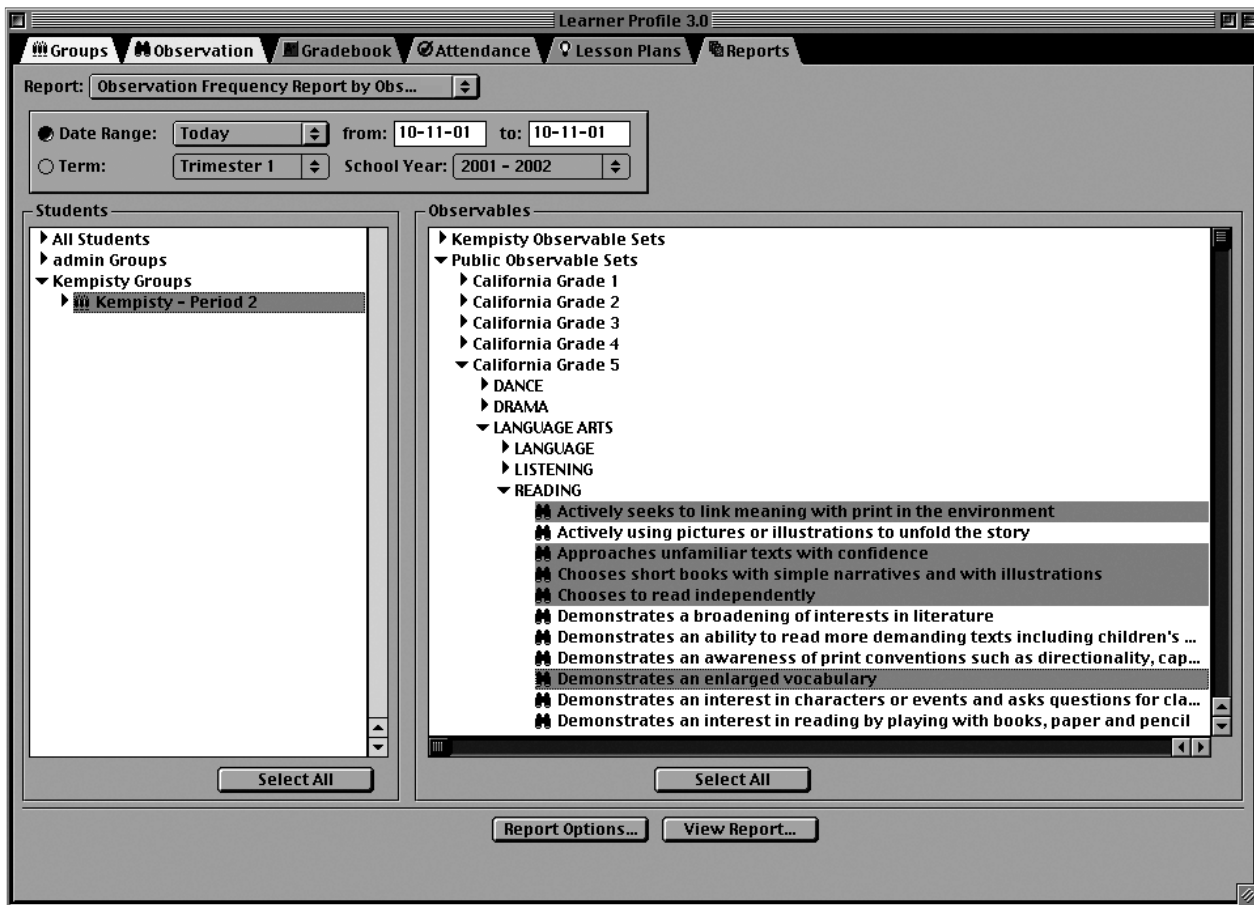


Chapter 7: Creating Reports

Introduction

Once you have recorded observations and other assessment information in *Learner Profile 3.0*, you can generate reports that aid in interpreting the data you have collected.



The screenshot displays the 'Learner Profile 3.0' software interface, specifically the 'Reports' section. The main window title is 'Learner Profile 3.0'. The navigation menu includes 'Groups', 'Observation', 'Gradebook', 'Attendance', 'Lesson Plans', and 'Reports'. The current report is titled 'Observation Frequency Report by Obs...'. The configuration options are as follows:

- Date Range:** Today (selected), from: 10-11-01, to: 10-11-01
- Term:** Trimester 1, School Year: 2001 - 2002

The interface is divided into two main panes:

- Students:** A tree view showing 'All Students', 'admin Groups', and 'Kempisty Groups'. Under 'Kempisty Groups', 'Kempisty - Period 2' is selected. A 'Select All' button is located at the bottom of this pane.
- Observables:** A tree view showing 'Kempisty Observable Sets' and 'Public Observable Sets'. Under 'Public Observable Sets', 'California Grade 5' is expanded, showing sub-categories: 'DANCE', 'DRAMA', 'LANGUAGE ARTS', 'LANGUAGE', 'LISTENING', and 'READING'. Under 'READING', several specific observable items are listed, each with a checkbox and a small icon. The items include: 'Actively seeks to link meaning with print in the environment', 'Actively using pictures or illustrations to unfold the story', 'Approaches unfamiliar texts with confidence', 'Chooses short books with simple narratives and with illustrations', 'Chooses to read independently', 'Demonstrates a broadening of interests in literature', 'Demonstrates an ability to read more demanding texts including children's ...', 'Demonstrates an awareness of print conventions such as directionality, cap...', 'Demonstrates an enlarged vocabulary', 'Demonstrates an interest in characters or events and asks questions for cla...', and 'Demonstrates an interest in reading by playing with books, paper and pencil'. A 'Select All' button is located at the bottom of this pane.

At the bottom of the window, there are two buttons: 'Report Options...' and 'View Report...'.



