Chalkable Classroom – Grades
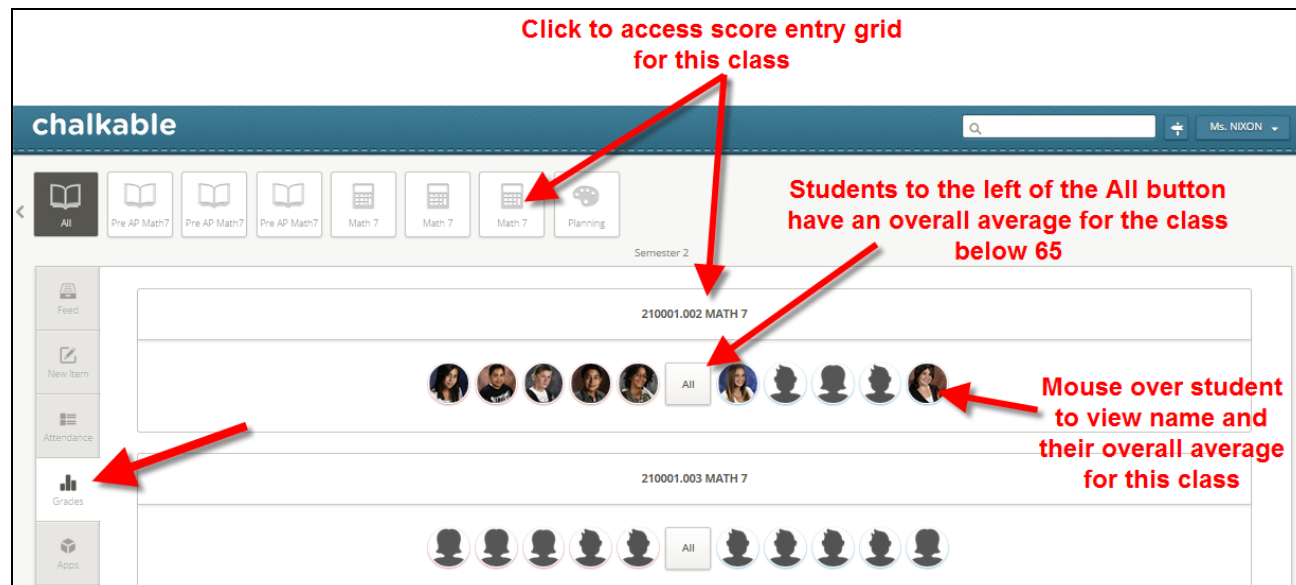
Table of Contents

Accessing Grades

To access grades, select **Grades** under the *Menu* on the left.

- **Sections**: At the top of the screen there is an option to view *All* sections. Select a single section to access the score entry grid for that class.

- **Class/Section/Name**: The class and section number will display along with the class name. Select the name to access the score entry grid for the class.

Student Analytics

The student grade analytics screen displays data based on the students' overall running grade book averages. The analytics are automatically updated as item (activity) scores are entered in the grade book under the box or grid view.

- **Students**: Students are grouped by class. If student pictures are installed they will display. Male students without a picture display with the ⬤ icon. Female students without a picture display with the ⬤ icon.

  o The lowest five performing students display to the left of the *All* button. Students must have an overall average of below 65 to display to the left.

  o The top five performing students in the class will display to the right of the *All* button.

  o Choose *All* to display all students in the class with a graphic representation of the current overall running grade book averages. Hover over a student on the graph line to view their name and overall average on the list above. Hover over a student in the list to view their location in the graph line below. Hover over a student Picture/Icon to view their name and overall average for the section.

o   Select the student Picture/Icon to access that student's information page.
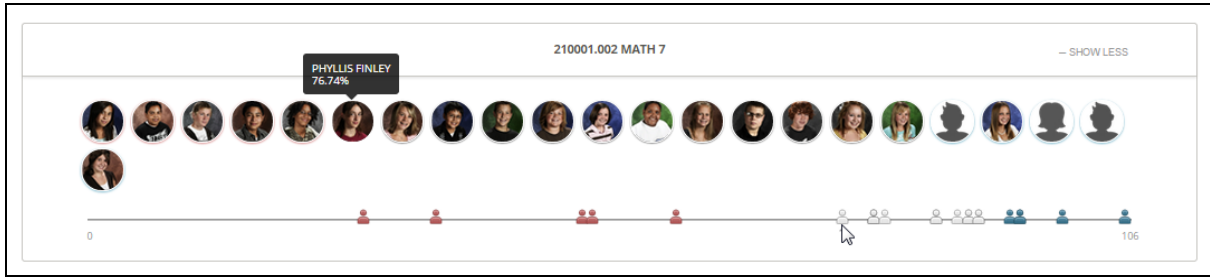
Score Entry

