Wen-GAGE Gradebook

Class Manual

Table of Contents

Data Flow Diagram

During the data synchronization process, data will be updated in both the Student Information System and Gradebook Application. The Student Information System will first send insert, update, and delete messages to the Gradebook Application. The Student Information System will then request insert, update, and delete messages from the Gradebook Application. The following diagram illustrates the flow of the major data objects.

Student Information System → Gradebook Application

LEA/District Information
Site Information
Calendar Information
Grading Scale Information
Course Information
Section Information
Student Information
Contact Information
Subject Information
Attendance
Eligibility
Grades

Student Information System ← Gradebook Application

Attendance
Eligibility
Grades

Login Screen

To run the Gradebook Application, open your internet browser and go to the URL provided by your district Gradebook Coordinator.

The following Login Screen will appear:

Click the links below to view the input specifications:

User Name: Enter your User Name.

Password: Enter your Password.

Click the [Log In] Button.

Instructor Workspace
Help System

The optimum screen resolution for viewing this help system and the application is 1024 X 768. If you are utilizing an 800 X 600 screen resolution or less, we suggest that you set your browser to full-screen mode to maximize the viewing area in your browser. For the Internet Explorer browser, you can toggle between full-screen and normal view by pressing the F11 key.

Additionally, the Index and Search features of the Help System will function without allowing active content to be displayed in your browser. However, to experience the Index and Search capabilities as intended in the Help System, you will need to at least temporarily allow active content to run in your browser.

Tips on How to Use the Help System

Table of Contents

The Table of Contents is displayed as a library of books representing major categories in this help system. The image below depicts the table of contents used in the system.
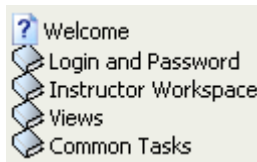
 This icon represents a closed book. To open the book and reveal its contents, click the + sign next to the book.

 This icon represents an open book. Under an open book you will find a list of specific topics, more books containing topics, or a combination of both. To close an open book, click the – sign next to the book.

 This represents a specific topic. Help for these specific topics can be displayed by double-clicking on the topic icon, or by clicking on the topic description.

Search and Index

The Index allows you to locate specific topics within the Help System by typing in a keyword. Click the icon to activate the index.

The Search allows you to search the entire help system for a specific word(s). Click the icon to activate the search mode.

Hotspots and Jumps

Hotspots and jumps are links within the help system that allow you to jump quickly from one topic to another. A hotspot or jump can either be text or an image.

Your mouse cursor will look like if it is touching a link. The text will also be green and underlined. Below are two jumps, click on each one to see what the jump will do. There will be a link called **Return** that will bring you back here.
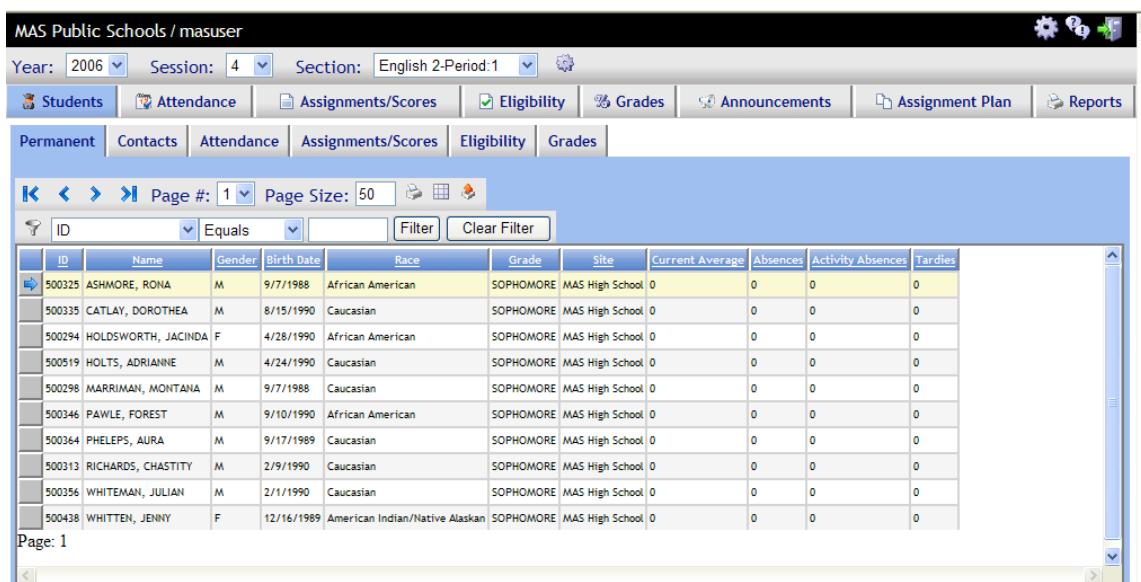
Pop-ups

Pop-ups are just like hotspots and jumps in that they link to other topics in a help system. However, they differ because they do not actually take you to the topic but instead a screen pops up and displays the topic. Click the link below to see how a pop-up works. To exit the pop-up, click the mouse.

Overview

The Instructor Workspace allows you to view and manage data as it pertains to your sections and students. As the instructor, you are able to view student demographic data, lookup student contact information, access and record attendance, record announcements, manage assignments, calculate eligibility and grade records, and much more.

Several features within the application make using the Gradebook easy. Without leaving the Instructor Workspace, you can select the year, session and section you would like to work in by using the Selections Bar. The View Bar allows you to navigate to the different areas within the application and the Navigation Bar allows you to move from record to record within a grid without scrolling the View.

Whenever you login to the Gradebook Application, the Instructor Workspace will appear:

Logout

Click the [icon] Button to logout of the Gradebook Application.

Change Password

Click the [icon] Button to change the password. See: How to Change Password

Help System

Click the [icon] Button to activate the Help System.

View Bar

🐻 Students	📋 Attendance	📄 Assignments/Scores	☑ Eligibility	‰ Grades	📖 Announcements	📑 Assignment Plan	🖨 Reports

The View Bar lists the different views of the data you have for the Gradebook Application. This will allow you to navigate to the different areas of the application without leaving the Instructor Workspace.

Navigation Bar

The Standard Navigation Bar is a toolset used to traverse or manipulate data within the grid. The following is a list of each button and its function.

The Navigation Bar consists of four buttons:

The first button is a shortcut that takes you to the First Record. When you click this button, you will be taken directly to the first record in the grid.

The second button is a shortcut that takes you to the Prior Record. When you click this button, you will be taken directly to the prior record in the grid.

The third button is a shortcut that takes you to the Next Record. When you click this button, you will be taken directly to the next record in the particular grid.

The fourth button is a shortcut that takes you to the Last Record. When you click this button, you will be taken directly to the last record in the particular grid.

Page #: Use the Drop Down List Box to select the page number you would like to view. **Note:** The number of pages you have to view is dependent upon the Page Size. For example, if you have 20 records available and you select '10' for the page size, then the Page # Drop Down List Box will have page '1' and page '2.'

Page Size: Enter the number of records you would like to display on each page.

Print Report Button : The Print Report Button prints the Student Detail Report for each student which includes the student's attendance, assignment and assignment average records.

Print Grid Button : The Print Grid Button prints the data contained in the grid for the View/Tab you currently have selected. For example, the Student Grid Report from the Students View/Permanent Tab will print the data contained in the student's grid.

Note: Depending on which View/Tab you are working in, the Navigation Bar may appear as follows:
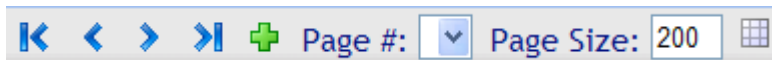
Filter Bar

The Filter Bar allows you to limit the records displayed in the Data Grid.

 Use the Drop Down List Box to select the field to use for the filter criteria.

 Use the Drop Down List Box to select the filter type.

Equals: If this option is selected, the filter will be applied to the records that match exactly what is typed in the value field. The filter is not case-sensitive.

Contains: If this option is selected, the filter will be applied to the records that contain the values typed anywhere in the value field. For example, if this option is selected, the search will find WORKBOOK or ENGLISH BOOK if 'book' is typed in the value field. The filter is not case-sensitive.

