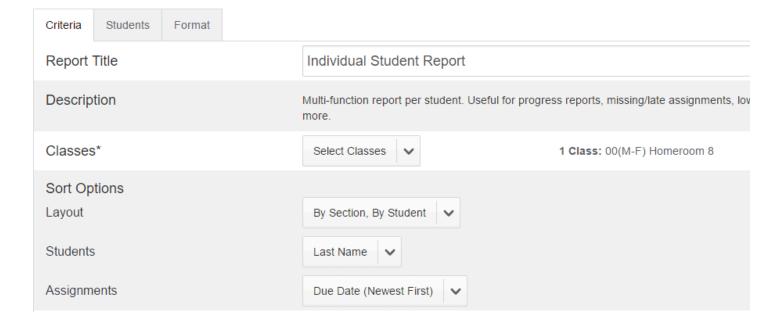


Dropped Student Report

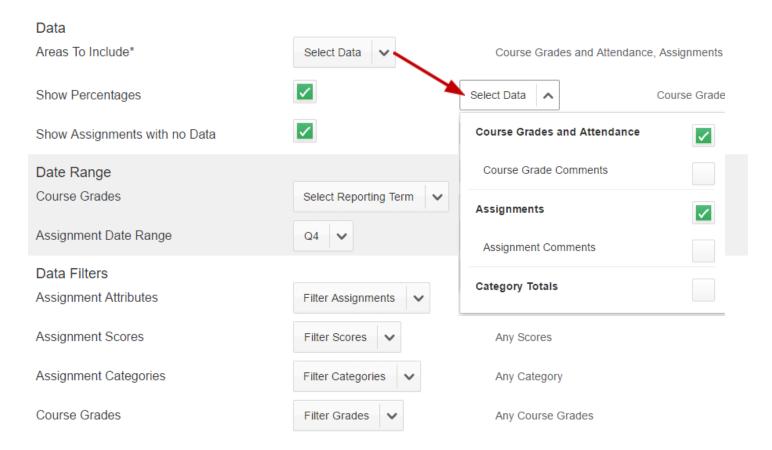
To Run a Dropped Student Report:

- 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

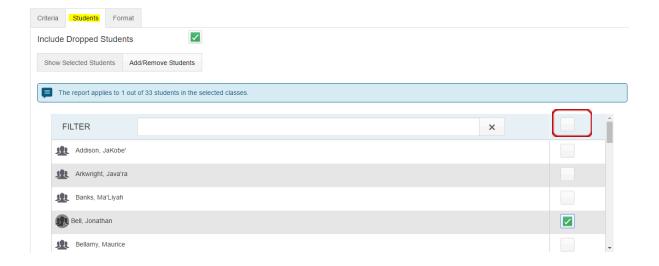


- 4. Data
 - a. **Areas to Include** Use the dropdown menu and place a check in *Course Grades* and *Assignments*
 - b. Show Percentage Place a check in the box
 - c. Show Assignments with No Data Place a check in the box if this information is needed
- 5. Data Range
 - a. Course Grades Use the dropdown 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



- 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



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	