



## Grading and Attendance Analysis Report – Configuration Guide

This guide shows how to configure the *Grading and Attendance Analysis Report* (WS\OF\GR\RE\GI\AA) to identify students that meet a certain grade mark(s). This report shows the students that currently have a failing grade (*or whichever grades you choose to identify in the setup of the report*) for each class. If the setup of the report is for a grading period that has not yet posted grades, then this report is looking at current grades in the gradebook. When the report is configured to look at the grades are that not yet posted, then this report could look different each day it is generated.

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## Finding the Report to Start the Configuration

The first screenshot shows the 'Configuration - Entity' page for a Middle School. The 'Grading' section is expanded, and the 'Reports' link is highlighted with a green arrow. The second screenshot shows the 'Reports - Entity' page for the same Middle School. The 'Grading and Attendance Analysis - AA' report is highlighted with a green arrow.

The screenshot shows the 'Grading and Attendance Analysis Report' page. The 'Add' button is highlighted with a green arrow. The page displays a message: 'There are no records to display; check your filter settings.'



## Configuring the Grading and Attendance Analysis Report

Add Report Ranges - Entity - WS\OF\GR\RE\GI\AA - Mozilla Firefox

https://gbpilot.nefec.org/scripts/wsisa.dll/WService=wsStuTrn/sgradedit155.w?isPopup=true

### Add Report Ranges

Template Settings

\* Template Description: **Failing Gradenarks**

☐ Share this template

☐ Print Greenbar

Student Ranges

☒ By Range ☐ By Individual **Ranges**

Report Options

☐ Export to Excel Name Order: **First**

Course/Class: **ZZZ**

School Year: **2015**

☐ Show Student Class Records Outside of Range

☐ Print Student Header for students outside Student Class Ranges

Student Class Status: **Enrolled**

☒ Only Print Students With Selected Grades

Include Students Who Have At Least **1**

### Ranges Maintenance

Student ranges are based upon the current entity's school year.

Ranges

Low

Student Key:

☐ By Individual ☒ By Grade ☐ By Range

Grades

Grade/Grad Yr: **9999**

Advisor:

School:

Code:

Sidency: **Residents and Non-Residents**

Status: **Active and Inactive**

Status: **Active and Inactive**

Member: **CY Members and Non-CY Members**

Gender: **Both**

☒ Include All Student Types **Student Types**

☒ Include All Races **Races**

☒ Include All Schools **Schools**

☒ Include All Homerooms **Homerooms**

☒ Include All Calendars **Calendars**

☒ Include All Categories **Categories**

☐ Include All Default Entities **Entity**

### Entity Selection

Entity Selection

Include	Code	Name
<input checked="" type="checkbox"/>	0111	Math - Middle School
<input type="checkbox"/>	0021	Math - Middle School
<input type="checkbox"/>	0022	Math - Middle School
<input type="checkbox"/>	0041	Math - Middle School
<input type="checkbox"/>	0043	Math - Middle School
<input type="checkbox"/>	0101	Math - Middle School
<input type="checkbox"/>	3518	Math - Middle School
<input type="checkbox"/>	7001	Math - Middle School
<input type="checkbox"/>	7004	Math - Middle School
<input type="checkbox"/>	7023	Math - Middle School
<input type="checkbox"/>	9001	Math - Middle School
<input type="checkbox"/>	9992	Math - Middle School
<input type="checkbox"/>	9994	Math - Middle School
<input type="checkbox"/>	9995	Math - Middle School
<input type="checkbox"/>	9997	Math - Middle School
<input type="checkbox"/>	N998	Math - Middle School
<input type="checkbox"/>	N999	Math - Middle School
<input type="checkbox"/>	SS1	Math - Middle School
<input type="checkbox"/>	SUM1	Math - Middle School
<input type="checkbox"/>	TR00	Math - Middle School

☒ **Print Student Class Details**

### Student Class Ranges

☒ By Range ☐ By Individual

### Course/Class Ranges

Low High

Course/Class:   **ZZZZZZZZ** **ZZZZ**

School Year: **2015**

☐ Show Student Class Records Outside of Ranges ?

☐ Print Student Class Records With All Blank Grades

☐ Print Student Header for students outside Student Class Ranges

Student Class Status: **Enrolled**

You may use the **Course/Class Ranges** to narrow the down the report to look at certain subjects or classes. (For example, this could be helpful for identifying students with certain grades in only Math classes or only English classes.)



☒ **Only Print Students With Selected Grades**

Include Students Who Have At Least  Of The Selected Grade Marks:

Include	Grade Mark	Grad Year	Display Order
<input checked="" type="checkbox"/>	54	9999	099
<input checked="" type="checkbox"/>	55	9999	100
<input checked="" type="checkbox"/>	56	9999	101
<input checked="" type="checkbox"/>	57	9999	102
<input checked="" type="checkbox"/>	58	9999	103
<input checked="" type="checkbox"/>	59	9999	104
<input checked="" type="checkbox"/>	F	9999	111
<input type="checkbox"/>	Blank Grade Bucket	9999	000
<input type="checkbox"/>	100	9999	001
<input checked="" type="checkbox"/>	6	9999	105
<input type="checkbox"/>	60	9999	037
<input type="checkbox"/>	61	9999	039
<input type="checkbox"/>	62	9999	041

117 records displayed

**Check Only Print Students With Selected Grades to narrow down the grades on which you want to run the report. Then you may change the range of the amount of selected grade marks needed for a student to be identified in the report.**

**Student Class Printing Options**

☒ **Print Period Of Course**

☐ Print Comments    Low Grading Period:     FIRST NINE WEEKS    High Grading Period:     Fourth 9 Weeks

**Print Attendance Totals Per Student Class** ?

☐ Absences    ☐ Tardies    ☐ Both    ☒ None

**Grade Buckets To Print**

Athletic    Term    Sem Exam    Semester    Final Exam    Final

☐ ATH    ☐ T1    ☐ CA    ☐ S1    ☐ CA    ☐ FIN

☒ T2    ☐ CA    ☐ S2

☐ T3

☐ T4

**Select Print Period of Course to show the period of the class on the report. Select the grade bucket to which the report should look. (This setup has the report looking at only T2 grades)**

Edit Report Ranges - Entity - WS\OF\GR\RE\GI\AA -

https://gbpilot.nefec.org/scripts/wsisa.dll/WService=ws

**Edit Report Ranges**

**Template Settings**

\* Template Description:

☒ Share this template with other users in entity 0022

☐ Print Greenbar

**Make sure the Report Template has been named in the Template Description and decided whether to share the template with other users. Click Save and Print to print the report.**