Starts With: If this option is selected, the filter will be applied to the records that start with the value typed in the value field. For example, if this option is selected, the filter will find WORKBOOK or WORLD HISTORY if 'W" is typed in the value field. The filter is not case-sensitive.

 Enter the value of the field for which you are filtering and then click the Filter Button.
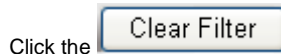
Click the Button to clear the filter.

Data Grid

The Data Grid allows you to view, insert, edit, delete and locate records in the database. The records displayed in the Data Grid are dependent on the View and Tab you currently have selected. The Data Grid has several features that allow you to manipulate how the data is displayed in the grid.

Record Order

You can order the records from greatest value to least value or vice versa by clicking the Field Headers. For example, if you are working in the Students View/Permanent Tab and would like to view the student records according to name order, click the Name Header and the application will order the records from least value to greatest value. If you would like to view the student records from greatest value to least value, simply click the Name Header again.

Scrolling through Records

You can scroll through the records that are displayed on the Data Grid without scrolling the page by using the Scroll Bar or the Navigation Bar.

Navigation Bar

Another feature of the Data Grid is the Navigation Bar, which allows you to move from record to record within the grid.

Filter Bar

The Filter Bar allows you to limit the records displayed in the Data Grid.

Section Settings

The Section Settings allow you to choose the type of averaging method you want to use for the section you have selected.

Year: [2006 ▼]   Session: [3 ▼]   Section: [English 2-Period:1 ▼]   ⚙

Click the [⚙] Button on the Selections Bar to select settings for the section.

The following screen will appear:

Section Settings

Choose the type of averaging for this section:

○ Weighted Scores
○ Weighted Points
○ Simple Scores
◉ Simple Points

[Cancel] [Save]

The **Weighted Scores Averaging Method** is based on a percentage system and will include the Weight you have assigned the specific Assignment Types.

The **Weighted Points Averaging Method** is based on a possible points system and will include the Weight you have assigned the specific Assignment Types.

The **Simple Scores Averaging Method** is based on a percentage system and will NOT include the Weight assigned to the specific Assignment Types.

The **Simple Points Averaging Method** is based on a possible points system and will NOT include the Weight assigned to the specific Assignment Types.

Select the ◉ **Weighted Scores** Select Box to calculate the average by **scores** for this section including the Assignment Type Weight.

Select the ◉ **Weighted Points** Select Box to calculate the average by **points** for this section including the Assignment Type Weight.

Select the ◉ **Simple Scores** Select Box to calculate the average by **scores** for this section, but exclude the Assignment Type Weight from the calculation.

Select the ◉ **Simple Points** Select Box to calculate the average by **points** for this section, but exclude the Assignment Type Weight from the calculation.
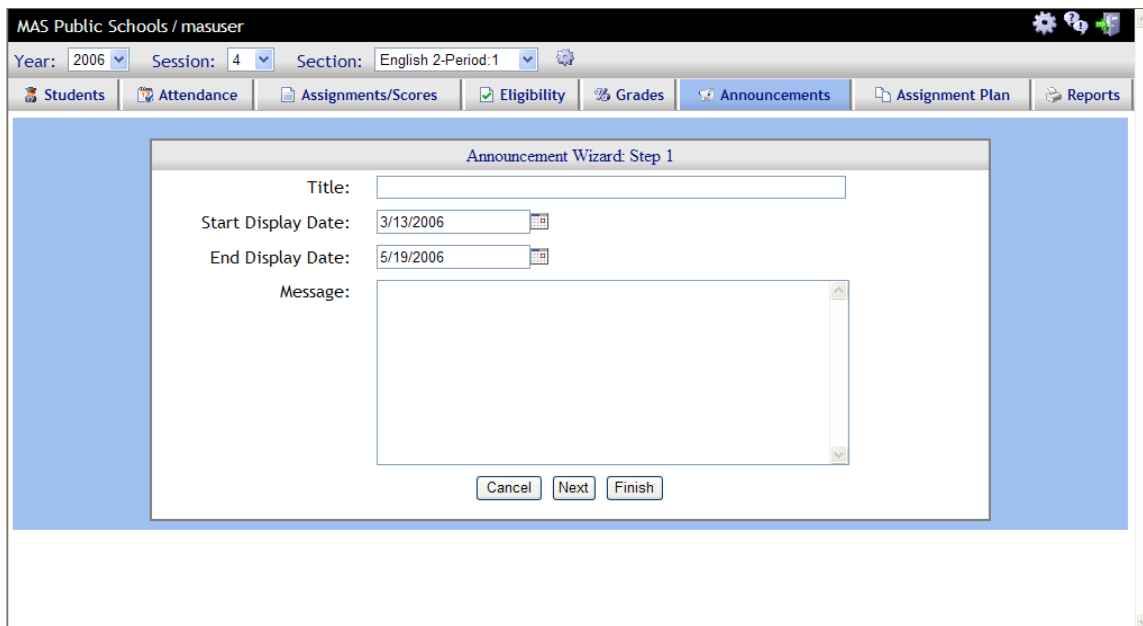
Note: If you choose the Simple Scores or Simple Points averaging method, the Assignment Type Weight will be excluded from the calculation.

Click the [Save] Button to save the section settings.

Announcements View

How to Add/Edit an Announcement

From the Instructor Workspace, click the Announcements View and then click the ![green plus] Button to add a new announcement. If announcements already exist, click the ![pencil] Button to edit an existing announcement.
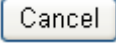

Input specifications are as follows:

Title: Enter a title for the announcement.

Start Display Date: Use the Drop Down Calendar to enter the date you want the announcement to appear on the Guardian's and Student's Announcement View.

End Display Date: Use the Drop Down Calendar to enter the date you want the announcement to stop appearing on the Guardian's and Student's Announcement View.

Message: Enter the message.

Click the **Next** Button to create the announcement for more than one section, click the **Finish** Button to add the announcement to the selected section or click the **Cancel** Button to cancel the operation.
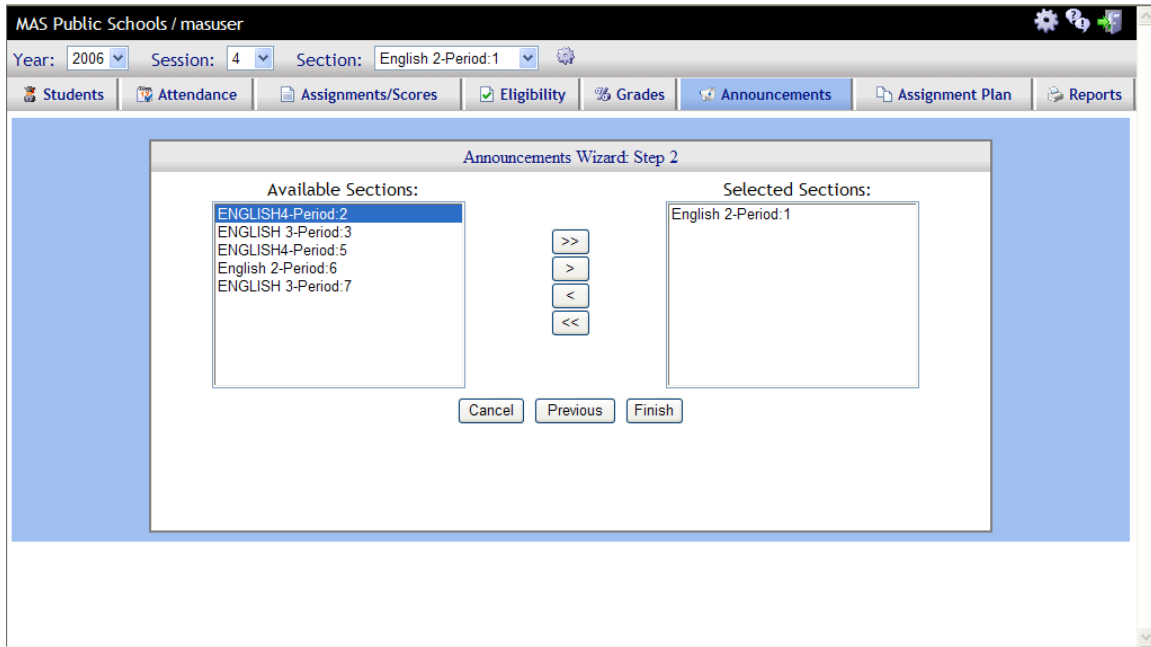
Available Sections: The sections listed in the Available Sections Box are the sections you can create the announcement for.

