



Recommended reports for use during parent/teacher conferences:

- [Student Progress Report](#)
- [Missing Assignment Report](#)
- [ParentAccess Login Activity Audit](#)

Student Progress Report

- **Student Progress Report** – Provides you with a basic year-to-date cumulative progress report for each selected student; has an option to display daily attendance information
- **Student Progress Report by Assessments** – (standards-based classes only) Displays assignments below each report card assessment to which they have been tied
- **Student Progress Report By Assignment Type** – Displays students’ overall averages and their averages by assignment type

For all Student Progress Reports, you must complete the following steps before clicking **Submit**:

- 1 In the **Select One or More Students** section, in the **Available** column, select class(es) for which you want to run the report.
Note: Click **Show Students** below the **Available** column to expand the classes and select specific students. Hold down **CTRL** or **SHIFT** to select multiple students and use any of the arrow icons to move students between the two dual listboxes.
- 2 In the **Select Time Frame** section, select the checkbox(es) beside the desired **Reporting Periods**.
- 3 In the **Select One or More Features** section, select the checkbox(es) beside any of the desired features:

Assign % – Percentage earned on an assignment	Hide Points – Does not display points used to average the calculation
Class Average	Hide Assessments – (standards-based only) Displays only the default assessment
Daily Attendance	Parent Sig. Line
Daily Comments	Period Attendance
Duplex Printing – Allows two-sided printing with a blank page between students when the report ends on an odd page	Points Missing – Displays the number of points missed for missing the assignment
Hide Assignments – Displays earned points, total points, weight, and average for each assignment type but does not display the assignment	Student ID
Hide Averages – Does not display assignment averages OR letter grades	Posted to ParentAccess
Hide Excluded – Does not display excluded assignments	Teacher Comment – General comment that displays on all students’ progress reports

- 4 Select the desired output format.

Missing Assignment Report

- 1 In the **Select Class(es)** section, select the classes for which you want to run the missing assignment report.
- 2 In the **Select Dates** section, **Select a Period** or **Enter a Range** in the **Start Date** and **End Date** fields.
- 3 In the **Select the Version** section, choose to **Sort by Student** or **Sort by Assignment**.
- 4 In the **Select the Output Format** section, choose to print the report as a **PDF**, export it as an **Excel** file, or export it as **TIFF** or **RTF** files.
- 5 Click **Run the Report**.

Class: Algebra 2 01 (Mrs. J. teacher1)	Dates: 08/01/04 - 10/31/04			
	Date Due	Type	Points	Weight
Nader, Adelaide 70.61 (C-)				
Chapter 2 Quiz	10/21/04	Quizzes	50	1
Randjekovic, Christina 75.10 (C)				
Chapter 2 Extra Credit	10/26/04	Extra Credit	0	1
Robinson, Megan 63.67 (D)				
Chapter 1 Quiz	09/23/04	Quizzes	50	1
Scarnecchia, Trevor 76.33 (C)				
Chapter 2 Worksheet	10/13/04	Classwork	25	1
Scina, Jessica 79.59 (B-)				
Chapter 1 Worksheet	09/30/04	Classwork	25	1
Seelman, Kimberly 79.18 (C+)				
Page 110 - odd problems	10/07/04	Homework	10	1

ParentAccess Login Activity Audit

- 1 In the **Select Class(es)** section, select the classes for which you want to run the report.
- 2 In the **Time Frame** section, **Select a Reporting Period** checkbox or enter a date in the **Start Date** field.
- 3 In the **Select the Account Types** section, select one or more of the following options:
 - **Parents** – Displays parent account users who have logged in to ParentAccess with the date of their last login
 - **Students** – Displays student account users who have logged in to ParentAccess with the date of their last login
 - **Parents (Never logged in)** – Displays parent account users who have never logged in to ParentAccess during the specified timeframe
 - **Students (Never logged in)** – Displays student account users who have never logged in to ParentAccess during the specified timeframe
 - **No Account** – Displays students with no associated ParentAccess accounts
- 4 In the **Select the Output Format** section, choose to print the report as a **PDF**, export it as an **Excel** file, or export it as **TIFF** or **RTF** files.
- 5 Click **Run the Report**.