To access the **Item** view, either choose the class name at the top of the *Grades* screen or select the class/section/name in the list of classes.
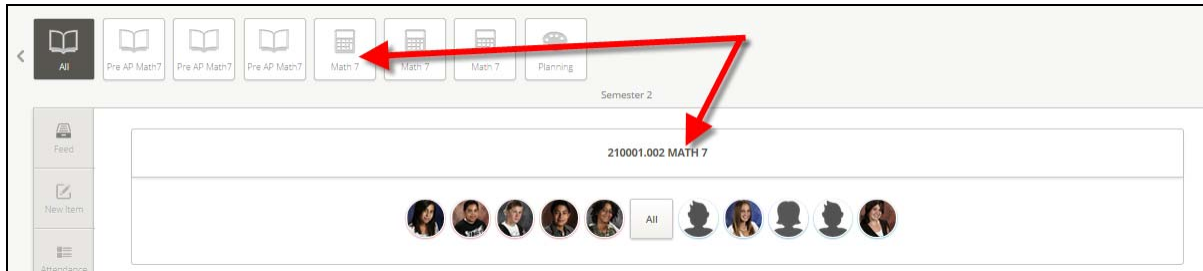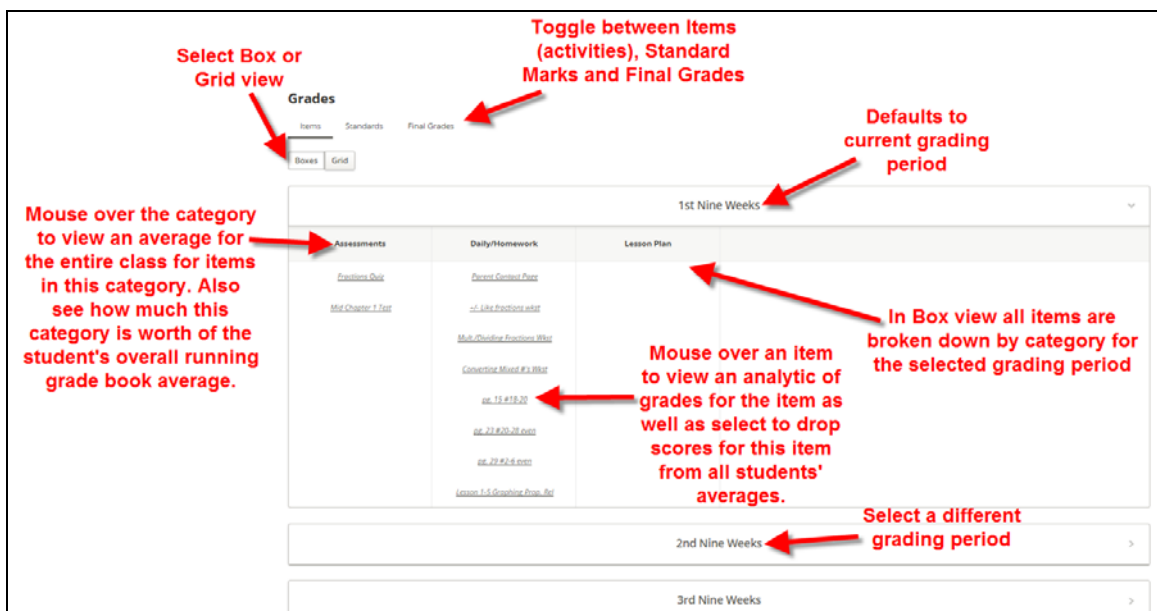

The current grading period is selected by default. The user may view the grade information in a **Box** or a **Grid** view.
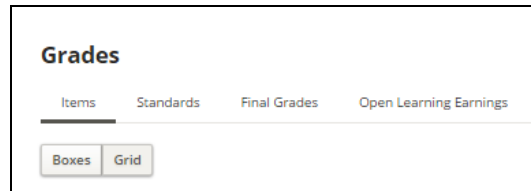
Box View

The following is an example of the **Box** view where items display in a list under the selected grading period.
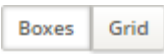
In **Box** view all items for the grading period will display broken down by category.
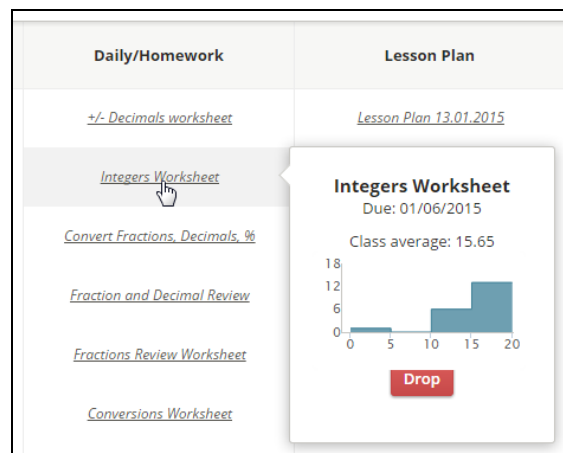
- **Items/Standards/Final Grades/Learning Earnings**:

  Grades

  Items   Standards   Final Grades   Open Learning Earnings

  Boxes Grid

  - o **Items**: Defaults to **Item** view. Select to view the items for the selected grading period.
  - o **Standards**: Select to view standards for the selected grading period and enter standard marks
  - o **Final Grades**: Select to view/edit the student's overall running grade book average for the grading period and edit/enter grading period grades to print on report cards.
  - o **Open Learning Earnings**: Allow the teacher to award Learning Earning credits to student via the Gradebook. This option will only appear if Learning Earnings is integrated to *Information*NOW. See the Learning Earnings Quick Reference Guide for additional information.

- **Box/Grid View**: Boxes Grid Select *Box* or *Grid* view.

- **Grading Period**: The current grading period will be selected by default. Select the name of the grading period to switch to that grading period.

- **Category**: All items display in columns for each category. Hover over the category to view:

  - o **Avg**: The overall running average for all students in the class for this category.
  - o **Worth**: The percentage value of all items in this category for the students' overall average. For example, if the category Homework was created as 20% of the student's overall average, a 20% would display here.

  Assessments
  Avg: 60.36 Worth 50%

  Assessments
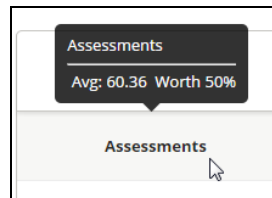
- **Item View**: Hover over an item to view the full name, date and class average for the item in a graph view. Users may also choose to drop all scores for the selected item from the student's overall running grade book average.