>   Click this button to move the selected section from the Available Sections Box to the Selected Sections Box.

>>   Click this button to move all sections from the Available Sections Box to the Selected Sections Box.
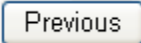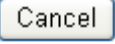
<<   Click this button to move all sections from the Selected Sections Box to the Available Sections Box.

<   Click this button to move the selected section from the Selected Sections Box to the Available Sections Box.

Selected Sections: The sections listed in the Selected Sections Box are the sections that you have selected to create the announcement for.

Click the **Previous** Button to return to the previous screen, click the **Finish** Button to save and post the announcement or click the **Cancel** Button to cancel the operation.

Record Attendance Tab

How to Record Attendance

From the Instructor Workspace, click the Attendance View, Record Attendance Tab to record attendance.

Input specifications are as follows:

Date: Use the Drop Down Calendar to select the date.

ID: This is the Student's Identification Number.

Name: This is the Student's Full Legal Name.

**Gender:** This is the Student's Gender.

Use the Select Drop Down List Box to select the type of attendance you are recording for each student.

The Period Fields display the student's attendance as recorded for those periods.

Click the [Save] Button to save the Attendance Records.

Assignment Types Tab

How to Create/Edit an Assignment Type

From the Instructor Workspace, click the Assignment Plan View, Assignment Types Tab and the [+] Button to

create an assignment type. If you want to edit an existing assignment type, click the [pencil] Button and click in the field you wish to edit.

The following screen will appear:
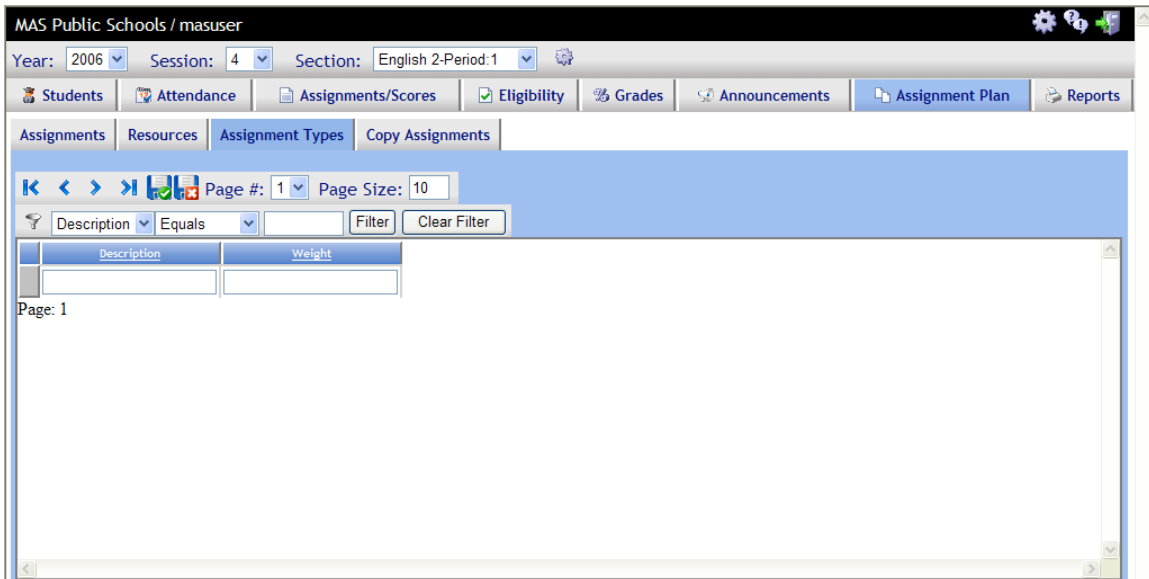
Click in the blank Description Field to add a new Assignment Type or click in the Description Field of the Assignment Type you wish to edit.

Input specifications are as follows:

Description: Enter a description for the assignment type (i.e. homework, test, quiz).

Weight: Enter the weight this assignment type will count toward the overall grade.

Note: If you selected Simple Points or Simple Scores for the averaging method in Section Settings, the Assignment Type Weight will be excluded from the averaging calculation.

Click the [save] Button to save the information or click the [cancel] Button to cancel the operation.

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Resources Tab

How to Add/Edit Resources

From the Instructor Workspace, click the Assignment Plan View, Resources Tab and then the [+] Button to add a resource. If you want to edit an existing resource record, click the [✎] Button and click in the field you wish to edit.

The following screen will appear:
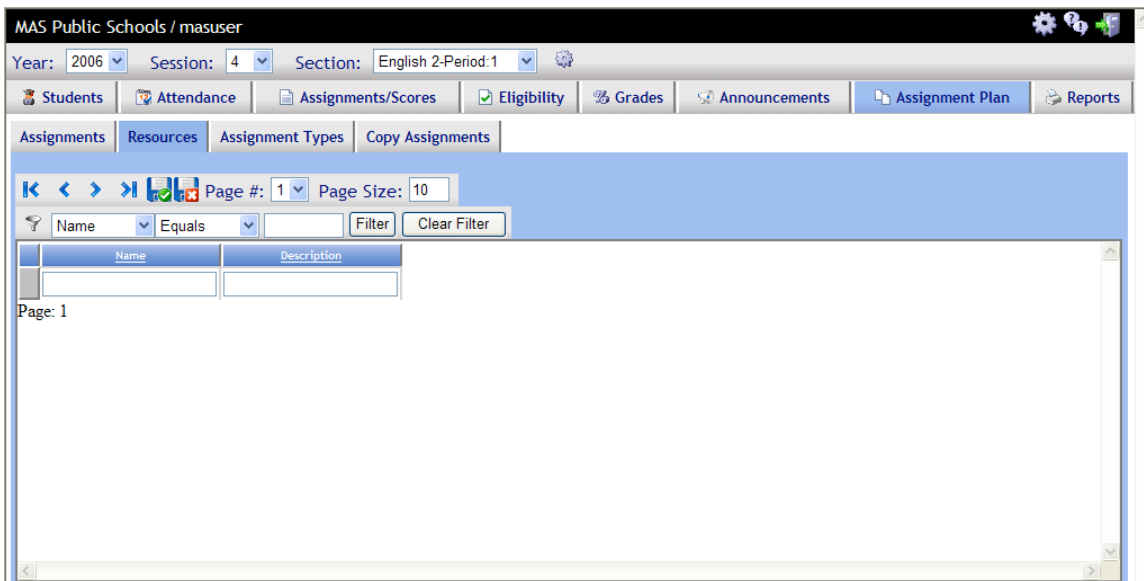
Click in the blank field where you would like to enter the information.

Input specifications are as follows:

Name: Enter the name of the resource.

Description: Enter a description of the resource.