Report Options

Each report has its own set of options. On the following pages, the options available for each report are shown. The table below describes the purpose of each option.

| Report Option | Definition |
|------------------------------------|---|
| Student Info | <p>Determines how student information is displayed on report.</p> <ul style="list-style-type: none"> • Name Only: Displays the student's name according to preferences set in the Groups Display Options. • ID Only: Displays the student's ID instead of the name. • Name and ID: Displays both student's name and ID. |
| User Info | <p>User information is displayed in the upper left-hand corner of a report. These options determine what user information is displayed.</p> <ul style="list-style-type: none"> • User Name: Displays name under which user logged in (e.g., "admin"). • Custom: Enables user to create a name to be displayed (e.g., Mr. Tapply). • No User Info: Will not display any user information. |
| Page Break Between Sections | <p>Inserts a page break between each section of your printed report when selected.</p> |
| Annotation | <p>Displays text of annotations made for observations in report.</p> |
| Truncate to One Line | <p>If the text in a cell exceeds one line, this option truncates the text (with "...") so that each row is no more than one line.</p> |
| Frequency | <p>Displays a column showing the number of times an observation has been made.</p> |
| Average | <p>Displays the numeric average of the qualifiers used for the given observations.</p> |
| Progress | <p>Displays the numeric progress statistic of the qualifiers used for the given observations.</p> |
| Signature Line | <p>Displays a signature line on the report, useful if report needs to be signed by a parent or guardian.</p> |

| Report Option | Definition |
|--------------------------------|--|
| Performance by Category | Displays the name, score, and date of each gradebook assignment in a category impacting the final grade for the selected term. |
| Summary | Displays the student's percent scores for each gradebook category impacting the final grade for the selected term. |
| Unmarked Assignments | Displays all assignments in the term, including those which have not yet been graded. |
| Show Student Scores | Displays student names and the scores they received for the selected assignment. |
| Attendance Policy | Displays the attendance policy used for the selected gradebook. |
| Penalty | Displays the percent deducted from student's final grade due to the attendance policy. |
| Observations | When selecting observable sets, this option lets you choose whether to generate the report using only observations made to the selected set (This Set Only), or to use observations made to the selected observables for all sets in which they exist (All Sets). The All Sets option is useful if you have observables linked to other sets, and you wish to run a comprehensive report on all observations made using that observable. |
| Mean | Displays the sum of a set of numbers divided by the number of elements in the set. |
| Median | Displays the score that divides the set of scores in half. |
| High Score | Displays the high score for the set of data. |
| Low Score | Displays the low score for the set of data. |
| Range | Displays the difference between the high score and the low score. |
| Average Deviation | Displays a number indicating how much, on average, each score differs from the mean. |
| Variance | Displays a number describing how the scores in a set of data are spread out—the higher the number, the more dispersed the scores. |
| Standard Deviation | Displays a number indicating how scores in the set of data tend to differ from the mean. |

Choosing a Report

You can generate 14 different types of reports using *Learning Profile 3.0* (and dozens more "sub-reports" using the sorting feature of the report generator). To choose a report, click on the **REPORTS** tab, and then select a report from the Report drop-down menu in the upper-left corner of the screen. Each type of report is explained in detail later in this chapter.

SELECTING DATA CRITERIA

Every report in *Learner Profile* requires that you provide certain criteria, such as a date range and student, upon which the report will be based. The types of criteria vary from report to report.

Many of the reports enable you to select multiple students, observables, gradebooks, etc. A report will be generated for each item selected. You will be able to page through each report when you click **VIEW REPORT**.

SELECTING MULTIPLE ITEMS

Many of the reports allow you to select more than one student, group, gradebook, observable, or observable set. The way in which you select multiple items depends on your operating system.

WINDOWS:

- **CONTIGUOUS SELECTION:** Hold down the **SHIFT** key while clicking on the items. All items between the first selected item and the next selected item will be selected.
- **NON-CONTIGUOUS SELECTION:** Hold down the **CTRL** key while clicking on the items. Only the items you click on will be selected.

MACINTOSH:

- **CONTIGUOUS SELECTION:** Hold down the **CTRL** key while clicking on the items. All items between the first selected item and the next selected item will be selected.
- **NON-CONTIGUOUS SELECTION:** Hold down the **SHIFT** key while clicking on the items. Only the items you click on will be selected.

REPORT OPTIONS

Clicking the **REPORT OPTIONS** button at the bottom of the screen provides you with a number of options to customize your reports. These options vary with each report. See the descriptions of the reports later in this chapter for more details.

VIEWING REPORTS

Once you have selected a report, its data criteria, and your report options, click the **VIEW REPORT...** button to display your report on-screen.

Certain reports enable you to generate a series of reports simultaneously. For example, if you had several students selected when you created a Student Attendance Transcript, *Learner Profile* will create a separate report for each student selected. The **<<PREVIOUS** and **NEXT>>** buttons enable you to move from one report to the next. Each of these reports is referred to as a "section."

ADDING REPORT COMMENTS

After you have chosen to view a report, you may add a comment to the footer of that report by typing in the "Comment" field at the bottom of the screen. The comment you type will appear on all sections of the report. If you would like to make comments about an individual student, be sure that you have generated the report for the intended student only, not a group of students.

SORTING REPORT DATA

Many of the reports are displayed as data in a table. Each column in the table has a heading describing the type of data in that column. By clicking on the heading, you can sort the table by that type of data. For example, if you created a Class Attendance Summary report and wanted to see which students in the class had the most absences, you could click on the **ABSENT** heading. The student list would be resorted to show students with the most absences at the top of the list. Clicking on the **ABSENT** heading again would perform a "reverse sort"—students with the fewest number of absences would appear at the top of the list. To return to viewing the students alphabetically, click on the **STUDENTS** heading.