Daily/Homework	Lesson Plan
+/- Decimals worksheet	Lesson Plan 13.01.2015
Integers Worksheet	**Integers Worksheet**
Convert Fractions, Decimals, %	Due: 01/06/2015
Fraction and Decimal Review	Class average: 15.65
Fractions Review Worksheet	
Conversions Worksheet	Drop

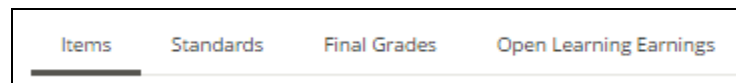- Select an item to access the score entry screen for that item. See "Score Entry" on page 3 for more details.

Grid View

The following is an example of a **Grid** view where the students who are enrolled in the class and each item for the selected class and grading period display as a separate column at the bottom of the screen.

- **Items/Standards/Final Grades/Learning Earnings**:

- o **Items**: Defaults to **Item** view. Select to view the items for the selected grading period.

- o **Standards**: Choose to view standards for the selected grading period and enter standard marks

- o **Final Grades**: Select to view/edit the student's overall running grade book average for the grading period and edit/enter grading period grades to print on report cards.

- o **Open Learning Earnings**: Select to access the Learning Earnings site. This will only appear if Learning Earnings is integrated with *Information*NOW. See the Learning Earnings Quick Reference Guide for additional information.

- **Box/Grid View**: Select *Box* or *Grid* view.

- **Grading Period**: The current grading period will be expanded by default. Choose the icon next to any grading period or the grading period name to view the items for that grading period.

- **All standards**: Select to view **All Standards** or choose the drop arrow and select a standard from the list. When a standard is selected only items attached to that standard will display.

- **All categories**: Select to view **All Categories** or choose the drop arrow and select a category from the list. When a category is selectedd only Items of the selected category will display.

- **Next/Prev**: Select to access additional columns for more items (activities). The number of columns displayed will be determined by the screen resolution and any additional columns that are selected (ex. Points Earned/Points Possible).

- **Printer**: Select the printer icon to print various reports.

- **Students**: In **Grid** view, each student in the class will display in a row.

- **Columns**: The columns to the right of the student name will vary depending on the options selected under **Settings | Setup | Options |** Select **Class**.

  - **Avg**: The average column will always display showing the student's current overall running average for the class and grading period.

    - **Override Student Overall Running Average**: Select the column across from a student name to override the student's overall running average. If an overall average is changed, the word "Edited" will display below the average. Hover over the field to view what Chalkable Classroom computed as the student's overall average. Select the field and remove the changed average to restore the student's overall average to the average that was calculated by Chalkable Classroom.

    - **Enter/Select A Comment**: Choose **Comment** to enter a free form comment for the average or select a comment from the available list.

- **Items**: Each item (activity) for the selected class and grading period displays in a separate column. The column heading contains the partial name of the item along with the date due and points possible. Hover over the short name to view the entire name.

  - Select within the column across from a student name to enter a score.

  - Select the column heading to access the score entry screen for the selected item. From the score entry screen users may enter student scores and can also choose **Edit** to edit the item/activity and change description, points possible, whether or not it is visible to students, etc.

Entering Item Scores From Score Entry Screen

Users may access the score entry screen for an item from several locations. Choose one of the following three:

- From the *Feed* tab, choose the name of an item.

- From the *Calendar* tab, choose the name of an item.

- From the *Grades* tab, select a **Class**. From either **Box** or **Grid** view select the name of the item.
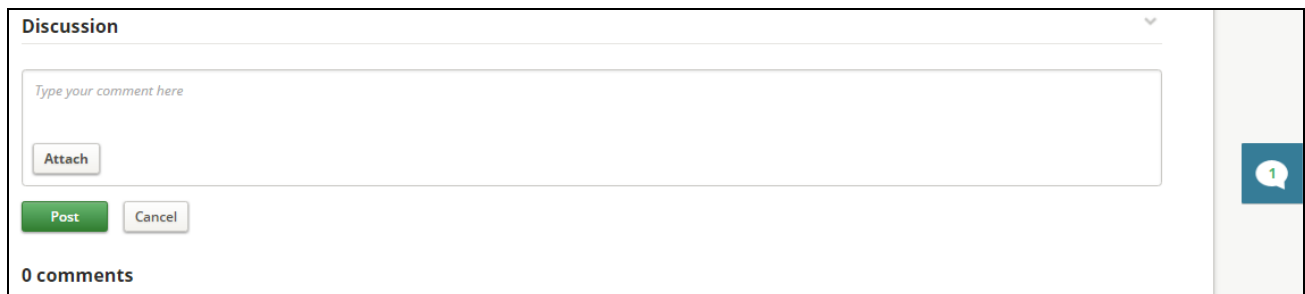

- **Back**: Select to return to the previous screen.

- **Edit**: Select to edit the item.
- **Category/Class Name/Section #**: Displays the category of the activity as well as the class name and section number.
- **Due**: Gives the due date as well as the time frame (i.e. due in 5 days).
- **Description**: A combination of the name of the item as well as the brief description.
- **Standards**: The name of the standard attached to the item. Hover over the name to view the entire description.
- **Chat** : Select to view discussion threads that have been submitted by the teacher or students.
- **Attachments**: See attachments for this activity. Hover over to download a copy.

- **Discussion/Comments**: Study Center users can access the discussion thread for the activity. Chalkable Classroom users can view comments submitted by students and the teacher's responses.

- **Grades Section**:

- **Class Avg**: Displays the current class average for this activity.

- **Graded**: Shows the count of students who have received a grade out of the number of students currently enrolled in the class.

- **Drop**: Select to drop the scores for this activity for all students enrolled in the class.

- **Open Learning Earnings**: Select to access the Learning Earnings site. This will only appear if Learning Earnings is integrated with *Information*NOW. See the Learning Earnings Quick Reference Guide for additional information.