Click the [💾] Button to save the information or click the [💾] Button to cancel the operation.
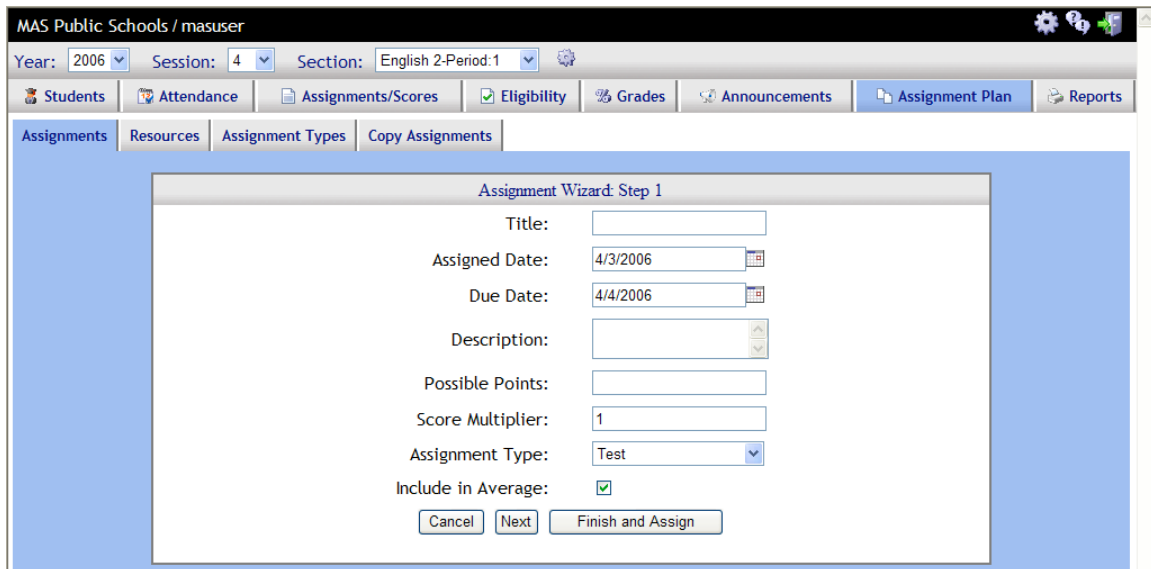
Assignments Tab

How to Add/Edit Assignments

Note: Before adding assignments, you must first create assignment types.

From the Instructor Workspace, click the Assignments Plan View, Assignments Tab and then click the Button to add a new assignment. If you wish to edit an existing assignment, click the Button and click in the field you wish to edit.

The following screen will appear:

Title: Enter the title for this assignment.

Assigned Date: Use the Drop Down List Box to enter the date the assignment will be assigned.

Due Date: Use the Drop Down List Box to select the date the assignment will be due.
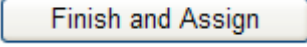
Description: Enter the Description for this assignment.
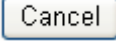
Possible Points: Enter the possible points that can be earned for this assignment.

Score Multiplier: Enter the score multiplier for this assignment. The score multiplier is the number of times this assignment will be included/added when calculating the average. The default is 1.

Assignment Type: Use the Drop Down List Box to select the assignment type.

Include in Average: Select this check box to include this assignment in calculating the student's average.

Click the Button to continue to the next screen, click the Button to complete the process and assign this assignment for all on-roll students or click the Button to cancel the operation.
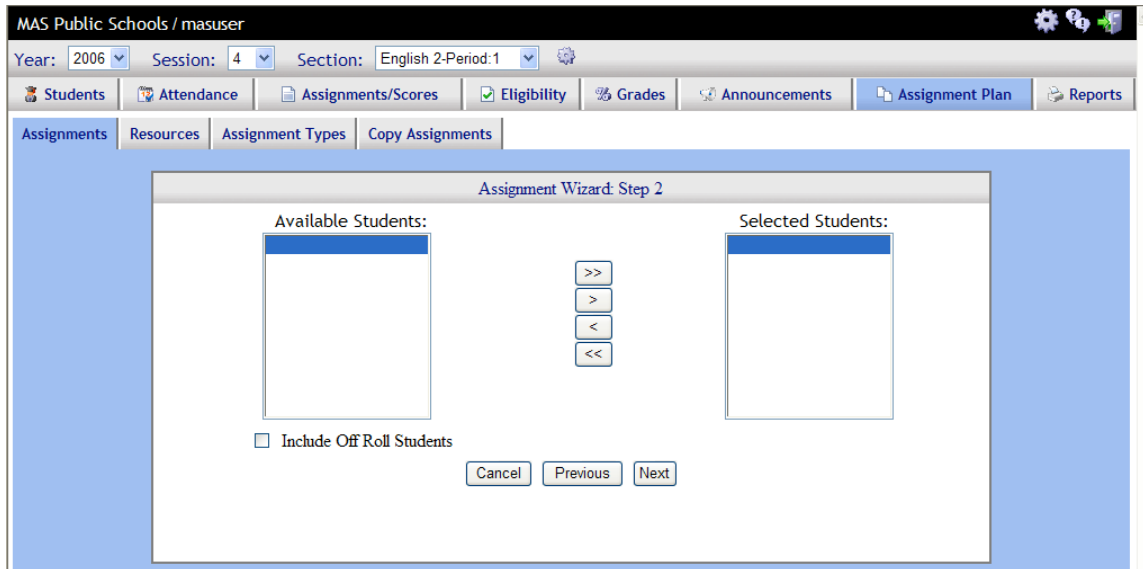
Click the ☐ **Include Off Roll Students** Check Box to include students that are not currently on-roll for the selected session.

Available Students: The students listed in the Available Students Box are the students that you can create this assignment for.

> Click this button to move the selected student from the Available Students Box to the Selected Students Box.

>> Click this button to move all students from the Available Students Box to the Selected Students Box.

<< Click this button to move all students from the Selected Students Box to the Available Students Box.

< Click this button to move the selected student from the Selected Students Box to the Available Students Box.

Selected Students: The students listed in the Selected Students Box are the students that you have selected to create this assignment for.

Click the **Next** Button to continue to the next screen, click the **Previous** Button to return to the previous screen or click the **Cancel** Button to cancel the operation.

Available Resources: The resources listed in the Available Resources Box are the resources you can use for creating this assignment.

 Click this button to move the selected resources from the Available Resources Box to the Selected Resources Box.

 Click this button to move all resources from the Available Resources Box to the Selected Resources Box.

 Click this button to move all resources from the Selected Resources Box to the Available Resources Box.

 Click this button to move the selected resource from the Selected Resources Box to the Available Resources Box.

Selected Resources: The resources listed in the Selected Resources Box are the resources you have selected to use for creating this assignment.

Click the Button to create the assignment, click the Button to return to the previous screen or click the Button to cancel the operation.

Assignment Plan View

How to Copy Existing Assignments from one Section to Another

Note: When an assignment is copied from one section to another, all on-roll students will be automatically assigned to the assignment.

From the Instructor Workspace, click the Assignment Plan View, Copy Assignments Tab to copy existing assignments.

The following screen will appear:

Available Assignments: The assignments listed in the Available Assignments Box are the assignments that are available to copy from one section to another.

`>`	Click this button to move the selected assignment from the Available Assignments Box to the Selected Assignments Box.
`>>`	Click this button to move all assignments from the Available Assignments Box to the Selected Assignments Box.
`<<`	Click this button to move all assignments from the Selected Assignments Box to the Available Assignments Box.
`<`	Click this button to move the selected assignments from the Selected Assignments Box to the Available Assignments Box.

Selected Assignments: The assignments listed in the Selected Assignments Box are the assignments that you have selected to copy from one section to another.

Click the [Next] Button to continue to the next screen or click the [Cancel] Button to cancel the operation.

Use the Drop Down Year Box to select the year you wish to copy assignments from.

Available Sections: The sections listed in the Available Sections Box are the sections that are available to copy the assignments from.

 Click this button to move the selected sections from the Available Sections Box to the Selected Sections Box.

