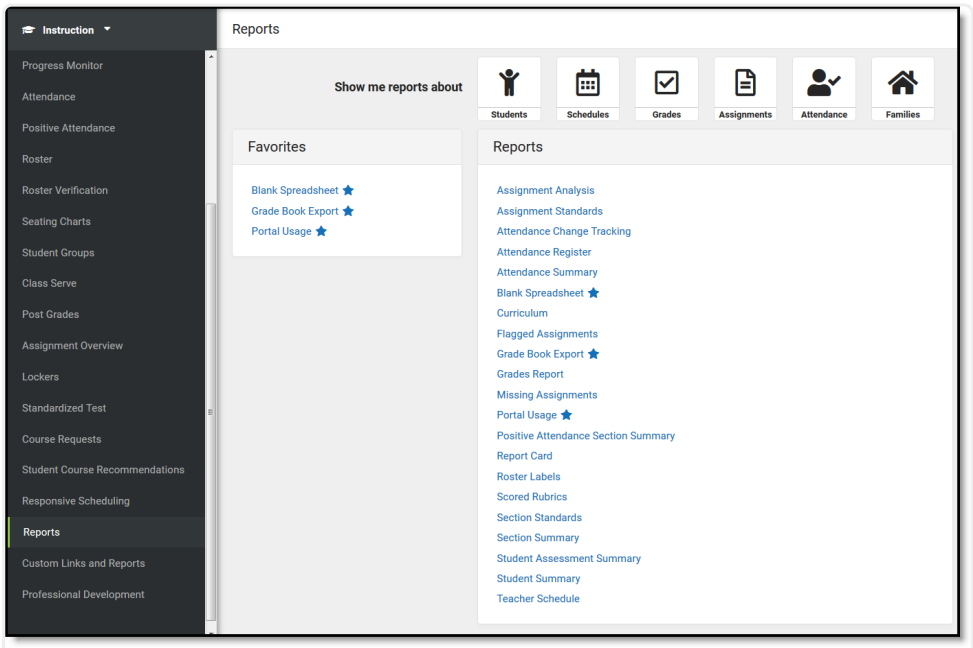
Instruction Reports

Last Modified on 04/01/2024 11:54 am CDT

Instruction reports help teachers to analyze grade, assignment, and attendance data, generate helpful forms, and track student work.



Instruction Reports provide a variety of options for viewing student, assignment, and grade data.

Tool rights to Instruction Reports can be granted en masse or to individual reports.

Favorites	Filters

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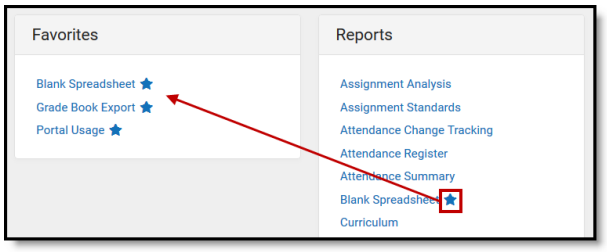
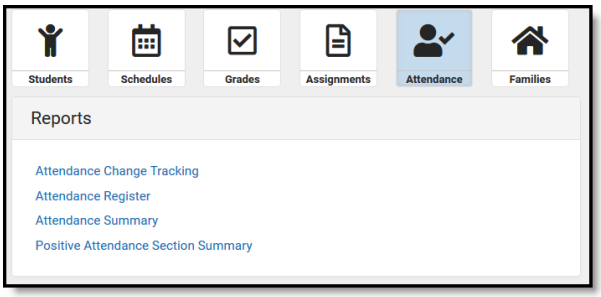


Mark the star that displays next to a report to add it to your favorites list.



Across the top of the reports list are six filters such as Students, Grades, and Assignments. Click a filter to view reports on that subject. Click the filter again to return to the full list.

Tips for Generating Reports

- When you click **Generate** on a report, whatever options you've selected are saved for the next time you return to the report. This feature saves time on reports you generate often, or when generating a report with the same option for different sections.
- Most reports are available in **PDF** and **DOCX** format. Some are also available in **CSV** (Excel) and other helpful formats. To view additional formats, click the arrow next to the **Generate** button.
- Students who have recently added a class are shown in green text (depending on district preference) and students who have dropped a class display in red text.

Saving Report Options as Templates

At the bottom of the editor for most reports, click **Save Options** to save the report editor options as currently selected as a template for future use. Give the template a name before saving.

To use a set of saved options to generate a report, click **Apply Options** and select a saved template from the list in the panel on the side of the screen. The *Default Report Options* template restores the editor options to the original default, before you used the report and it saved your selections for next time.

Once selected, the saved options are selected on the report editor - changes can still be made to the selected options before generating the report.

Available Reports:

Report Name	Use to Report:
Assignment Analysis	A bar chart of students' performance on the selected assignment.
Assignment Standards	Standards associated with assignments for a section

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Report Name	Use to Report:
Attendance Change Tracking	Attendance events that have been added and changed for a date range
Attendance Register	Attendance for a term in a student-by-day grid
Attendance Summary	Attendance totals for a term by event type (excused, tardy, etc)
Blank Spreadsheet	A blank spreadsheet of selected students, with customizable column headers.
Curriculum Report	A list of assignments in the section with an overview of curriculum information.
Flagged Assignments	Assignments flagged as missing, exempt, late, or incomplete for students
Grade Book Export	An export of your Grade Book in another format.
Grades Report	Posted grades for tasks and standards.
Missing Assignments	Assignments flagged as missing per student
Portal Usage	Students and parents with Portal accounts and login activity
Positive Attendance Section Summary	Total time spent in class for each student in a term (positive attendance)
Report Cards	Print report cards for students.
Roster	Print details from a section's roster, including student demographics, guardian, and address data. This report is also available via the Report Options button in the Roster.
Roster Labels	Roster labels for mailing or classroom use
Scoring Rubrics	Print scoring rubrics by section.
Section Standards	A list of standards aligned to the section's course
Section Summary	Scores for assignments and grades for tasks and standards
Student Assessment Summary	Student scores on assessments.
Student Summary	Assignment scores by student.
Teacher Schedule	Generates a printable version of your schedule.

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