- **Enter Grade**: To enter a score for a student, select the area to the right of the student's name and enter the score. Press the enter key on the keyboard to save the score and move to the next student on the list. Alternately, users may enter the score and then select next to a different student on the list to enter the score for that student.

  o **Score**: Select the score field and enter the student's score for this item.

  o **Comment**: Once the score field is selected, choose the **Comment** option to add a comment to this score record. Select it from the comment bank or type the comment in the field provided. If a comment is entered the word "Comment" will display in gray below the student picture/icon.

  o **Student Picture/Icon**: Select to access the student profile screen for this student.

  o **Additional Options**: When a score field is active, the user may also right-click and choose from a list of additional options. Check the option that applies.

  - **Drop**: Only available if the item was set to allow it to be dropped from the student's average. Dropped scores will display in a strike-through font and will not be included in the student's overall running average for the grading period.

  - **Late**: Select this option if the item was turned in late. Will display with an orange flag.

  - **Incomplete**: Select this option if the item is incomplete for this student. Will display with a blue flag.

  - **Fill**: If the user right-clicks on a cell that has a score entered, they can select to **Fill** the column. The score that the student received will be assigned to all students who do not already have a score entered for the item.

Note: Once a flag such as *Late* or Incomplete has been assigned to a score, the score will display with a blue or orange flag icon. Hover over the flag to see a tooltip explaining the flag.

Entering Item Scores From Grid View

If using the **Grid** view of the *Grades* screen, the score entry process is essentially the same. Select **Grades** from the menu on the left and then select a class.

To enter student scores from the **Grid** view perform the following steps.

- Select the *Item* column next to the student name where the score is to be entered. The field will become active.

- Enter the score for the selected item and student. Press the *Enter* key or the down arrow on the keyboard to save the score and move down to the next student.
  - o **Comment**: When a cell is selected the **Comment** button becomes active.

When selected, the comment box will display allowing the user to enter a comment for this student's score record. If a comment list has been entered, the list will display and the user may select the comment.
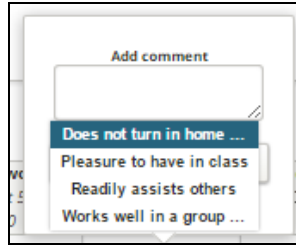
The user may then edit the comment field as desired and choose to **Add** the comment to the score record.

Once entered and saved, a comment icon will display.
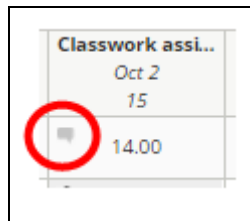
- **Additional Options**: Select a score field and then right-click in the score field to access additional options. Place a check next to the item that applies to this score for this student.

  o **Drop**: Only available if the item was set to allow it to be dropped from the student's average. Dropped scores will display in a strike-through font and will not be included in the student's overall running average for the grading period.
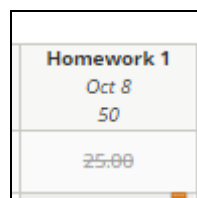
  o **Late**: Select this option if the item was turned in late. Displays with an orange flag.

  o **Incomplete**: Select this option if the item is incomplete for this student. Displays with a blue flag.

- o **Fill**: If the user right-clicks on a cell that has a score entered, they can select to **Fill** the column. The score that the student received will be assigned to all students who do not already have a score entered for the item.

- **Flags**: Various flags will display to indicate additional details regarding the score

  Note: Once a flag such as late or incomplete has been assigned to a score, they will display with a blue or orange flag. Hover over the flag to see a tooltip explaining the flag.
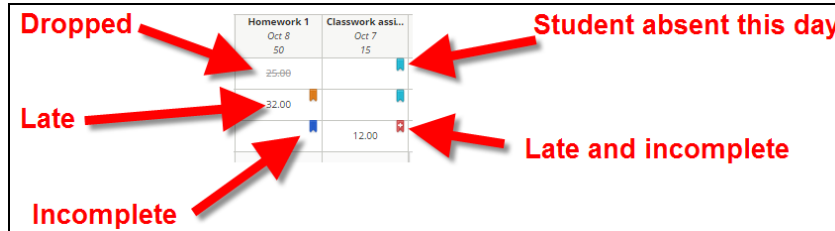
- **Average**: At the bottom of the columns for the grading period an average will display. The row contains the overall average for all students within the grading period. Each item column contains an average of all students for the selected item.

WILDA SPARKS	B	15.00	45.00	14.00	94.00	43.00
NICKOLAS VELASQUEZ	B	12.00	45.00	14.00	82.00	48.00
MIKE WALTER	C	14.00	45.00	8.00	71.00	24.00
Avg	84.24	13.42	43.70	12.11	85.42	41.33

Entering Report Card Average & Comments From Grid View

If using the **Grid** view of the *Grades* screen, the teacher can access the report card comments (bank) and update the calculated average with a direct entry (if permission allows) by selecting the cell for the average for the student.

If permission is granted to the user, the user can override the calculated average by typing a new average into the cell.

4th Nine Weeks						
All standards ▾	All categories ▾					
Students	Orig. 94.80(A)	**Total Points**	Hatfield/McCoy... Aug 12 100	MLK: I Have A D... Jul 22 100	Renewable Ene... Jun 28 50	
ELIZABETH ADAMS	95.00(A) edited	237.00/250	91.00	100.00	46.00	
JEAN BEACH	94.00	188.00/200	94.00	94.00		
CARMELA CERVANTES	92.00(A)	184.00/200	92.00	92.00		
VELMA COOK	90.50(A)	181.00/200	91.00	90.00		

If either a report card comment or the direct entry is made to the average, the cell will show "edited".

Marking Up Attachments

Files that have been attached to items can be marked up/annotated by teachers and students. To access a file, hover over the icon that displays on the item. Choose **Open**.