 Click this button to move all sections from the Available Sections Box to the Selected Sections Box.
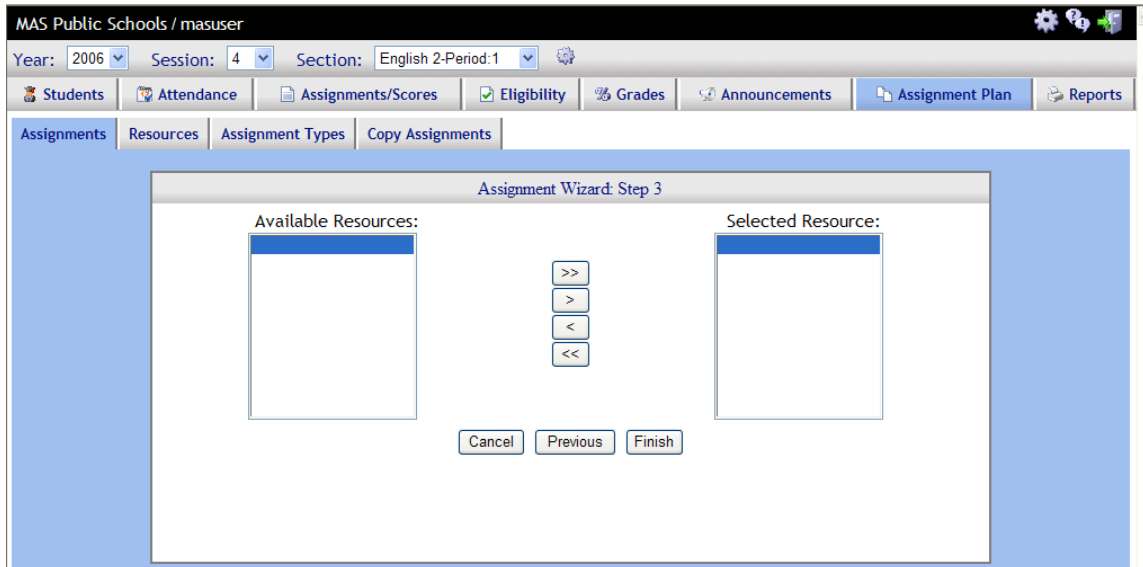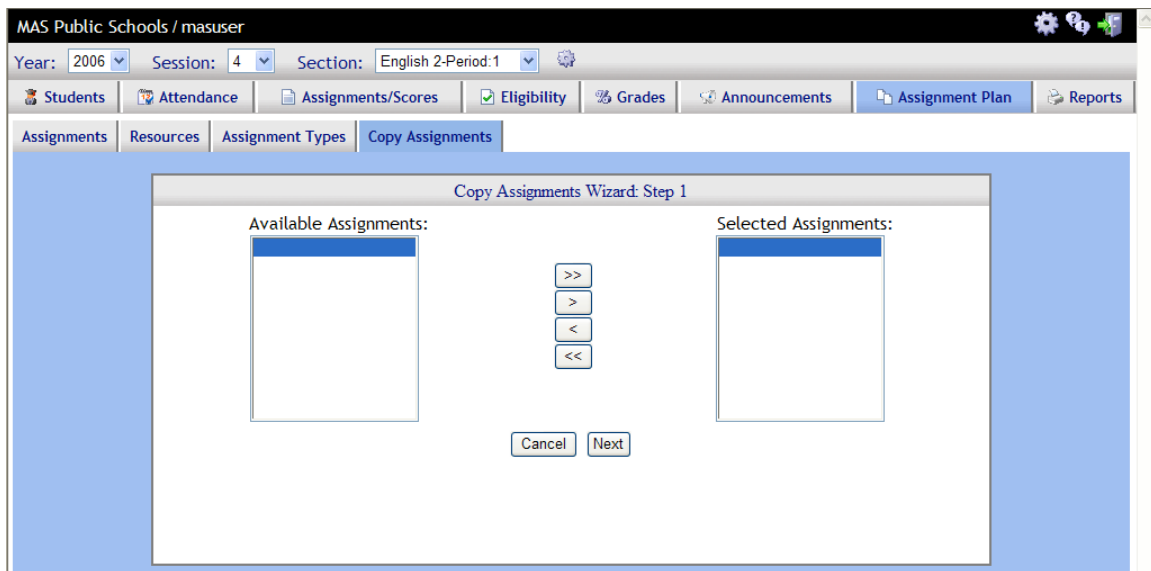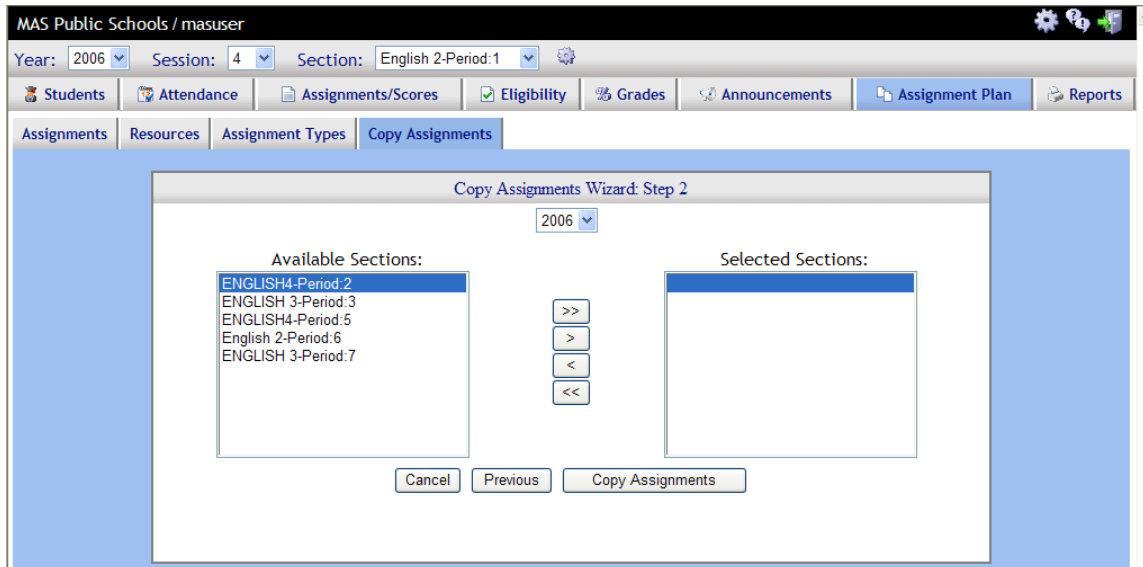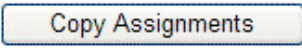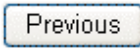
 Click this button to move all sections from the Selected Assignments Box to the Available Sections Box.

 Click this button to move the selected sections from the Selected Sections Box to the Available Sections Box.

Selected Sections: The sections listed in the Selected Sections Box are the sections that you have selected to copy the assignments to.

Click the Button to copy the assignments, click the Button to return to the previous screen or click the Button to cancel the operation.

Record Scores Tab

How to Record Scores

From the Instructor Workspace, click the Assignments/Scores View, Record Scores Tab to record scores.
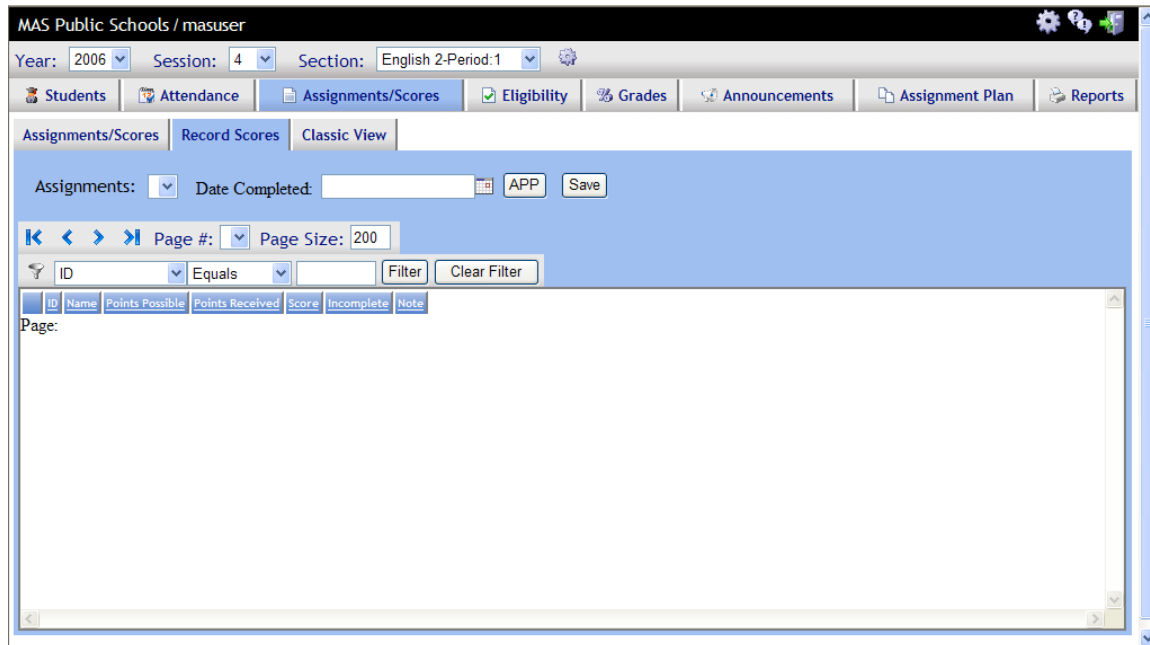
Click in the Points Received Field and the Note Field to enter the information.