PRINTING REPORTS

To print your report, you first must choose to view it (click the **VIEW REPORT...** button to view your report). Below the report, you will see two print buttons:

- **PRINT SECTION:** Click this button to print the section of the report you are currently viewing.
- **PRINT ALL:** Click this button to print all of the sections that have been generated with this report.



If you don't want a page break between sections of your printed report, deselect the "Page Break Between Sections" setting under Report Options.



Observation Frequency Report by Observable

This report provides observational data about selected students for a particular observable. The report shows the number of times one of the observable's qualifiers has been recorded for each student. It also displays the total number of observations recorded for each qualifier, and each qualifier's relative frequency (i.e., how often a qualifier is selected relative to the other qualifiers in the set for this particular observable).

To generate the report, select a range of dates, one or more students (for information about selecting multiple students or groups, see page 96), and one or more observables. The data for each observable will appear in a separate section of the report. Choose the **PAGE BREAK BETWEEN SECTIONS** option to print each observable's report on a separate page.

REPORT OPTIONS

- Student Info
- User Info
- Page Break Between Sections
- Observations

SORTING OPTIONS

- Student (alphabetically)
- Qualifier (alphabetically)

| Mrs. Kempisty | | | | |
|---|-----------|------|--------------|-------------------|
| Observation Frequency Report | | | | |
| Observable Set: Dance | | | | |
| Observable: Extends own natural movement by using a variety of ways to move | | | | |
| Monday, January 1, 2001 - Monday, December 31, 2001 | | | | |
| Name | Excellent | Good | Satisfactory | Needs Improvement |
| ALISSA LUNDEEN | 1 | 1 | 1 | |
| ALLEN YOUSEF | | | 1 | |
| ALONSO KADAKIA | 1 | 1 | 1 | |
| ALVA SANTIAGO | | | | |
| AMIE CHESLA | | | | |
| BEN SANDERS | | | | 1 |
| BETHANN DAUGHRITY | | 1 | 1 | 1 |
| BEV THOMAS | | | | |
| BRICE WHARTON | | | 1 | |
| BRODERICK FEDALEN | | | | |
| BRYAN OREWILER | 1 | 1 | | |
| BRYANNA BOATNER | | | | |
| CARIE RISTON | | | 1 | |
| CARSON SIGRIST | 1 | | | 1 |
| CHARLES TANIGUCHI | 1 | 1 | | 1 |
| CLAYTON SYLVESTER | | | | 1 |
| DONELLA PFISTER | | | | |
| ELLAMAE HAVATONE | | | | |
| ESTELLA BRECHEEN | 1 | 1 | | |
| EUNA SLOVACEK | 1 | | 1 | |
| FRED CLOKE | | | 1 | |
| GARTH ARKIN | 1 | 1 | 1 | |
| GILBERTO CELIUS | 1 | | | 1 |
| HECTOR TEPFER | | | | 1 |
| HOLLIS SLINKARD | | 1 | | 1 |
| HOSEA CRANER | | | | |
| JESS DUGAN | 1 | | 1 | |
| JOLYN LOBUR | | | 1 | |
| JOSPEH STAPLES | | | | |
| JULIANNA AVELLO | 1 | | 1 | |
| Total Observations | 11 | 8 | 12 | 8 |



Observation Frequency Report by Student

This report provides observational data about a student for selected observables. The report displays the text of each observable, its associated qualifiers, and the number of times each qualifier has been recorded for that student.

To generate the report, select a range of dates, one or more students (for information about selecting multiple students or groups, see page 96), and one or more observables. The data for each student will appear in a separate section of the report. Choose the **PAGE BREAK BETWEEN SECTIONS** option to print each student's report on a separate page.

| Mrs. Kempisty | | |
|--|-------------------|-----------|
| Observation Frequency Report | | |
| ALISSA LUNDEEN | | |
| Monday, January 1, 2001 - Monday, December 31, 2001 | | |
| Observable | Qualifier | Frequency |
| Creates moods through movement | Excellent | 1 |
| | Good | 1 |
| | Satisfactory | |
| | Needs Improvement | |
| Describes similarities, differences, and relationships in dance | Excellent | |
| | Good | 2 |
| | Satisfactory | |
| | Needs Improvement | |
| Explores a variety of ways of moving through the elements of dance: body, dynamics, space, relationships | Excellent | |
| | Good | 1 |
| | Satisfactory | |
| | Needs Improvement | |
| Explores and observes form in dance | Excellent | |
| | Good | |
| | Satisfactory | 1 |
| | Needs Improvement | |
| Explores body awareness through movement | Excellent | 1 |
| | Good | 1 |
| | Satisfactory | |
| | Needs Improvement | |
| Expresses feelings or personal images through movement | Excellent | |
| | Good | 1 |
| | Satisfactory | |
| | Needs Improvement | 1 |
| Extends own natural movement by using a variety of ways to move | Excellent | 1 |
| | Good | 1 |
| | Satisfactory | 1 |
| | Needs Improvement | 1 |
| Imitates and repeats observed movement patterns | Excellent | |
| | Good | |
| | Satisfactory | 1 |
| | Needs Improvement | |
| Improvises or refines personal dance compositions to express ideas | Excellent | |
| | Good | |
| | Satisfactory | 1 |
| | Needs Improvement | |
| Moves in response to rhymes, verbal or written description, or visual image | Excellent | |
| | Good | 1 |
| | Satisfactory | |
| | Needs Improvement | |

REPORT OPTIONS

- Student Info
- User Info
- Page Break Between Sections
- Observations

SORTING OPTIONS

- Observable (alphabetically)



Observation Log

This report provides a log of observations recorded for a particular student. The report can be customized to display only selected observables over a specific period of time. It displays the text of each observable recorded, the date and time the observation was made, the qualifier selected, and annotations to the observation, if applicable. The report will also display the *Learner Profile* user who recorded the observation when the report is run by an administrator.