The attachment will display in a new window.
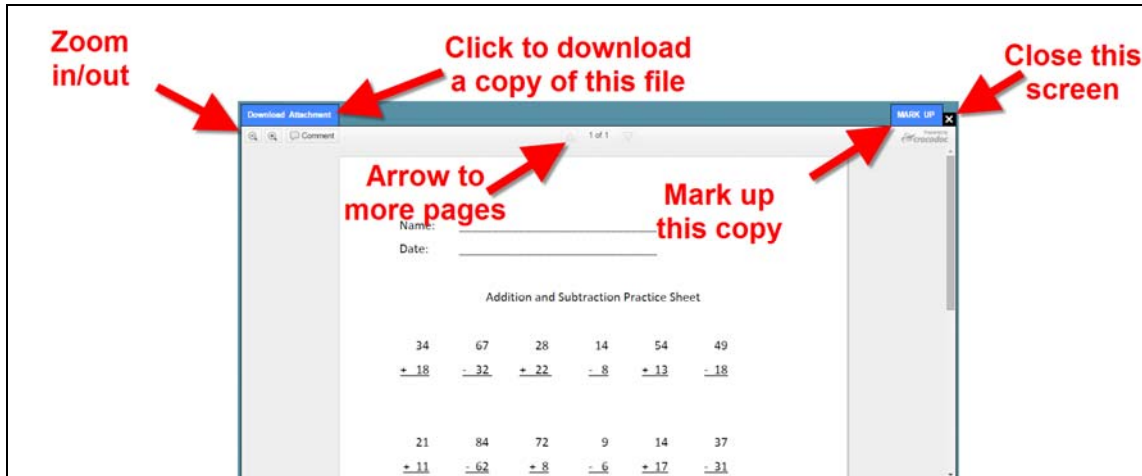
- **Download Attachment**: Select to download the attached file to the local computer. Depending on the browser used select to save the file to the desired location. The user may then review the file and follow instructions per the teacher.

- **Zoom**: Choose [zoom icons] to zoom in or out.

- **Page Forward/Back**: Choose the arrows [1 of 2 navigation] to view additional pages.

- **Comment**: Choose to add a comment. The comment toolbar will display.

  o **Point Comment**: Inserts a line to the text with a comment box off to the right.
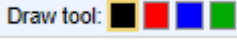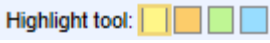
- **Area Comment**: Draw a text box around a section of the file with a comment off to the right.

- **Text Comment**: Highlight a line of text with a comment off to the right. With a text comment the user has an option to delete the comment or reply to a comment from a previous user.
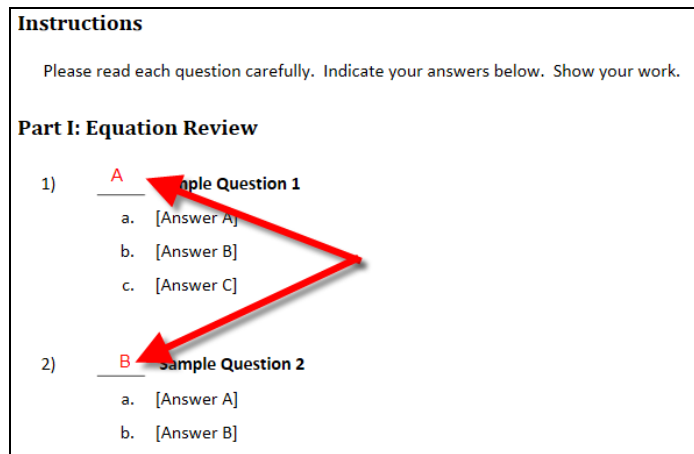
Note: If using Text Comment, the user also has the option to select the color of highlighting to use.
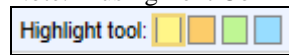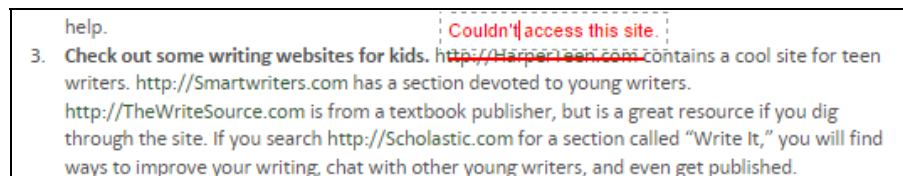

- **Draw**: Allows the user to draw a circle, square, etc. around any section of the attachment. Select the desired color from the Draw tool menu . Once an item is drawn the user may indicate it as complete or delete the drawn item.

- **Highlight**: When selected a highlight tool will display. Select the preferred color of highlighting from the available list and use the tool to highlight a section of the file.

- o **Text**: Select to insert text into a document. When selected a Text Tool menu will display allowing the user to select the color of the text and font size ![Text tool: black, red, blue, green, 10pt] .

![Instructions screenshot showing Part I: Equation Review with sample questions and text annotations A and B pointed to by arrows]

- o **Strikeout**: Allows the user to strike out text within the file and insert a comment. When selected a Text Tool menu will display allowing the user to select the color of the text and font size.
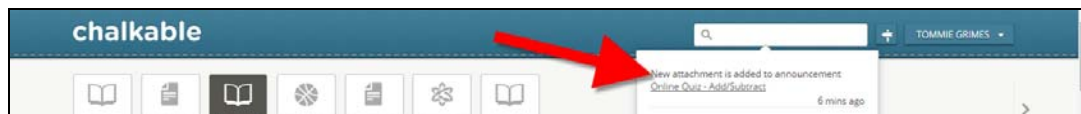![Text tool: black, red, blue, green, 10pt]

![Screenshot showing strikeout example with "Couldn't access this site." comment and struck-out text about writing websites for kids]

- o **Delete**: To remove a comment or highlighting, the user may right-click on the item and select to delete/remove it from the file.