Assignments: Use the Drop Down List Box to select the assignment you wish to record scores for.

Date Completed: Use the Drop Down Calendar to select the date the work was completed.

ID: This is the student's Identification Number.

Name: This is the student's Full Legal Name.

Points Possible: This is the points possible assigned by you for this assignment.

Points Received: Enter the points the student received for this assignment.

Score: This is the calculated score base don the Points Received you entered.

Incomplete: Select this field if the student did not complete the assignment.

Note: Enter a note for this assignment.

Important Information about Scores: For an assignment to count in the student's current average, you must enter a value in Points Received. If you want an assignment to count as a zero (0) in the current average, you must enter a 0 for the Points Received. If you do not want an assignment to count as a zero (0) in the current average, but you do want to show that it is incomplete, you must check the Incomplete Check Box. The Student Scores, Student Summary, and Student Detail Reports will display the current average and an additional average with the incomplete assignments counted as zero (0). If you leave the Points Received blank for a student, the assignment will not count in the student's current average and be considered as not scored yet.

Click the **APP** Button to record the assigned possible points for this assignment to any student WITHOUT a score in the Points Received Field.

Click the **Save** Button to save the scores information.
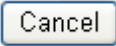
Classic View Tab

The Classic View Tab allows you to record scores for the students and is an alternative to recording scores using the Record Scores Tab. The table displays the Possible Points, Assigned Date, Due Date, Assignment Title and the student's average for this session.

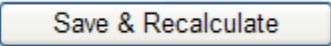| Possible Points Assigned Date Due Date Assignment |
|---|
| ASHMORE, RONA Avg· 0 |
| CATLAY, DOROTHEA Avg· 0 |
| HOLDSWORTH, JACINDA Avg· 0 |
| HOLTS, ADRIANNE Avg· 0 |
| MARRIMAN, MONTANA Avg· 0 |
| PAWLE, FOREST Avg· 0 |
| PHELEPS, AURA Avg· 0 |
| RICHARDS, CHASTITY Avg· 0 |
| WHITEMAN, JULIAN Avg· 0 |
| WHITTEN, JENNY Avg· 0 |

Cancel Save Save & Recalculate Print

Click in the field next to the student's name to record their Points Received for the appropriate assignment. To mark an assignment as incomplete for a student, you must enter an I for the Points Received.

Important Information about Scores: For an assignment to count in the student's current average, you must enter a value in Points Received. If you want an assignment to count as a zero (0) in the current average, you must enter a 0 for the Points Received. If you do not want an assignment to count as a zero (0) in the current average, but you do want to show that it is incomplete, you must check the Incomplete Check Box. The Student Scores, Student Summary, and Student Detail Reports will display the current average and an additional average with the incomplete assignments counted as zero (0). If you leave the Points Received blank for a student, the assignment will not count in the student's current average and be considered as not scored yet.

Click the **Cancel** Button to cancel the operation without saving the scores.

Click the **Save** Button to save the scores and exit the Classic View.

Click the **Save & Recalculate** Button to save the scores and recalculate the students' average.

Click the Print Button to print the Section Assignment Listing.

Calculate Eligibility Tab

How to Calculate Eligibility

From the Instructor Workspace, click the Eligibility View, Calculate Eligibility Tab to access the Calculate Eligibility Wizard.

The following screen will appear:

Begin Assignment Due Date: Use the Drop Down Calendar to select the begin due date for the assignment(s) to include in the calculation.

End Assignment Due Date: Use the Drop Down Calendar to select the end due date for the assignment(s) to include in the calculation.

Monday of Eligibility Week: Use the Drop Down Calendar to input the Monday of the week the eligibility becomes active. This date must be a Monday.

Drop Lowest Score: Select the Drop Lowest Score Check Box to drop the student's lowest score.

Drop Highest Score: Select the Drop Highest Score Check Box to drop the student's highest score.

Include Previous Grades: Select the Include Previous Grades Check Box to include previous grades in the calculation.

Click the Next Button to continue to the next screen.

Click the ☐ **Include Off Roll Students** Check Box to include students that are not currently on-roll for the selected session.

Available Students: The students listed in the Available Students Box are the students that you can calculate eligibility for.

> Click this button to move the selected student from the Available Students Box to the Selected Students Box.

>> Click this button to move all students from the Available Students Box to the Selected Students Box.
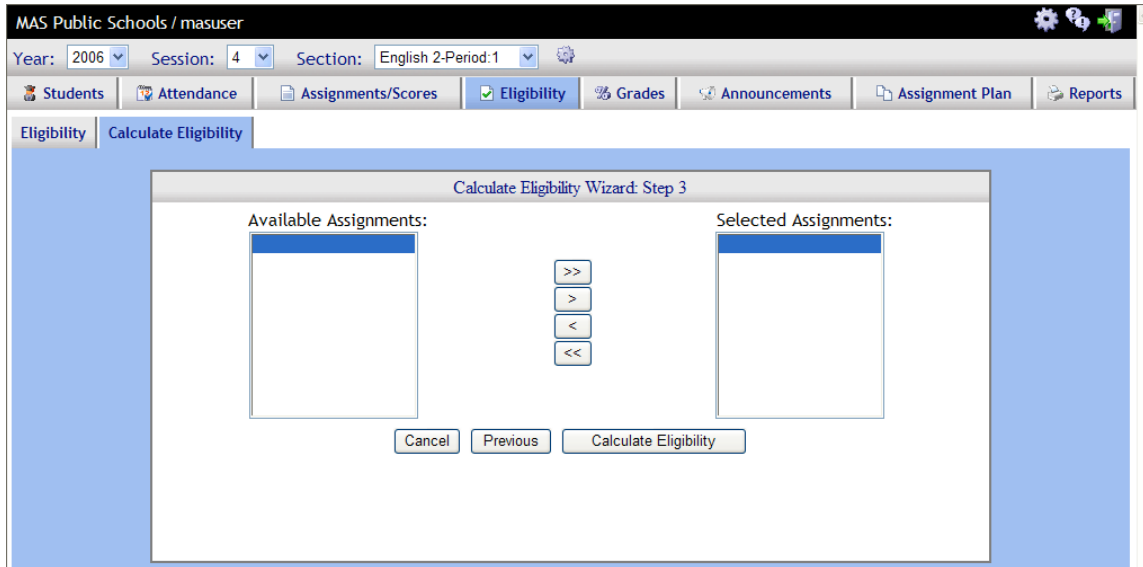
<< Click this button to move all students from the Selected Students Box to the Available Students Box.

< Click this button to move the selected student from the Selected Students Box to the Available Students Box.

Selected Students: The students listed in the Selected Students Box are the students that you have selected for calculating eligibility.

Click the **Next** Button to continue to the next screen, click the **Previous** Button to return to the previous screen or click the **Cancel** Button to cancel the operation.

Available Assignments: The fields listed in the Available Assignments Box are the assignments that you can use to calculate eligibility.

 Click this button to move the selected assignment from the Available Assignments Box to the Selected Assignments Box.

 Click this button to move all assignments from the Available Assignments Box to the Selected Assignments Box.

 Click this button to move all assignments from the Selected Assignments Box to the Available Assignments Box.

 Click this button to move the selected assignment from the Selected Assignments Box to the Available Assignments Box.

Selected Assignments: The assignments listed in the Selected Assignments Box are the assignments that you have selected for calculating eligibility.

