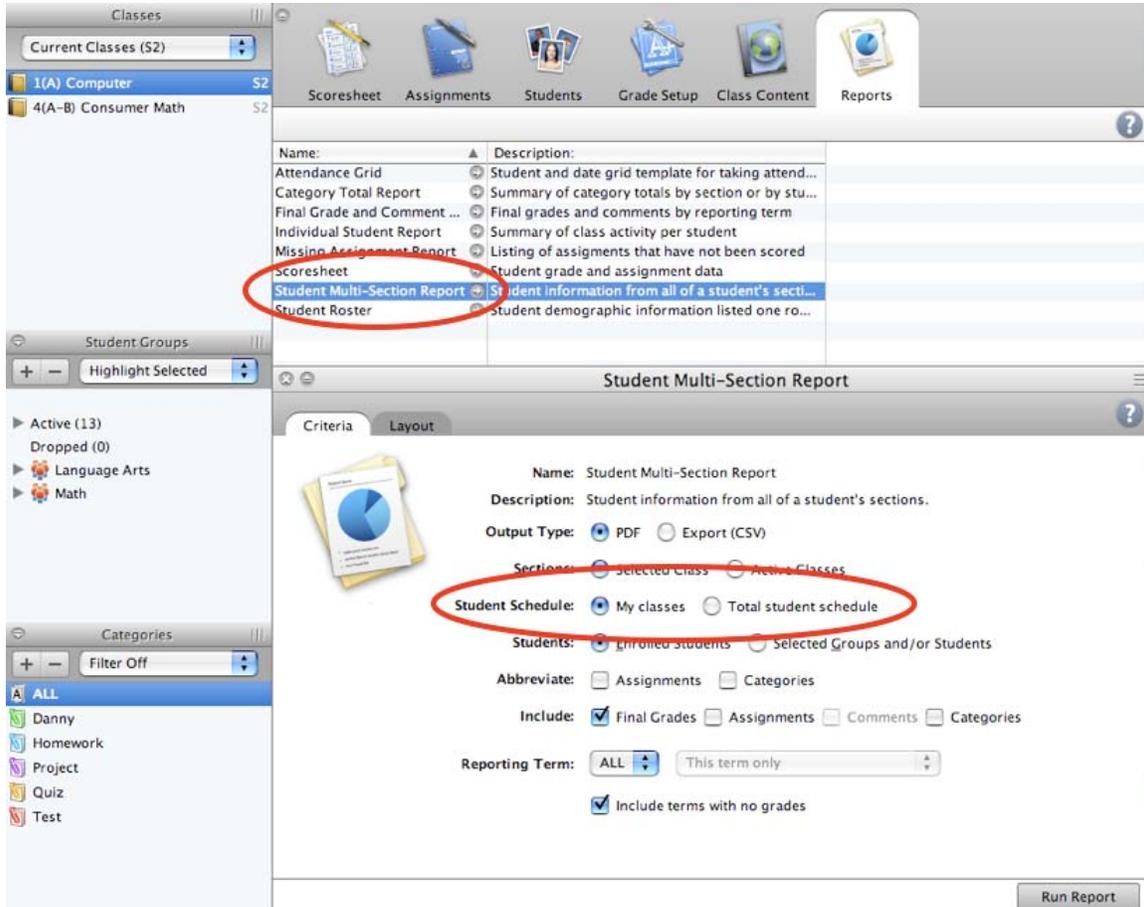


### #3. Report on students' progress in all their classes.

How to do it:

1. Select the **Student Multi-Section Report**
2. Look at the option labeled "Student Schedule"
3. For only sections where you teach the student, leave the selection on **"My Classes"**