To generate the report, select a range of dates, one or more students (for information about selecting multiple students or groups, see page 96), and one or more observables. The data for each student will appear in a separate section of the report. Choose the **PAGE BREAK BETWEEN SECTIONS** option to print each student's report on a separate page.



If you want a complete report of all the recorded observations in the database, choose **ALL** for the Date Range, and select all students and observables.

| Kempisty | | | |
|--|-----------------|--------------|----------|
| Observation Log | | | |
| JOSPEH STAPLES | | | |
| Saturday, November 3, 2001 | | | |
| Observable | Date/Time | Qualifier | User |
| Creates moods through movement | 11/3/01 2:23 PM | Excellent | Kempisty |
| Explores a variety of ways of moving through the elements of dance: body, dynamics, space, relationships | 11/3/01 2:23 PM | Good | Kempisty |
| Explores and observes form in dance | 11/3/01 2:23 PM | Excellent | Kempisty |
| Explores body awareness through movement | 11/3/01 2:24 PM | Satisfactory | Kempisty |
| Expresses feelings or personal images through movement | 11/3/01 2:23 PM | Good | Kempisty |
| Moves in response to rhymes, verbal or written description, or visual image | 11/3/01 2:23 PM | Good | Kempisty |
| Responds through movement to oral instructions containing movement vocabulary | 11/3/01 2:24 PM | Satisfactory | Kempisty |
| Shares personal dance work with others | 11/3/01 2:24 PM | Satisfactory | Kempisty |

REPORT OPTIONS

- Student Info
- User Info
- Page Break Between Sections
- Annotation
- Truncate to One Line
- Observations

SORTING OPTIONS

- Observable (alphabetically)
- Date/Time (chronologically)
- Qualifier (alphabetically)
- User (alphabetically; only available to administrators)
- Annotation (alphabetically)



Observation Summary Report by Student

This report provides a summary of observation data about a student and selected observations. It can be customized to display only selected observables over a specific period of time. The report data can include the number of times that an observation of a particular observable has been recorded, the average qualifier score for that observable, and the progress score for that observable. An average of these statistics is displayed along the bottom row of the report.

To generate the report, select a range of dates, one or more students (for information about selecting multiple students or groups, see page 96), and one or more observables. The data for each student will appear in a separate section of the report. Choose the **PAGE BREAK BETWEEN SECTIONS** option to print each student's report on a separate page.



For more information about Average and Progress scores, see page 47.

| Observation Summary Report | | | |
|--|-----------|---------|----------|
| ALISSA LUNDEEN | | | |
| Monday, January 1, 2001 - Monday, December 31, 2001 | | | |
| Observable | Frequency | Average | Progress |
| Creates moods through movement | 4 | 81% | 78% |
| Describes similarities, differences, and relationships in dance | 5 | 83% | 80% |
| Explores a variety of ways of moving through the elements of dance: body, dynamics, space, relationships | 5 | 78% | 77% |
| Explores and observes form in dance | 5 | 82% | 85% |
| Explores body awareness through movement | 5 | 83% | 85% |
| Expresses feelings or personal images through movement | 3 | 73% | 77% |
| Extends own natural movement by using a variety of ways to move | 7 | 82% | 83% |
| Imitates and repeats observed movement patterns | 1 | 75% | 75% |
| Improvises or refines personal dance compositions to express ideas | 3 | 76% | 75% |
| Moves in response to rhymes, verbal or written description, or visual image | 2 | 90% | 108% |
| Participates in dance-making | 1 | 80% | 80% |
| Participates with enthusiasm in movement | 6 | 85% | 85% |
| Responds through movement to oral instructions containing movement vocabulary | 4 | 85% | 80% |
| Selects and extends personal movement to express a feeling or idea | 4 | 88% | 96% |
| Shares personal dance work with others | 5 | 79% | 74% |
| Summary | 60 | 81% | 83% |

REPORT OPTIONS

- Student Info
- User Info
- Page Break Between Sections
- Frequency
- Average
- Progress
- Observations

SORTING OPTIONS

- Observable (alphabetically)
- Frequency
- Average
- Progress



Observation Summary Report by Observable

This report provides a summary of observation data about an observation and selected students. For each student, the report data can include the number of times an observation has been recorded using this observable, the average qualifier score for that observable, and the progress score for that observable. The average for the selected students of these statistics is displayed along the bottom row of the report.

To generate the report, select a range of dates, one or more students (for information about selecting multiple students or groups, see page 96), and one or more observables. The data for each student will appear in a separate section of the report. Choose the **PAGE BREAK BETWEEN SECTIONS** option to print each observable's report on a separate page.



For more information about Average and Progress scores, see page 47.

REPORT OPTIONS

- Student Info
- User Info
- Page Break Between Sections
- Frequency
- Average
- Progress
- Observations

