**Guide to Grading Reports**

Grading and Attendance Summary: This report prints posted grades only and can be used to print a summary of a student’s grades, attendance and GPA.

Grading and Attendance Analysis: This report can be printed for calculated gradebook grades if no grade has been posted yet if the option is turned on in Grading Configuration. It prints similar information to the Grading and Attendance Summary report and also contains an option to run for selected grades. This means it can also be used to print an F list.

Credit Deficiency: A credit value can be entered for a term/semester in this report to determine if there are students who are not passing enough credits.

Credit History Update: This report is commonly used to print all historical credit records that have been updated between a specified start and stop date.

Grade Analysis: This report is typically used to get total counts and percentages of how many students received As, Bs, Cs, etc. in each class (grade distribution). To see a percentage by class you must run the report By Other and choose to print a percentage by Class Section Detail. This report runs on posted grades only.

Grade Changes Log: This report can be used to see all changes that have been made to individual students’ posted grades or all grade changes broken down by class. It provides who made the change and when it was made.

Grade Deficiency Letters: These can be used to generate a form letter to inform a student (or his/her guardian) that he/she is receiving a deficient grade. Freeform information can be entered to be printed on the letter as well and it prints a letter for each student that is receiving one of the deficient grade marks selected.

GPA Improvement/Regression: This report is typically used to compare students’ GPAs for specific terms/semesters/years to see if they’ve gotten better or worse. This report can compare against historical GPA records as well.

Grade History: This report is commonly used to view all of one student’s Grade History for verification and troubleshooting purposes. This report has an option to print a student’s GPA broken down by school year which can be helpful for troubleshooting a GPA.

Credit History Audit: This report can be printed for calculated gradebook grades if no grade has been posted yet if the option is turned on in Grading Configuration. It prints similar information to the Grading and Attendance Summary report and also contains an option to run for selected grades. This means it can also be used to print an F list.

Grade Input and Proof Sheets: Grade Input Sheets can be printed to provide paper sheets for teachers to write grades and comments on for their classes. These would later be used to enter report card grades for students into Skyward. Grade Proof Sheets are used for verification purposes to allow teachers to see what grades and comments have been posted.

Grade Listing/Verification Report: This report can be used for verification purposes to check that grades and comments can be entered. It can also print attendance and GPA information.

Qualification Report: This report can be used to print GPAs and to print how many of certain Grade Marks students have earned.

Selected Comments: This report can be used to print all students who have a specific grade comment posted to print on their report card.

Selected Grades: This report is typically used to print a D/F list. It can be used to print a list of students who are earning a specific grade mark. However, this report only prints posted grades. If you are looking for a report of students with a specific grade mark based on the calculated gradebook grade, then the Grading and Attendance Analysis report should be used.

Teacher Grade Posting: This report can be used to print a list of all teachers who have yet to post grades for a Grading Period. This is not used for Auto-posted gradebooks.

Pass Fail Grade Comparison: Curriculum Keys must be set up and assigned to Courses in order for this report to produce data. If that has been done, then this report can be used to provide the number of passing grades and failing grades that have been earned for each Curriculum Key as well as the percentage of passing students.

Retention/Advancement Letters: This report can be used to print retention warning letters or letters for students who are going to be retained based on built in criteria for poor academic performance.

Flex Report: The Flex report is very similar to the Academic Eligibility report except that it does have an additional grade range for grade percentages and prints in a format similar to a transcript label.

Class Grading: This report will display all grade buckets that have been enabled for a grading period.

Course Grade Sets: This report can be used to verify the number of grade buckets that have been turned on for a Grade Set and also how the Calculation Set for that Grade Set has been configured.

Course Length/Class Control: This report will display the start and stop dates of each Control Set and the term grading semesters.

Grade Comments: This report will print out a list of all Grade Comment Codes. GPA Methods: This report will print each GPA Method and the Grade Set and Calculation Set associated with it.

Grade Marks: This report will print a list of all Grade Marks with their Grade Mark Calculation Values and Grade Mark Points. Grading Periods: This report can be used to verify the start and stop dates of each Grading Period and the start and stop dates of each Grade Input Period.