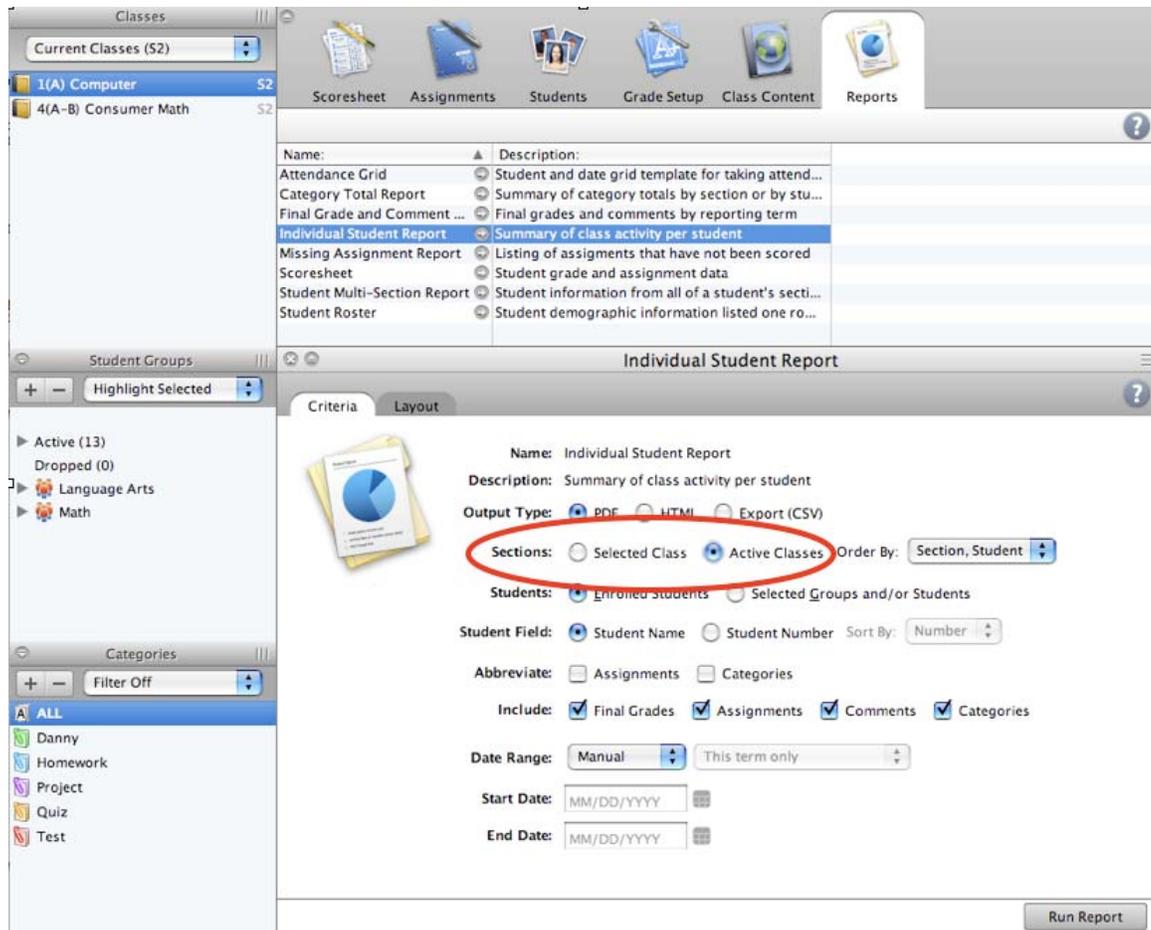
4. For the student's full schedule, select "Total Student Schedule"
5. Select final grades and comments, assignments, and/or category totals to display
6. Run the report.



## #4. Run a report for all sections at once.

How to do it:

