

Dropped Student Report

To Run a Dropped Student Report:

1. Click the **Reports** charm and then select **Individual Student Report**
2. From the Criteria Tab
 - a. **Report Title** – Change the report title if needed
 - b. **Classes** – Use the dropdown menu to select the class(es) with the dropped student(s) (Multiple classes can be selected)
3. Sort Options
 - a. **Layout** – Use the dropdown menu to select either *By Section*, *By Student* or *By Student*
 - b. **Students** – Use the dropdown menu to select how multiple students will be sorted
 - c. **Assignments** – Use the dropdown menu to select how the assignments will be sorted

Criteria	Students	Format
Report Title	Individual Student Report	
Description	Multi-function report per student. Useful for progress reports, missing/late assignments, low more.	
Classes*	Select Classes ▼	1 Class: 00(M-F) Homeroom 8
Sort Options		
Layout	By Section, By Student ▼	
Students	Last Name ▼	
Assignments	Due Date (Newest First) ▼	

4. Data
 - a. **Areas to Include** – Use the dropdown menu and place a check in *Course Grades* and *Assignments*
 - b. **Show Percentage** – Place a check in the box
 - c. **Show Assignments with No Data** – Place a check in the box if this information is needed
5. Data Range
 - a. **Course Grades** – Use the dropdown menu to select which quarters to pull data from
 - b. **Assignment Date Range** – Use the dropdown menu to select the date range that matches the **Course Grade** date selected

6. Data Filters – No changes need to be made here

Data

Areas To Include*

Select Data



Course Grades and Attendance, Assignments

Show Percentages



Select Data



Course Grade

Show Assignments with no Data



Date Range

Course Grades

Select Reporting Term



Assignment Date Range

Q4



Data Filters

Assignment Attributes

Filter Assignments



Assignment Scores

Filter Scores



Assignment Categories

Filter Categories



Course Grades

Filter Grades



Course Grades and Attendance



Course Grade Comments



Assignments



Assignment Comments



Category Totals



Any Scores

Any Category

Any Course Grades

7. Students Tab

a. Click **Add/Remove Students**

b. **Include Dropped Students** – Check the box

c. **Filter** – Uncheck

d. Place a check next to the dropped student(s)



8. Format Tab -No changes need to be made on the Format tab

9. Click **Run Report**

Criteria **Students** Format

Include Dropped Students ☒

Show Selected Students Add/Remove Students

The report applies to 1 out of 33 students in the selected classes.

FILTER	
Addison, JaKobe'	<input type="checkbox"/>
Arkwright, Java'ra	<input type="checkbox"/>
Banks, Ma'Liyah	<input type="checkbox"/>
Bell, Jonathan	<input checked="" type="checkbox"/>
Bellamy, Maurice	<input type="checkbox"/>

Example of Report

Date	Category	Assignment	Score	Pts Poss	%	Grade	Flags
09/19/2016	Participation	Writing Participation		100			
09/16/2016	Quiz	Exponent formative Quiz		100			
09/14/2016	Classwork	Exponents Expanded Form		100			
09/14/2016	Classwork	Exponents Worksheet zero and negative		100			
09/14/2016	Homework	Power Rule		100			
09/14/2016	Classwork	Quotient Rule		100			
08/26/2016	Homework	Dilation	70	100	70%	70	
08/26/2016	Classwork	Similar Triangles	100	100	100%	100	
08/25/2016	Quiz	Performance Task		100			
08/24/2016	Participation	Tessellation Pattern Performance Task	100	100	100%	100	
08/12/2016	Homework	Angles in Transversal		100			
08/12/2016	Classwork	Journal Question	100	100	100%	100	
08/12/2016	Quiz	Pick 3 Word Wall	90	100	90%	90	
08/12/2016	Homework	Reflections E		100			
08/12/2016	Classwork	Similarity and Congruence Print	0	100	0%	0	
08/12/2016	Classwork	Transformation Print Activity	100	100	100%	100	