SORTING OPTIONS

- Name
- Frequency
- Average
- Progress

| Kempisty | | | |
|---|-----------|---------|----------|
| Observation Summary Report | | | |
| Observable Set: Dance | | | |
| Observable: Extends own natural movement by using a variety of ways to move | | | |
| Monday, January 1, 2001 - Monday, December 31, 2001 | | | |
| Name | Frequency | Average | Progress |
| ALISSA LUNDEEN | 8 | 82% | 82% |
| ALLEN YOUSEF | 5 | 82% | 82% |
| ALONSO KADAKIA | 6 | 85% | 84% |
| ALVA SANTIAGO | 2 | 90% | 108% |
| AMIE CHESLA | 3 | 86% | 87% |
| BEN SANDERS | 3 | 75% | 81% |
| BETHANN DAUGHRITY | 5 | 76% | 76% |
| BEV THOMAS | 3 | 78% | 78% |
| BRICE WHARTON | 3 | 78% | 80% |
| BRODERICK FEDALEN | 1 | 80% | 80% |
| BRYAN OREWILER | 4 | 90% | 90% |
| BRYANNA BOATNER | 2 | 90% | 108% |
| CARIE RISTON | 3 | 85% | 96% |
| CARSON SIGRIST | 5 | 84% | 83% |
| CHARLES TANIGUCHI | 6 | 83% | 82% |
| CLAYTON SYLVESTER | 5 | 80% | 82% |
| DONELLA PFISTER | 3 | 78% | 78% |
| ELLAMAE HAVATONE | 3 | 78% | 78% |
| ESTELLA BRECHEEN | 4 | 85% | 80% |
| EUNA SLOVACEK | 4 | 88% | 89% |
| FRED CLOKE | 3 | 85% | 96% |
| GARTH ARKIN | 6 | 85% | 84% |
| GILBERTO CELIUS | 5 | 84% | 83% |
| HECTOR TEPFER | 3 | 75% | 81% |
| HOLLIS SLINKARD | 4 | 81% | 87% |
| HOSEA CRANER | 2 | 90% | 108% |
| JESS DUGAN | 4 | 88% | 89% |
| JOLYN LOBUR | 4 | 82% | 84% |
| JOSPEH STAPLES | 3 | 85% | 83% |
| JULIANNA AVELLO | 4 | 82% | 77% |
| Summary | 116 | 83% | 86% |



Student Grade Summary

This report lists a student's final grades for the selected part of the school year. If the student belongs to multiple gradebooks, the report provides the final grade from each gradebook created by the user running the report. The administrator can generate a report drawing from all gradebooks in the database.

To generate the report, select a grading period in the school year, the school year, and one or more students (for information about selecting multiple students or groups, see page 96). The data for each student will appear in a separate section of the report. Choose the **PAGE BREAK BETWEEN SECTIONS** option to print each student's report on a separate page.

| Thomas Scott | | |
|---|-----------|-------------|
| Student Grade Summary | | |
| Suzanne Kim | | |
| Term 1 (2001 - 2002) | | |
| Gradebook | User | Final Grade |
| Algebra I | Podgurski | 84% B |
| British Literature | Roberts | 91% A- |
| Earth Science | Flight | 91% A- |
| French | Gauthier | 85% B |
| U.S. History | Herlihy | 88% B+ |
| Signature: _____ | | |
| Suzie has made great strides academically this term. Keep up the good work! | | |

REPORT OPTIONS

- Student Info
- User Info
- Page Break Between Sections
- Signature Line

SORTING OPTIONS

- Gradebook
- User (Administrator Only)
- Final Grade



Gradebook Summary

This report shows the final grades for every student in the selected gradebook. If the gradebook is divided into more than one grading period, the grade for each grading period is displayed. The students' average for the school year is also displayed.

To generate the report, simply select a gradebook (you can select multiple gradebooks by holding down the **SHIFT** or **CTRL** key while making your selections). The data for each gradebook will appear in a separate section of the report. Choose the **PAGE BREAK BETWEEN SECTIONS** option to print each gradebook's report on a separate page.

REPORT OPTIONS

- Student Info
- User Info
- Page Break Between Sections
- Signature Line

SORTING OPTIONS

- Name
- Final Grade (per Grading Period)
- Final Grade Average

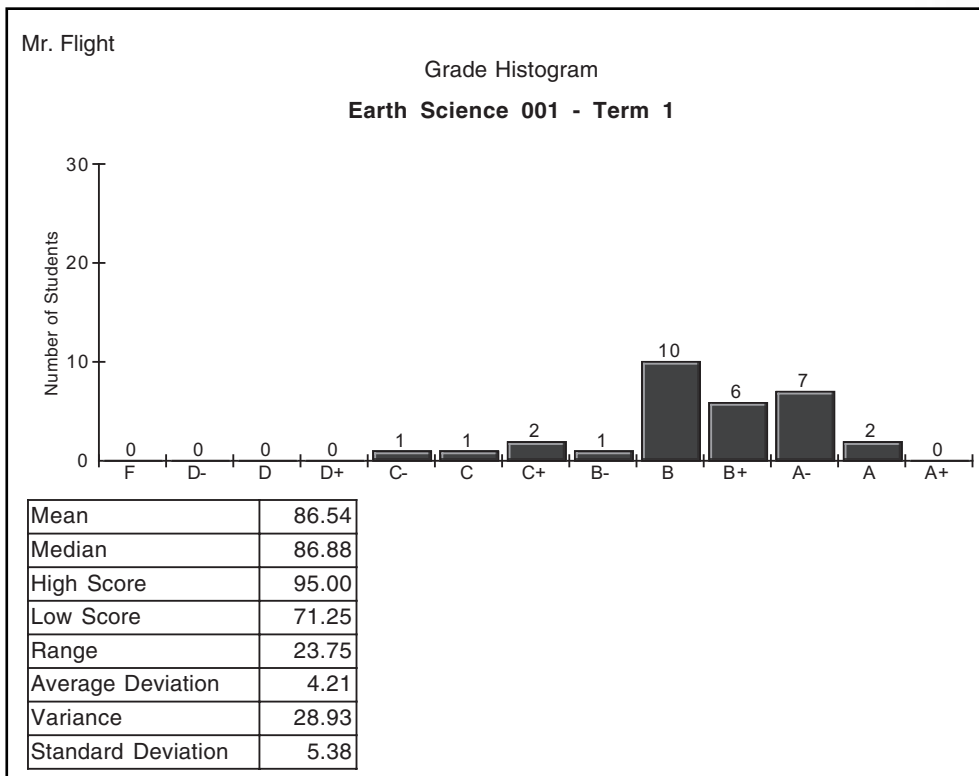
| Flight | | | | |
|-------------------|------------|------------|---------|--|
| Gradebook Summary | | | | |
| Earth Science 001 | | | | |
| Name | Semester 1 | Semester 2 | Average | |
| ALISSA LUNDEEN | 91% A- | 91% A- | 91% A- | |
| ALLEN YOUSEF | 89% B+ | 85% B | 87% B | |
| ALONSO KADAKIA | 81% B- | 89% B+ | 85% B | |
| ALVA SANTIAGO | 89% B+ | 85% B | 87% B | |
| AMIE CHESLA | 85% B | 85% B | 85% B | |
| BEN SANDERS | 95% A | 89% B+ | 92% A- | |
| BETHANN DAUGHRITY | 75% C | 79% C+ | 77% C | |
| BEV THOMAS | 91% A- | 95% A | 93% A | |
| BRICE WHARTON | 85% B | 75% C | 80% B- | |
| BRODERICK FEDALEN | 79% C+ | 89% B+ | 84% B | |
| BRYAN OREWILER | 85% B | 89% B+ | 87% B | |
| BRYANNA BOATNER | 89% B+ | 85% B | 87% B | |
| CARIE RISTON | 85% B | 81% B- | 83% B | |
| CARSON SIGRIST | 85% B | 89% B+ | 87% B | |
| CHARLES TANIGUCHI | 95% A | 79% C+ | 87% B | |
| CLAYTON SYLVESTER | 71% C- | 85% B | 78% C+ | |
| ELLAMAE HAVATONE | 85% B | 89% B+ | 87% B | |
| ESTELLA BRECHEEN | 91% A- | 85% B | 88% B+ | |
| EUNA SLOVACEK | 85% B | 91% A- | 88% B+ | |
| FRED CLOKE | 91% A- | 79% C+ | 85% B | |
| GARTH ARKIN | 91% A- | 89% B+ | 90% A- | |
| GILBERTO CELIUS | 89% B+ | 89% B+ | 89% B+ | |
| HECTOR TEPFER | 91% A- | 91% A- | 91% A- | |
| HOLLIS SLINKARD | 85% B | 81% B- | 83% B | |
| HOSEA CRANER | 89% B+ | 81% B- | 85% B | |
| JESS DUGAN | 89% B+ | 85% B | 87% B | |
| JOLYN LOBUR | 85% B | 91% A- | 88% B+ | |
| JOSPEH STAPLES | 91% A- | 89% B+ | 90% A- | |
| JULIANNA AVELLO | 79% C+ | 89% B+ | 84% B | |
| SUZANNE KIM | 85% B | 85% B | 85% B | |