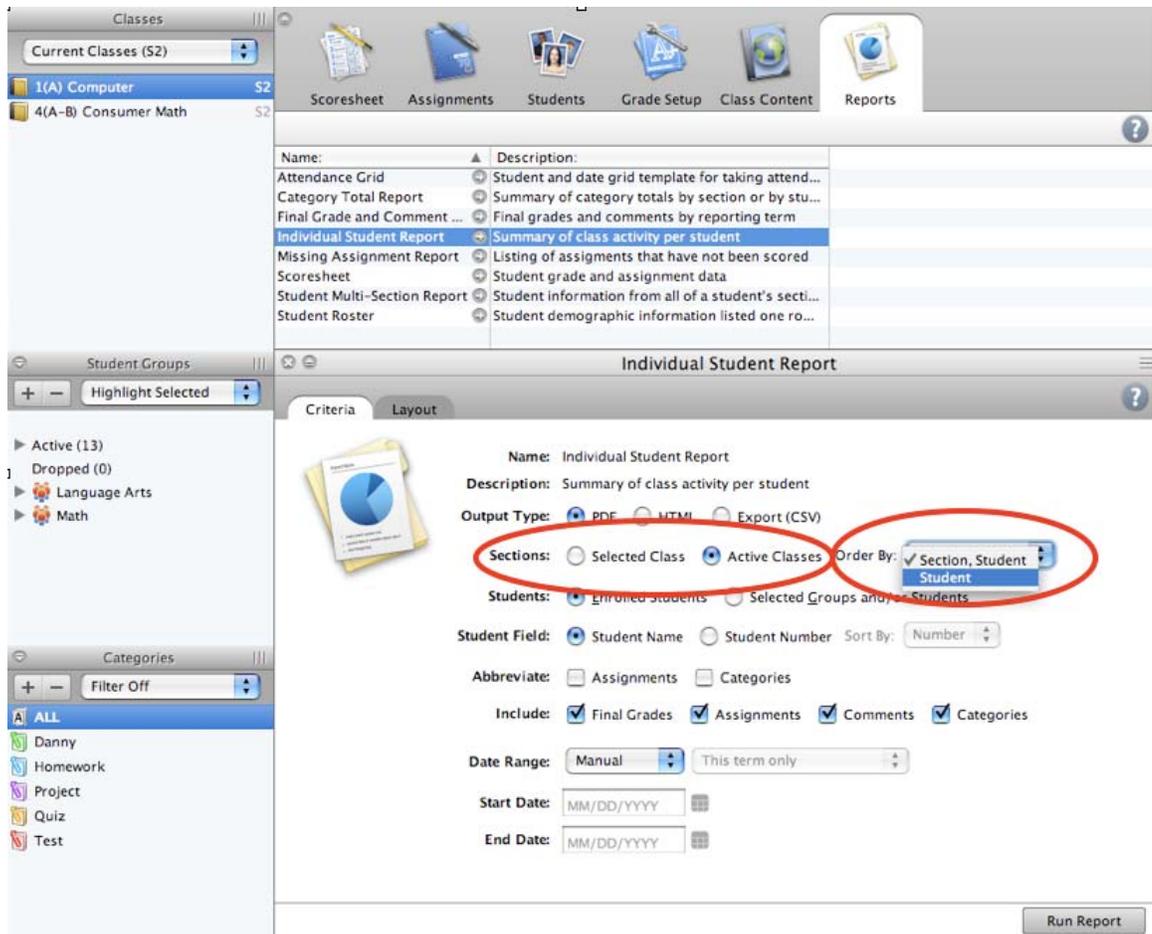
1. Select any report
2. On the criteria tab, look at the option labeled "Sections"
3. Change the selection from "Selected Class" to "Active Classes"
4. Run the report



## #5. Run a report that lists students alphabetically across sections, not by section.

How to do it:

1. Select the **Individual Student** or **Missing Assignment Report**.
2. On the criteria tab, look at the option labeled " **Sections**"
3. Change the selection from "Selected Class" to "Active Classes"
4. On the same row, change "Order By" from "Section, Student" to "Student"
5. Run the report



## #6. Print a class contact list, student roster, field trip check sheet and more.

How to do it:

1. Select the **Student Roster** Report
2. Check the "Student Info" and "Parent Info" you'd like to see on the report
3. Select and name any blank fields you need
4. In the Preview area below, drag and drop the columns to see the desired order.
5. Run the report

Classes

Current Classes (S2)

- 1(A) Computer S2
- 4(A-B) Consumer Math S2

ScoreSheet Assignments Students Grade Setup Class Content Reports

Name: Attendance Grid Description: Student and date grid template for taking attend...  
Category Total Report Summary of category totals by section or by stu...  
Final Grade and Comment ... Final grades and comments by reporting term  
Individual Student Report Summary of class activity per student  
Missing Assignment Report Listing of assignments that have not been scored  
ScoreSheet Student grade and assignment data  
Student Math Section Report Student information from all of a student's secti...  
**Student Roster Student demographic information listed one ro...**

Student Groups

Highlight Selected

- Active (13)
- Dropped (0)
- Language Arts
- Math

Categories

Filter Off

- ALL
- Danny
- Homework
- Project
- Quiz
- Test

Student Roster

Criteria Layout

Name: Student Roster  
Description: Student demographic information listed one row per student  
Output Type:  PDF  Export (CSV)  
Sections:  Selected Class  Active Classes  
Students:  Enrolled Students  Selected Groups and/or Students  
Student Info:  Student Name  Student Number  Birthday  Gender  Grade Level  
Parent Info:  Mother's Name  Father's Name  Home Phone  Guardian Email  Emergency Contacts  
 Check box  Blank2  Blank3  Blank4  Blank5  Blank6  
Sort:  Student Last Name  Student First Name  Student Number  Birthday  
Report Preview:  
Student Name | Birthday | Mother's Name | Father's Name | Home Phone | Check box

Run Report