Each time the user selects **Comment** and edits the file a copy will be saved as an attachment on the item.

To remove a marked up file from the item choose the red **X** above the file picture.

Student/Teacher Annotations & Notifications

When a student marks up/annotates a file attachment on an item the teacher will receive a notification. Select the **Notification** icon in the upper right hand corner to see notifications.

![Chalkable interface screenshot showing notification "New attachment is added to announcement Online Quiz - Add/Subtract 6 mins ago" with an arrow pointing to it]

Users may also choose the **Messages** option on the *Menu* tab on the left to access notifications.

- From the notification, the teacher can select anywhere to access the score entry screen for the item (activity).
- Select the arrow next to the student name to access their attachment.
- Choose the **Attachment** to view/annotate.
- Mark up/annotate the file as desired.

Note: Certain graphic files, such as JPG or BMP, cannot be annotated.

- Choose the **X** in the upper right hand corner when finished.

- When the user selects the **X** in the upper right hand corner a notification is generated to the student letting them know the file was graded or a comment was added.

- The student can choose the notification to view the changes.

Note: The process may be repeated as desired. Each time an attached file is modified, a notification is generated to the user.

Standards
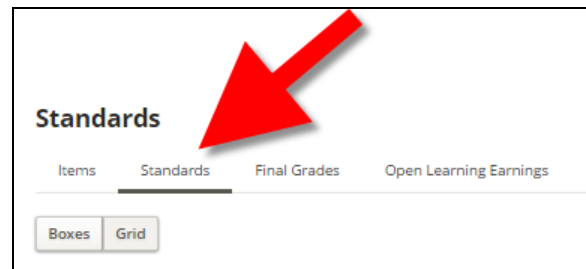
The **Standards** view allows the user to view and enter scores for the standards attached to the activities and course. It is available in the box and grid view.

Note: If standards are attached to items, as a user enters scores for the students on the item, the score for the standard that was attached to the item will be updated automatically.

Box View

- Each standard displays as a separate column. The items in the gradebook that are attached to that standard will display in the column.

- Hover over the column heading to view the overall average of all students enrolled in the class for this standard.

- Select the name of an item to access the score entry screen and enter standard marks.

Grid View

- **Standard**: Each standard displays as a separate column. Hover over the column heading to view the entire standard description.

- **Standard Mark**: To enter a standard mark, select the standard column across from the student name. Enter the desired mark and hit the enter key on the keyboard or select the alpha score from the available drop-list.

   o In the above example, S was the mark the user assigned to the student for this standard. Once the S was selected the user has additional options to:

      ▪ **S (Fill All)**: which will assign the *S* to all students in the list where the score cell is blank; or,

      ▪ **See All >**: See all available standard marks in a drop-list.

- **Fill**: Once a mark is entered for a student, users may right-click on their score and select Fill. This will assign the score that this student received to the rest of the students on the list with blank score cells saving data entry time.
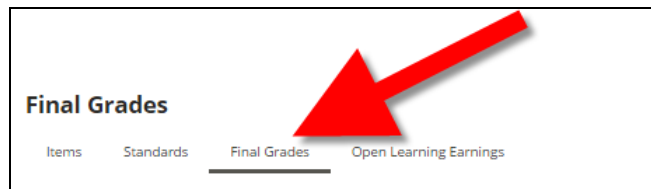
- **Comment**: When a cell is selected the **Comment** button becomes active. When the comment is entered and the user selects **Add** an icon will appear in the field indicating a comment has been added.

Entering/Posting Final Report Card Grades

Users will go to the **Final Grades** screen to post grades to be printed on report cards.

- Select **Final Grades** to view/edit the final average for the section.

- **Post**: Select to post student scores to be printed on report cards.

  > Note: If posting is not turned on, the button will not display. Contact the school office if the teacher needs to post grades and the **Post** button is not visible.

- **Grading Period**: Choose **>** to expand the view for that grading period.

- **Graded Item**: Choose the drop down arrow to select a different graded item (ie. grading period grade, semester exam, semester final).
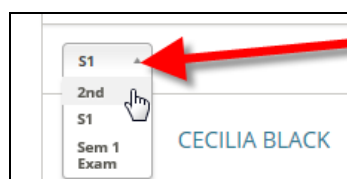
- **Student Grading Profile**: Select the arrow **>** next to the student name or select the score field next to the student to view the student's grading profile along with attendance information, discipline information and the ability to add comments.
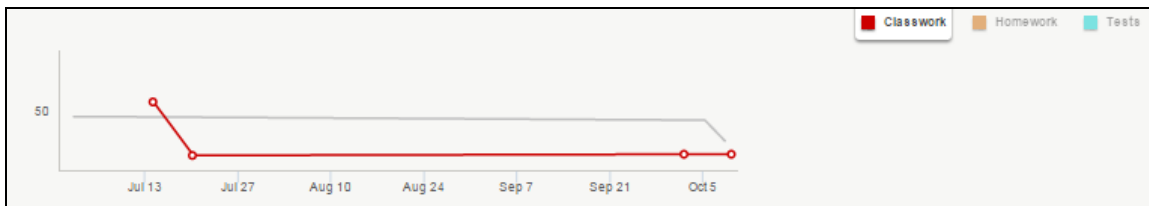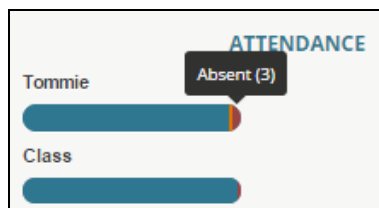

- **AVG**: The student's calculated average based on scores from the items will display in gray. To change the student's calculated average, enter it in the field to the right.
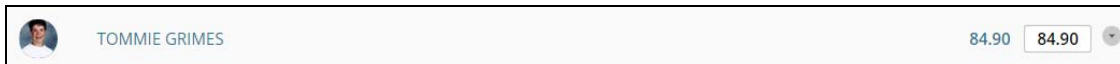
- **Graded Item**: Select the graded item drop-list at the top of the screen to select a different graded item for this student or choose a different tab below the student's name.