Note: If you selected the Include Previous Grades Check Box, you will see the following set of buttons and page for entering the previous grades you want to include in the calculation.
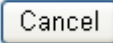
Click the Button to calculate eligibility, click the Button to return to the previous screen or click the Button to cancel the operation.
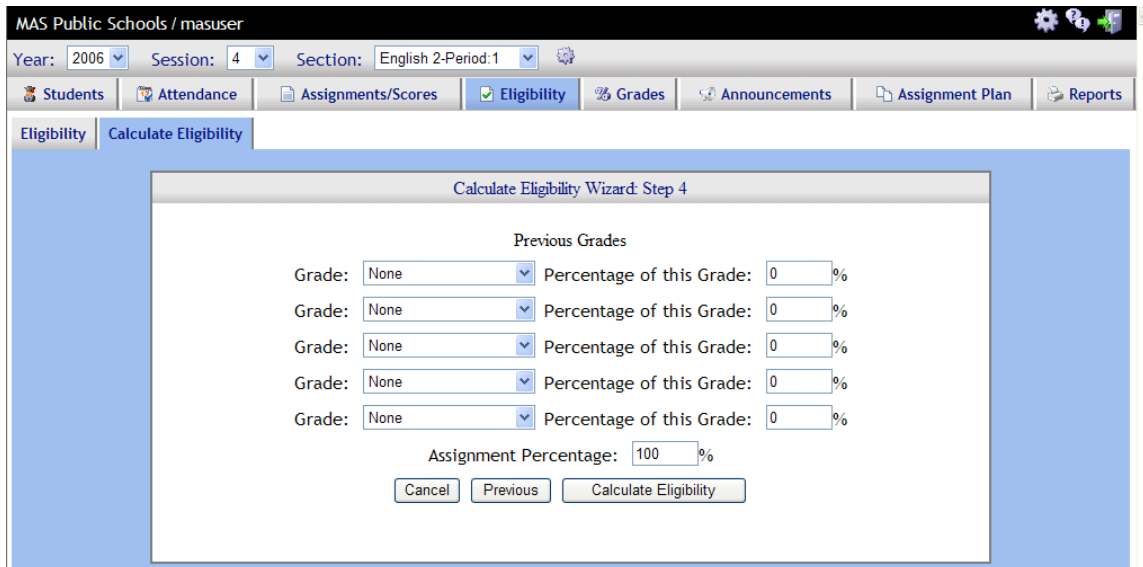
Grade: Use the drop down list box to select the grade you wish to include for calculating the eligibility.

Percentage of this Grade: Enter the percentage of the grade you wish to use for calculating the eligibility.

Assignment Percentage: This field is automatically entered by the application.

Click the **Calculate Eligibility** Button to calculate eligibility, click the **Previous** Button to return to the previous screen or click the **Cancel** Button to cancel the operation.

Important Information about Eligibility: Once the eligibility is calculated, the students will be listed with their calculated eligibility score, a calculated eligibility status, and a Make Ineligible Check Box for you to override the calculation. Note: By default, students are not marked as ineligible even if the calculation determines the student to be ineligible. You must check the Make Ineligible Check Box next to the student to mark them as ineligible.

Click the **Cancel** Button to cancel the operation without saving the eligibility.

Click the **Save** Button to save the eligibility.

Calculate Grades Tab

How to Calculate Grades

From the Instructor Workspace, click the Grades View, Calculate Grades Tab to access the Calculate Grades Wizard.

Evaluation Period: Use the Drop Down List Box to select the Evaluation Period.

Begin Assignment Due Date: Use the Drop Down Calendar to select the begin due date for the assignment(s) to include in the calculation.

End Assignment Due Date: Use the Drop Down Calendar to select the end due date for the assignment(s) to include in the calculation.

Monday of Eligibility Week: Use the Drop Down Calendar to input the Monday of the week the eligibility becomes active. This date must be a Monday.

Drop Lowest Score: Select the Drop Lowest Score Check Box to drop the student's lowest score.

Drop Highest Score: Select the Drop Highest Score Check Box to drop the student's highest score.

Include Previous Grades: Select the Include Previous Grades Check Box to include previous grades in the calculation.

Force Grade: Select the Force Grade Check Box to have the option to force (manually input) a grade for a student without including any assignments.

Click the [Next] Button to continue to the next screen.
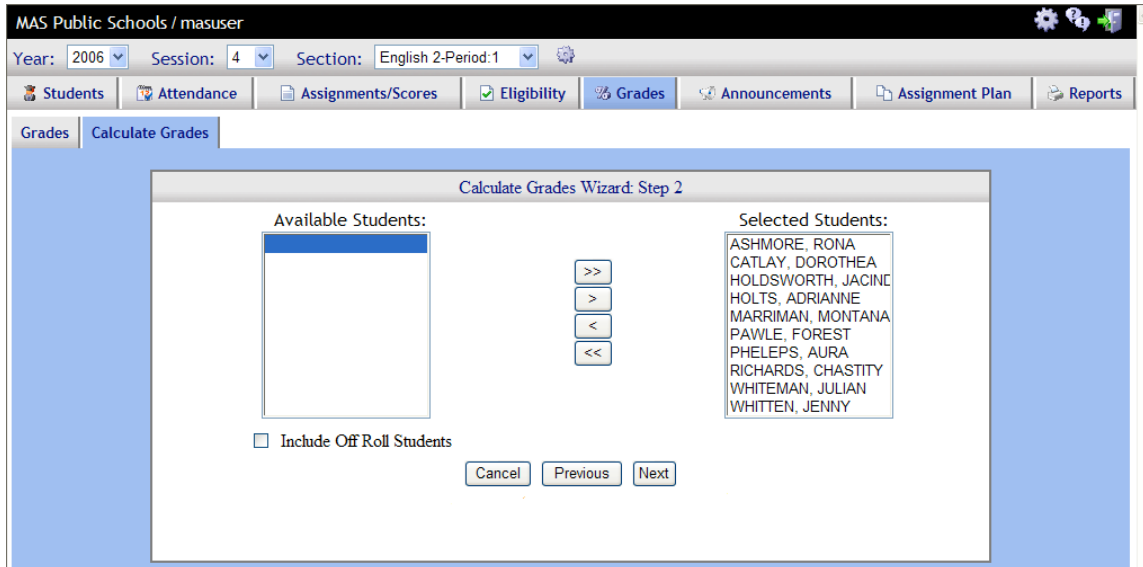
Click the [ ] **Include Off Roll Students** Check Box to include students that are not currently on-roll for the selected session.

Available Students: The Students listed in the Available Students Box are the students that you can calculate grades for.

[>]   Click this button to move the selected student from the Available Students Box to the Selected Students Box.

[>>]   Click this button to move all students from the Available Students Box to the Selected Students Box.
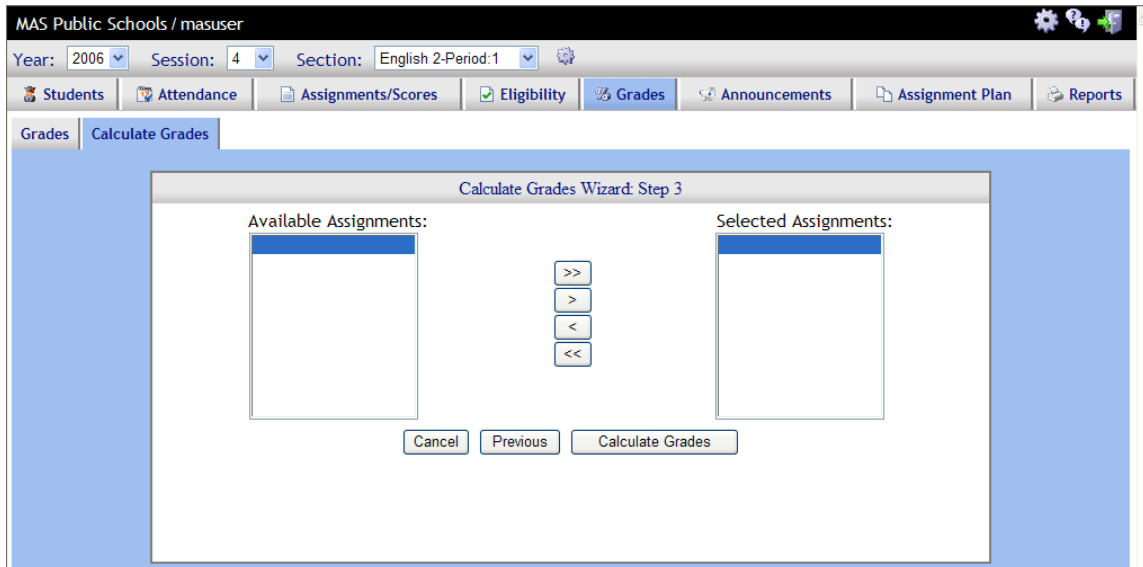
[<<]   Click this button to move all students from the Selected Students Box to the Available Students Box.