Grade Histogram

This report shows how, in the form of a bar graph, the final grades for a grading period are dispersed among the students in a particular gradebook. Additionally, the report can display a variety of statistics about these grades, such as mean, high score, low score, and standard deviation.

To generate the report, select a gradebook (for information about selecting multiple gradebooks, see page 96) and a grading period. The data for each gradebook will appear in a separate section of the report. Choose the **PAGE BREAK BETWEEN SECTIONS** option to print each gradebook's report on a separate page.



REPORT OPTIONS

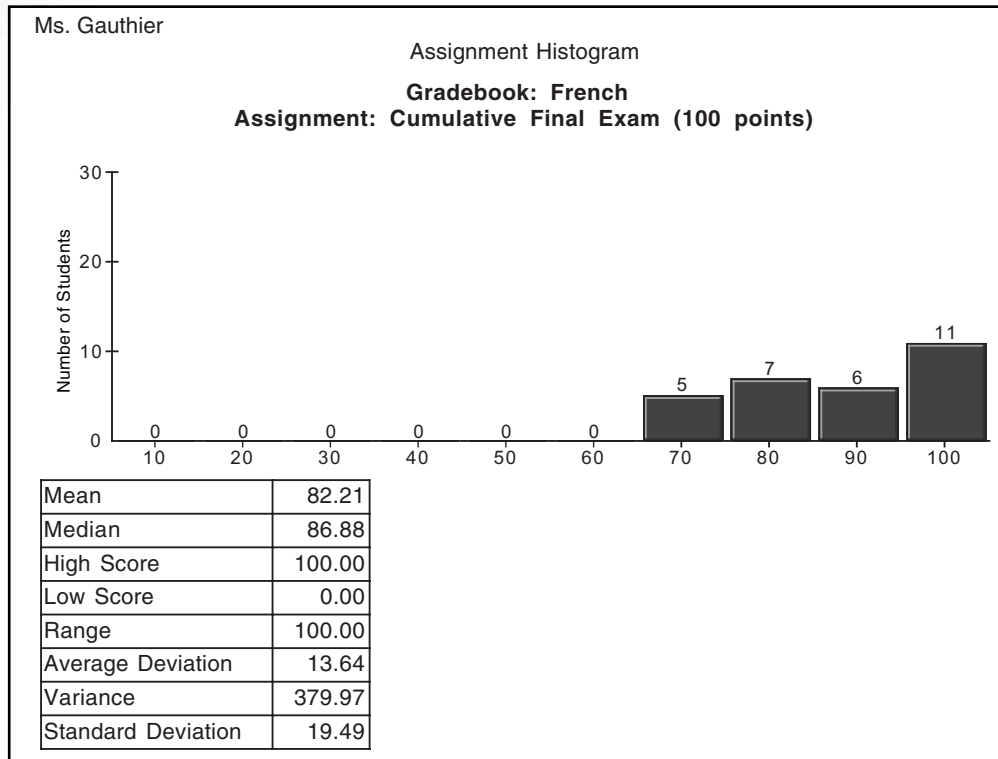
- Student Info
- User Info
- Page Break Between Sections
- Mean
- High Score
- Low Score
- Range
- Average Deviation
- Variance
- Standard Deviation



Assignment Histogram

This report shows how, in the form of a bar graph, the scores for an assignment are dispersed among the students in a particular gradebook. Additionally, the report can display a variety of statistics about these scores, such as mean, high score, low score, and standard deviation.