- **Grades**: A graph of the student's grades will display. Hover over the item category (ex. Homework/Classwork) to view a graph of items from the selected category.

- **Attendance**: The attendance section shows the student's attendance versus the overall class attendance. Hover over a color in the graph for details regarding days present, late or absent.

- **Suggested Avg**: The calculated average is displayed. The suggested grade is the system calculated average; however, the user may override the calculated average for the student using the score entry AVG field in the upper right hand corner.
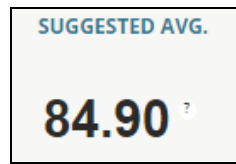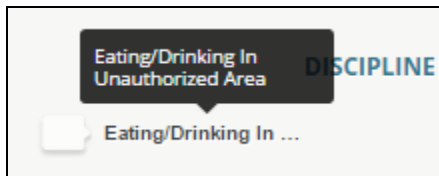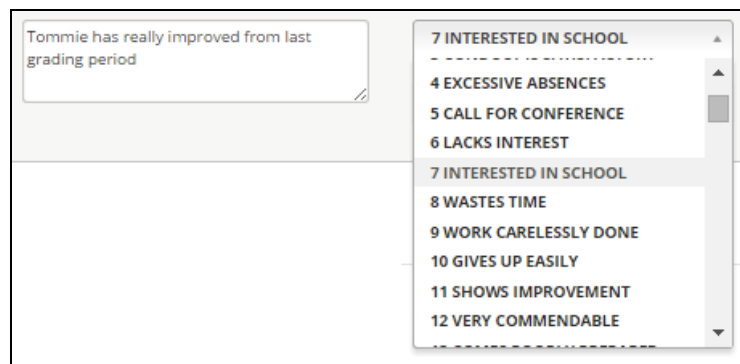

- **Discipline**: Displays information regarding student's discipline history. Includes only discipline records entered by the teacher. Hover over to view the full name of the infraction.

- **Comments**: To add comments from the comment bank select it from the drop-list. Free form report card comments may also be entered in the text box.

Grade Book Reports

The grade book reports described below are available within Chalkable Classroom. To access these reports, go to **Grades** under the *Menu* on the left. Select a class section. If necessary, select the grading period. Choose the printer icon from the *Grid* view.

- Select the tab for the desired report.

Grade Book Report

- **Start Date**: Enter the starting date of activities to include in the report. Defaults to first day of grading period.
- **End Date**: Enter the last date of activities to include in the report. Defaults to the last day of the grading period.
- **Report Type**: Select *Summary* or *Detail*.
- **Order By**: Select to order the report by *Student ID*, *Section Average* or *Student Display Name*.
- **ID to Print**: Select the ID to include on the report including *Student Number*, *State ID*, *Alt Student Number*, *SSNumber* or *None*.
- **Options**:
  - o **Display letter grade**: Check to include the letter grade equivalent of the score.
  - o **Suppress student name**: Check to hide student names on the report.
  - o **Display total points**: Check to include student's total points on the report.
  - o **Display student average**: Check to include the overall student average on the report.
- **Include**:
  - o **Withdrawn students**: Check to include currently withdrawn students on the report.
  - o **Non-graded activities**: Check to include items on the report that have not been checked as graded.
- **Select**: Place a check next to the student(s) to include on the report or choose *Select all*.
- **Format**: Select *PDF*.

- Choose to **Download** the report.

Worksheet Report

- **Start Date**: Enter the starting date of activities to include in the report. Defaults to first day of grading period.

- **End Date**: Enter the last date of activities to include in the report. Defaults to the last day of the grading period.

- **ID to Print**: Select the ID to include on the report including *Student Number*, *State ID*, *Alt Student Number*, *SSNumber* or *None*.

- **Items to select**: Check each item to be included on the report.

- **Blank Columns**: Enter up to 5 blank columns to be printed on the report. Check the box next to the field and enter the heading in the field provided.

- **Include**:
  o Scores
  o Letter Grade
  o Average
  o Student Name

- **Working Filter**: A *working filter* is a user-specific tool which allows students or staff from a report to be saved for use in additional functions. For example, when generating the Worksheet report, users may select to save the students from the report to the working filter. This working filter may then be used to generate other reports.

- **Select**: Place a check next to the student(s) to include on the report or choose *Select all*.

- **Format**: Select *PDF*.

- Choose to **Download** the report.

Progress Report

- **ID to Print**: Select the ID to include on the report including *Student Number*, *State ID*, *Alt Student Number*, *SSNumber* or *None*.

- **Absence Reasons**: Select absence reasons to be included in selected daily attendance counts. To remove a reason from the report, select the **X**.

- **Include Students**: If a value is entered, only the students who have averages between the Min/Max parameters will be displayed in the report. It is not necessary to enter both a Minimum and a Maximum.

- **Include**:

  o **Class Average**: Includes the overall class average for each item.

  o **Period Attendance**: Check to include how many times the students missed a period of the day.

  o **Total Points**: Displays the total points earned for the student for the grading period.

  o **Signature Line**: Prints a parent/guardian signature line.

  o **Additional Mailings**: Check to print extra reports for contacts marked to receive mailings.

  o **Letter Grade**: Prints the letter grade equivalent of the current running average for the student directly below the running average.

  o **Student Comment**: Includes comments entered on the item grade score record.

  o **Student Mailing Address**: Prints the student mailing address on the report for mailing.