[<]   Click this button to move the selected student from the Selected Students Box to the Available Students Box.

Selected Students: The students listed in the Selected Students Box are the students that the application will calculate grades for.

Click the [Next] Button to continue to the next screen, click the [Previous] Button to go back to the previous screen or click the [Cancel] Button to cancel the operation.

Available Assignments: The Assignments listed in the Available Assignments Box are the assignments that are available for calculating grades.

> Click this button to move the selected assignment from the Available Assignments Box to the Selected Assignments Box.

>> Click this button to move all assignments from the Available Assignments Box to the Selected Assignments Box.

<< Click this button to move all assignments from the Selected Assignments Box to the Available Assignments Box.
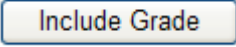
< Click this button to move the selected assignment from the Selected Assignments Box to the Available Assignments Box.

Selected Assignments: The Assignments listed in the Selected Assignments Box are the assignments that have been selected for calculating grades.

Select the ☐ Include assignment not included in average Check Box to include assignments that are not marked as Include in Average. You may need this option if you setup an assignment that you do not want to include in the current average calculation, but you do want to count as part of the final grade

Note: If you selected the Include Previous Grades Check Box, you will see the following set of buttons and page for entering the previous grades you want to include in the calculation.
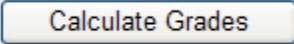
Click the **Include Grade** Button to continue to the next screen, click the **Previous** Button to return to the previous screen or click the **Cancel** Button to cancel the operation.
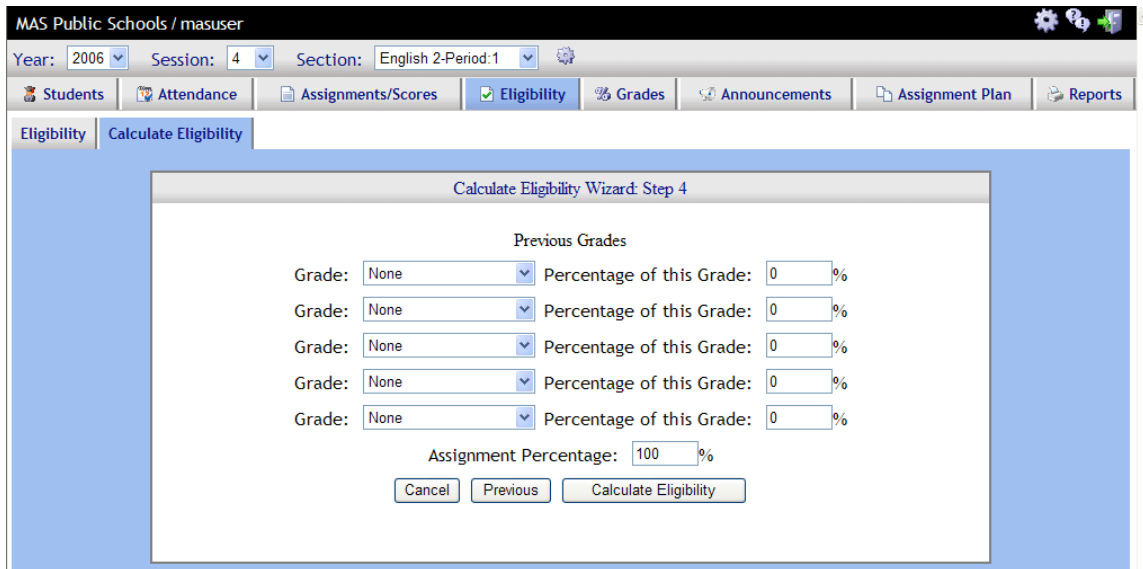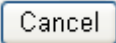
Grade: Use the drop down list box to select the grade you wish to include for calculating the grade.

Percentage of this Grade: Enter the percentage of the grade you wish to use for calculating the grade.

Assignment Percentage: This field is automatically entered by the application.

Click the **Calculate Grades** Button to calculate the grades, click the **Previous** Button to return to the previous screen or click the **Cancel** Button to cancel the operation.

Important Information about Grades: Once the grades are calculated, the students will be listed with their calculated score, an assigned score for you to override the calculation, a letter grade, and a comment field. For the assigned score, you can enter either a numeric score or a letter grade. For comments, you can type in your own comment or select from a list of pre-defined comments by clicking the ellipsis next to the comment.

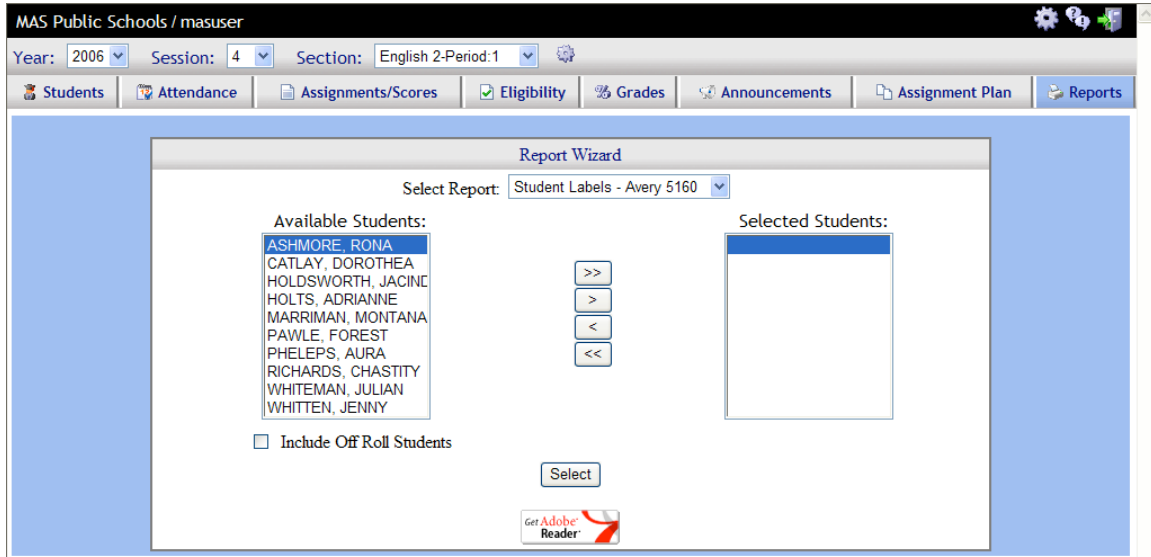Click the **Cancel** Button to cancel the operation without saving the grades.

Click the **Save** Button to save the grades.

Reports View

How to Print Reports

From the Instructor Workspace, click the Reports View to access the Reports Wizard.

The following screen will appear:

Select Report: Use the Drop Down List Box to select the report you wish to print.

Click the ☐ **Include Off Roll Students** Check Box to include students that are not currently on-roll for the selected session.

Available Students: The Students listed in the Available Students Box are the students that you can print labels for.

>	Click this button to move the selected student from the Available Students Box to the Selected Students Box.
>>	Click this button to move all students from the Available Students Box to the Selected Students Box.
<<	Click this button to move all students from the Selected Students Box to the Available Students Box.
<	Click this button to move the selected student from the Selected Students Box to the Available Students Box.

Selected Students: The students listed in the Selected Students Box are the students that the application will print labels for.

Click the **Select** Button to print the report.