To generate the report, select a gradebook and an assignment (for information about selecting multiple assignments, see page 96). The data for each gradebook will appear in a separate section of the report. Choose the **PAGE BREAK BETWEEN SECTIONS** option to print each assignment's report on a separate page.



REPORT OPTIONS

- Student Info
- User Info
- Page Break Between Sections
- Mean
- High Score
- Low Score
- Range
- Average Deviation
- Variance
- Standard Deviation



Assignment Summary

This report displays a variety of statistics about an assignment, such as mean score, high score, low score, and standard deviation. Additionally, the individual scores of each student may be shown on this report.

To generate the report, select a gradebook and an assignment (for information about selecting multiple assignments, see page 96). The data for each assignment will appear in a separate section of the report. Choose the **PAGE BREAK BETWEEN SECTIONS** option to print each assignment's report on a separate page.

| Ms. Beaugard | |
|--|--------|
| Assignment Summary | |
| Gradebook: French | |
| Assignment: Cumulative Final Exam (100 points) | |
| Scores | |
| Name | Grade |
| ALISSA LUNDEEN | 87 |
| ALLEN YOUSEF | 59 |
| ALONSO KADAKIA | 81 |
| ALVA SANTIAGO | 100 |
| AMIE CHESLA | 85 |
| BEN SANDERS | 82 |
| BETHANN DAUGHRITY | 74 |
| BEV THOMAS | 96 |
| BRICE WHARTON | 69 |
| BRODERICK FEDALEN | 85 |
| BRYAN OREWILER | 91 |
| BRYANNA BOATNER | 89 |
| CARIE RISTON | 63 |
| CARSON SIGRIST | 92 |
| CHARLES TANIGUCHI | 75 |
| CLAYTON SYLVESTER | 84 |
| ELLAMAE HAVATONE | 98 |
| ESTELLA BRECHEEN | 81 |
| EUNA SLOVACEK | 77 |
| FRED CLOKE | 82 |
| GARTH ARKIN | 86 |
| GILBERTO CELIUS | 82 |
| HECTOR TEPFER | 90 |
| HOLLIS SLINKARD | 72 |
| Statistics | |
| Mean | 82.96 |
| Median | 84.50 |
| High Score | 100.00 |
| Low Score | 59.00 |
| Range | 41.00 |
| Standard Deviation | 10.47 |

REPORT OPTIONS

- Student Info
- User Info
- Page Break Between Sections
- Show Student Scores
- Mean
- High Score
- Low Score
- Range
- Average Deviation
- Variance
- Standard Deviation

Student Attendance Summary

This report provides a summary of a student's attendance by tallying the student's unexcused absences, excused absences, tardies, and so forth. For teachers, this report will show the student's attendance data for all of the teacher's gradebooks in which the student appears. For administrators, the report will gather data from the gradebooks of all teachers in the database, providing a complete and comprehensive attendance record for that student.

To generate the report, select a span of time (either a grading period or date range) and a student. You may select multiple students to report on (for more information about selecting multiple students, see page 96). Each student's attendance data will appear in a separate section of the report. Choose the **PAGE BREAK BETWEEN SECTIONS** option to print each student's report on a separate page.

| Dr. Scott | | | | | | | |
|----------------------------|----------|--------|-------|----------------|---------------|---------|-----------|
| Student Attendance Summary | | | | | | | |
| SUZANNE KIM | | | | | | | |
| Term 1 (2001 - 2002) | | | | | | | |
| Gradebook | User | Absent | Tardy | Excused Absent | Excused Tardy | Medical | Suspended |
| Algebra I | Podg... | 0 | 4 | 0 | 0 | 0 | 0 |
| British Literature | Roberts | 0 | 0 | 0 | 0 | 0 | 0 |
| Earth Science 001 | Flight | 0 | 0 | 0 | 0 | 0 | 0 |
| French | Gauth... | 0 | 0 | 2 | 0 | 0 | 0 |
| U.S. History | Herlihy | 0 | 0 | 2 | 0 | 0 | 0 |
| Signature: _____ | | | | | | | |

REPORT OPTIONS

- Student Info
- User Info
- Page Break Between Sections
- Signature Line

SORTING OPTIONS

- Gradebook
- User (Admin Only)
- Absent
- Excused Absent
- Excused Tardy
- Medical
- Suspended



Gradebook Attendance Summary

This report provides an attendance summary for a particular gradebook by displaying the number of unexcused absences, excused absences, tardies, etc., for each student in the gradebook. Additional statistics, such as average and total, are also displayed, as well as each student's attendance score (when attendance has been designated as a category impacting the final grade).

To generate the report, select a span of time (either a term or date range) and a gradebook. Administrators can generate this report from any gradebook in the database by selecting a user from the drop-down menu, and then selecting that user's gradebook. You may select multiple gradebooks to report on (for more information about selecting multiple gradebooks, see page 96). Each gradebook's attendance data will appear in a separate section of the report. Choose the **PAGE BREAK BETWEEN SECTIONS** option to print each gradebook's report on a separate page.



In order to display attendance penalty information, you must select a term rather than a date range.