- o **Category Averages**: To include only students with an overall category average in a given range, check the *Category Averages* box and enter the numeric range in the fields provided.

- **Section Comment**: Enter a comment to be printed for each section.

- **Daily Attendance**: Prints Year-To-Date and/or Grading Period daily attendance. Period Attendance may be included as well.

- **Go Green**: Select this option to not print a hard copy of the report for any student/guardian (contact) who has elected to **Go Green**. An alert will be created instead which can be used to generate an email to the student/contact to let them know the report is available for viewing via the Home Portal.

- **Select**: Place a check next to the student(s) to include on the report or choose *Select all*. Once a student is selected the user may enter a free form comment that will print for the selected student.

- **Format**: Select *PDF*.

- Choose to **Download** the report.

Comprehensive Progress

- **Grading Period**: Select the grading period for the report.

- **Start Date**: Enter the starting date of activities to include in the report. Defaults to first day of grading period.

- **End Date**: Enter the last date of activities to include in the report. Defaults to the last day of the grading period.

- **Order By**: Select to order the report by *Student Display Name*, *Student ID*, *Grade Level*, *Homeroom* or *Postal Code*.

- **ID to Print**: Select the ID to include on the report including *Student Number*, *State ID*, *Alt Student Number*, *SSNumber* or *None*.

- **Absence Reasons**: Select absence reasons to be included in selected daily attendance counts. To remove a reason from the report, select the X.

- **Include**:
  - o **Class Average**: Includes the overall class average for each item.
  - o **Class Average Only**: Check to include only the overall average for the entire class on the report.
  - o **Category Averages**: Check to include a breakdown of student averages by category.
  - o **Period Attendance**: Check to include how many times the students missed a period of the day.
  - o **Total Points**: Displays the total points earned for the student for the grading period.
  - o **Signature Line**: Prints a parent/guardian signature line.
  - o **Additional Mailings**: Check to print extra reports for contacts marked to receive mailings.
  - o **Student Comment**: Includes comments entered on the item grade score record.
  - o **Student Mailing Address**: Prints the student mailing address on the report for mailing.
  - o **Student Photo**: Check to include the student photo on the report.
  - o **Withdrawn Students**: Check to include students who are currently withdrawn on the report.
- **Include Students**: If a value is entered, only the students who have averages between the Min/Max parameters will be displayed in the report. It is not necessary to enter both a Minimum and a Maximum.
- **Daily Attendance**: Check to include student daily attendance records on the report. Check to include either *Year to date* and/or *Grading period* absences.
- **Other**:
  - o **Go Green**: Select this option to <u>not</u> print a hard copy of the report for any student/guardian (contact) who has elected to **Go Green**. An alert will be created instead which can be used to generate an email to the student/contact to let them know the report is available for viewing via the Home Portal.
  - o **Window Envelope**: Check to print the report with the appropriate margins so the mailing address will display in a window envelope.
- **Select**: Place a check next to the student(s) to include on the report or choose *Select all*.
- **Format**: Select *PDF*.
- Choose to **Download** the report.

Missing Assignments

- **Start Date**: Enter the starting date of activities to include in the report. Defaults to first day of grading period.

- **End Date**: Enter the last date of activities to include in the report. Defaults to the last day of the grading period.

- **Order By**: Select to order the report by *Student Display Name*, *Student ID*, *Grade Level*, *Homeroom* or *Postal Code*.

- **ID to Print**: Select the ID to include on the report including *Student Number*, *State ID*, *Alt Student Number*, *SSNumber* or *None*.

- **Alternate Scores**: Select the alternate scores that are to be included when considering if a score is "missing".

- **Include**:
  - **Alternate Scores Only**: Check to include only alternate scores on the report.
  - **Withdrawn Students**: Check to include currently withdrawn students on the report.

- **Options**:
  - **Count Zeros As Missing**: Check this box to consider a 0 (zero) as a missing grade and include any 0's in the report.
  - **One Per Page**: Check to print one student per page.
  - **Suppress Student Name**: Check to hide the student name on the report. The selected Student ID to print will display.

- **Select**: Place a check next to the student(s) to include on the report or choose *Select all*.

- **Format**: Select *PDF*.

- Choose to **Download** the report.

Birthday Listing

- **Date or Range Of Dates**: Enter the range of dates of birthdays to include. For example, to print all birthdays for the year 2009, enter *1/1/2009* to *12/31/2009*.

- **Month or Range of Months**: Select the start and end month. For example, to print all February birthdays regardless of the year the student was born, select *February* for both the start and end months.

- ***Group By**: Select to group the report by *No Grouping* (Alphabetic), *Date of Birth*, *Grade Level* or *Homeroom*.

- **Include Withdrawn Students**: Select to include currently withdrawn students on the report.

- **Include Student Photo**: Check to include the student's photo if on file.

- **Format**: Select *PDF*.

- Choose to **Download** the report.

Grade Verification

- **Grading Period**: Select the grading period for the report.
- **Graded Items**: Select the graded items to be included in the report. To exclude a graded item, select the X to the right.
- **Grade Type**: Select to include *Alpha*, *Numeric* or *Both*.
- **Include**:
  - **Comment**: Check to include the student comment.
  - **Signature**: Check to include a signature line.
  - **Withdrawn**: Check to include currently withdrawn students on the report.
- **Student Order**: Select *Display Name*, *Grade Level* or *ID to print*.
- **ID To Print**: Select *Alt Student Number*, *SSN*, *State ID Number* or *Student Number*.
- **Select**: Place a check next to the student(s) to include on the report or choose *Select all*.
- **Format**: Select *PDF*.
- Choose to **Download** the report.

Seating Chart

- **Photograph**: Check to include the student photo on the report where photos exist.
- **Format**: Select *PDF*.
- Choose to **Download** the report.