



MT 3040 Instruction Reports

August 2009

CONTENTS

ATTENDANCE REGISTER	3
ATTENDANCE SUMMARY	4
BLANK SPREADSHEET	5
GRADES REPORT	6
PORTAL USAGE ROSTER	7
ROSTER LABEL	8
STUDENT ASSESSMENT SUMMARY	9
TEACHER SCHEDULE	10

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Instruction Reports

Roster Label

The Roster Label Report displays the roster and mailing labels for enrolled students. Information is based on active enrollment in the section. Dropped students will only appear on the report if selected.

Report Options:

Format: Mailing Label Student/Teacher

Include Guardian's name

Include Salutation

Which students would you like to include in the report?

<input checked="" type="checkbox"/>	Name	Student#	Grade
<input checked="" type="checkbox"/>	[blurred]	[blurred]	11
<input checked="" type="checkbox"/>	[blurred]	[blurred]	11
<input checked="" type="checkbox"/>	[blurred]	[blurred]	11
<input checked="" type="checkbox"/>	[blurred]	[blurred]	11
<input checked="" type="checkbox"/>	[blurred]	[blurred]	11
<input checked="" type="checkbox"/>	[blurred]	[blurred]	11
<input checked="" type="checkbox"/>	[blurred]	[blurred]	11
<input checked="" type="checkbox"/>	[blurred]	[blurred]	11
<input checked="" type="checkbox"/>	[blurred]	[blurred]	11
<input checked="" type="checkbox"/>	[blurred]	[blurred]	11
<input checked="" type="checkbox"/>	[blurred]	[blurred]	11
<input checked="" type="checkbox"/>	[blurred]	[blurred]	11
<input checked="" type="checkbox"/>	[blurred]	[blurred]	11
<input checked="" type="checkbox"/>	[blurred]	[blurred]	09

1. Select the Roster Labels report.
2. Select the Format of the report – if this is for a mailing label (will print addresses) or if this is student/teacher based (will print student's name and teacher's name).
3. If this is a mailing label, check or uncheck the box to show the Guardian's Name and/or the Salutation of To the Parent's Guardian of.
4. Select or unselect the student names to display on the report.
5. Click the Generate Report button. The report will display in an Adobe (PDF) document with the appropriate settings.

CALANDRA ACHILLES Teacher: Administrator, System	ORLANDO DIMTER Teacher: Administrator, System
MIE ACKERMAN Teacher: Administrator, System	MALACHI DOCKING Teacher: Administrator, System
SAIF ADCOCK Teacher: Administrator, System	KEITH DONSBACH Teacher: Administrator, System
TARUN B ADELE Teacher: Administrator, System	SULI DORER Teacher: Administrator, System

Student Assessment Summary Report

The Student Assessment Summary Report lists the students' best test results for each selected test. At least one test category, test result and test score must be selected to generate the report.

The option page will only list tests that were taken by at least one student in current section. Information is based on recorded test scores on the student's assessment tab.

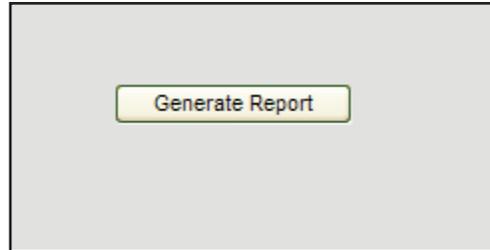
1. Select the appropriate tests to show on the report – state tests, national tests or district test. Users can also uncheck specific tests to not show on the report.
2. Determine if detailed test information should show. Detail test information is the items that are scored within the test, i.e., parts of the test and their individual scores.
3. Check or uncheck the Test Results options, to narrow which scores will show on the report.
4. Select a specific score to show on the report, if desired.
5. Determine the correct Sort Options – Grade, Student Name or Student Number.
6. Select which students should appear on the report from the list on the right. Uncheck the student row if that student should not appear on the report.
7. Click the Generate Report button. The report will display in a new window, listing the selected tests and test scores.