Ms. Beaugard

Gradebook Attendance Summary

French
Term 1 (2001 - 2002)

| Name | Absent | Tardy | Excused Absent | Excused Tardy | Medical | Suspended | Penalty |
|--------------------|--------|-------|----------------|---------------|---------|-----------|---------|
| ALISSA LUNDEEN | 1 | 1 | 0 | 0 | 0 | 0 | 0 |
| ALLEN YOUSEF | 0 | 1 | 0 | 1 | 0 | 0 | 0 |
| ALONSO KADAKIA | 0 | 1 | 3 | 1 | 0 | 0 | 0 |
| ALVA SANTIAGO | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| AMIE CHESLA | 1 | 0 | 4 | 0 | 0 | 0 | 0 |
| BEN SANDERS | 0 | 0 | 1 | 0 | 0 | 0 | 0 |
| BETHANN DAUGH... | 0 | 2 | 0 | 3 | 0 | 0 | 0 |
| BEV THOMAS | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| BRICE WHARTON | 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| BRODERICK FEDAL... | 1 | 0 | 1 | 1 | 0 | 0 | 0 |
| BRYAN OREWILER | 0 | 0 | 1 | 0 | 0 | 0 | 0 |
| BRYANNA BOATNER | 0 | 2 | 0 | 1 | 0 | 0 | 0 |
| CARIE RISTON | 2 | 1 | 1 | 1 | 0 | 0 | -1 |
| CARSON SIGRIST | 0 | 0 | 1 | 0 | 0 | 0 | 0 |
| CHARLES TANIGU... | 4 | 1 | 0 | 0 | 0 | 0 | -2 |
| CLAYTON SYLVES... | 0 | 0 | 1 | 1 | 0 | 0 | 0 |
| ELLAMAE HAVATO... | 1 | 3 | 1 | 0 | 0 | 0 | -1 |
| ESTELLA BRECHEEN | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| EUNA SLOVACEK | 0 | 0 | 0 | 2 | 0 | 0 | 0 |
| FRED CLOKE | 0 | 0 | 1 | 1 | 0 | 0 | 0 |
| GARTH ARKIN | 0 | 2 | 1 | 0 | 0 | 3 | 0 |
| GILBERTO CELIUS | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| HECTOR TEPFER | 0 | 2 | 0 | 0 | 4 | 0 | 0 |
| HOLLIS SLINKARD | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 12 | 17 | 16 | 14 | 4 | 3 | --- |
| Average | 0.5 | 0.71 | 0.67 | 0.58 | 0.17 | 0.12 | -0.17 |

Attendance Policy:
1% deducted for every 2 unexcused absence(s).
1% deducted for every 3 unexcused tardy(s).

REPORT OPTIONS

- Student Info
- User Info
- Page Break Between Sections
- Penalty
- Attendance Policy

SORTING OPTIONS

- Name
- Absent
- Excused Absent
- Excused Tardy
- Medical
- Suspended
- Penalty (if applicable)



Student Attendance Transcript

This report provides a log of a student's attendance for a particular gradebook, displaying the date and type of attendance code recorded. Additionally, the totals of these attendance codes and the student's attendance score (if applicable) are displayed.

To generate the report, select a span of time (either a grading period or date range), a gradebook, and a student. You may select multiple students to report on (for more information about selecting multiple students, see page 96). Each student's attendance data will appear in a separate section of the report. Choose the **PAGE BREAK BETWEEN SECTIONS** option to print each student's report on a separate page.

| Dr. Scott | | | | | | |
|---|--------|-------|----------------|---------------|---------|-----------|
| Student Attendance Transcript | | | | | | |
| ALONSO KADAKIA | | | | | | |
| Gradebook: French | | | | | | |
| Term 1 (2001 - 2002) | | | | | | |
| Date/Time | Absent | Tardy | Excused Absent | Excused Tardy | Medical | Suspended |
| 10/15/01 | | | X | | | |
| 10/16/01 | | | X | | | |
| 10/17/01 | | | X | | | |
| 10/29/01 3:42 PM | | X | | | | |
| 10/9/01 | | | | X | | |
| Total | 0 | 1 | 3 | 1 | 0 | 0 |
| Penalty = 0 | | | | | | |
| Attendance Policy: | | | | | | |
| 1% deducted for every 2 unexcused absence(s). | | | | | | |
| 1% deducted for every 3 unexcused tardy(s). | | | | | | |

REPORT OPTIONS

- Student Info
- User Info
- Page Break Between Sections
- Penalty
- Attendance Policy

SORTING OPTIONS

- Date/Time
- Absent
- Tardy
- Excused Absent
- Excused Tardy
- Medical
- Suspended

Database Usage Report

This report provides the administrator with a comprehensive array of statistics describing both the contents of the database and the involvement of the users who have created its content.

This report is generated simply by selecting **DATABASE USAGE REPORT** from the drop-down menu of reports. No additional information is necessary.



Only a user with administrative privileges can create this report.

Dr. Scott

Database Usage Report

Overall Summary

| | |
|---|-----|
| Total number of Users | 6 |
| Total number of Students | 30 |
| Total number of Groups | 5 |
| Total number of Observables (Obs) | 57 |
| Total number of Observable Sets (Obs Sets) | 9 |
| Total number of Public Observable Sets | 2 |
| Total number of Qualifier Sets | 7 |
| Total number of Public Qualifier Sets | 6 |
| Total number of Observations recorded (Obs Rec) | 456 |
| Total number of Gradebooks (GBs) | 5 |
| Total number of Assignments (Asgmts) | 18 |
| Total number of Lesson Plans | 40 |

User Summary

| Users | Groups | Obs | Obs Sets | Obs Rec | GBs | Asgmts | Lesson Plans |
|-----------|--------|-----|----------|---------|-----|--------|--------------|
| admin | 1 | 42 | 2 | 285 | 1 | 13 | 40 |
| admin2 | 0 | 0 | 1 | 0 | 0 | 0 | 0 |
| Flight | 1 | 0 | 1 | 0 | 1 | 2 | 0 |
| Kempisty | 1 | 0 | 1 | 171 | 1 | 1 | 0 |
| Podgurski | 1 | 0 | 1 | 0 | 1 | 1 | 0 |
| Roberts | 1 | 0 | 1 | 0 | 1 | 1 | 0 |

REPORT OPTIONS

- User Info
- Overall Summary
- User Summary

SORTING OPTIONS

- User Name
- Number of Groups
- Number of Observables
- Number of Observable Sets
- Number of Observables Recorded
- Number of Gradebooks
- Number of Assignments
- Number of Lesson Plans