

Reports Menu

TUDENTS LIST

This list shows: Student ID#, Student Name, Section N# and Grade (Weighted average). If you preform the command to analyze the class distribution you can sort the list by the students' grades (Ranking List).

MISSED EXAMS

A helpful window that lets you pinpoint students that missed an exam or their grade was not registered. Select the exam code from the pull-down menu to obtain a list of students that missed the exam.

EXAMINATION RESULTS PER ID

Select or enter the Student ID on the "DT.ID#" field to display the complete student record with the average and weighted average of all his/hers exams results.

EXAMINATIONS RESULTS

Select or enter the examination code (exam code) to display a complete list of students' grades for the exam in question. This report is probably appropriate for Office Use Only since it displays students' complete name and ID. If you set-up sections you can query this report by section number

EXAMINATIONS RESULTS (ID ONLY)

This report is the same as "Examination Results but it omits the student name. Only the Student ID# and letter grade results are shown for bulletin board placing. Select the option of coded ID# in the preference window if you want to show the first letter of the student last name plus the last 4 digits of the student ID instead of the ID#. If you set-up sections you can query this report by section number .

CLASS REPORT

A complete report of all examination results and final grades for each student. This report is appropriate for Office Use Only since it displays students' complete name and ID.

CLASS REPORT (ID ONLY)

CLASS REPORT ID ONLY (2 COLUMNS)

Same report as the "Class Report" but appropriate for bulletin board placing. Select the option of coded ID# in the preference window if you want to show the first letter of the student last name plus the last 4 digits of the student ID instead of the ID#.

EXAMINATION RESULTS (WEB PUBLISHING)

This is a special HTML report to publish grade results for a particular exam. Select the exam code from the pull-down menu that you wish to publish on the WEB and click the "OK" button. "Grades" will generate an ID only report as an HTML document that can be uploaded to a WEB server.

FINAL GRADE WEB PUBLISHING

This creates an ID only Class report as an HTML document that can be uploaded to a WEB server.

EXPORT FINAL GRADE DATA

This menu command lets you export the Class report into a text file to be used by other programs.