08-09 4T4P Block - Harrison High		Student Assessment Summary					
Generated on 08/06/2009 12:13:33 PM Page 1 of 6		200-1 English Term: 1 Teacher: Administrator, System Test: District Test Results: Passed, Failed, Missing All scores Total Students: 14 Total Tests: 1 Sort by: student name					
Student(#)	Grade/Test Name	Test Type	Code	Date	Scale Score	Curve Result	Result
exams:1 missing:0 passed:0 failed:0	11			05/14/2005	NaN		Missing
	Cells&Human Body	Raw Score:	12,000	Scale Score:	234,000	Result:	2
	Civics	Raw Score:	8,000	Scale Score:	372,000	Result:	3
	Classification&Five Kingdoms	Raw Score:	10,000	Scale Score:	360,000	Result:	3
	Computation&Estimation	Raw Score:	7,000	Scale Score:	374,000	Result:	3
	Core Skills	Raw Score:	10,000	Scale Score:	367,000	Result:	3
	Critical Analysis	Raw Score:	14,000	Scale Score:	426,000	Result:	3
	Economics	Raw Score:	8,000	Scale Score:	378,000	Result:	3
	ELA	Raw Score:	46,000	Scale Score:	365,000	Result:	3
	Geography	Raw Score:	13,000	Scale Score:	361,000	Result:	3
	Geometry&Measurement	Raw Score:	8,000	Scale Score:	341,000	Result:	2
	Grammar&Mechanics	Raw Score:	12,000	Scale Score:	355,000	Result:	3
	History	Raw Score:	13,000	Scale Score:	376,000	Result:	3
	Inquiry	Raw Score:	13,000	Scale Score:	359,000	Result:	3
	Interdependence of Life	Raw Score:	8,000	Scale Score:	323,000	Result:	2
	Locating and Recalling	Raw Score:	7,000	Scale Score:	368,000	Result:	3
	Math	Raw Score:	42,000	Scale Score:	339,000	Result:	2
	Number Sense	Raw Score:	3,000	Scale Score:	294,000	Result:	1
	Paragraph Content	Raw Score:	11,000	Scale Score:	369,000	Result:	3
	Patterns&Relationships	Raw Score:	11,000	Scale Score:	358,000	Result:	3
	Problem Solving	Raw Score:	8,000	Scale Score:	343,000	Result:	2
	Reading	Raw Score:	25,000	Scale Score:	372,000	Result:	3
	Reading for Meaning	Raw Score:	10,000	Scale Score:	371,000	Result:	3
	Research Process	Raw Score:	10,000	Scale Score:	395,000	Result:	3
	Science	Raw Score:	43,000	Scale Score:	340,000	Result:	2
	Sentence Construction	Raw Score:	12,000	Scale Score:	357,000	Result:	3
	Social Studies	Raw Score:	48,000	Scale Score:	371,000	Result:	3
	Statistics&Probability	Raw Score:	8,000	Scale Score:	335,000	Result:	2
	Locality	Raw Score:	4,000	Scale Score:	322,000	Result:	2

Instruction Reports

Teacher Schedule

The Teacher Schedule Report displays the teacher's schedule in the calendar year selected in the toolbar. It lists which sections are taught during which periods.



1. Click the Generate Report button to display the teacher's schedule for the current school year.

08-09 4T4P Block - Harrison High <small>Generate on 08/06/2009 12:39:04 PM Page 1 of 1</small>		Teacher Schedule Report Abra, Dean Department: Staff Number: 10810 Email: Courses: 2 Sections: 11 Students: 319		
	1	2	3	4
01	3300-1 English 11 A Abra, Dean Rm: Student Count: 30	3350-1 English 11 B Abra, Dean Rm: Student Count: 29	3300-5 English 11 A Abra, Dean Rm: Student Count: 29	3350-7 English 11 B Abra, Dean Rm: Student Count: 29
02	3300-2 English 11 A Abra, Dean Rm: Student Count: 28	3350-2 English 11 B Abra, Dean Rm: Student Count: 30	3300-6 English 11 A Abra, Dean Rm: Student Count: 26	3350-8 English 11 B Abra, Dean Rm: Student Count: 29
03	3300-3 English 11 A Abra, Dean Rm: Student Count: 30	3350-3 English 11 B Abra, Dean Rm: Student Count: 29	3300-7 English 11 A Abra, Dean Rm: Student Count: 30	EMPTY
04	EMPTY			
ACT				