

Section Summary Report

Last Modified on 10/22/2022 9:29 am CDT

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The **Section Summary Report** displays student scores and any score flags for the selected assignments. This report generates in two parts. A separate page reports for each Task and Standard, which also includes a list of assignments. The final page(s) of the report includes a list of all Tasks and Standards selected and each student's posted Percent and Final Grade (based on the Grading Task Grid options selected).

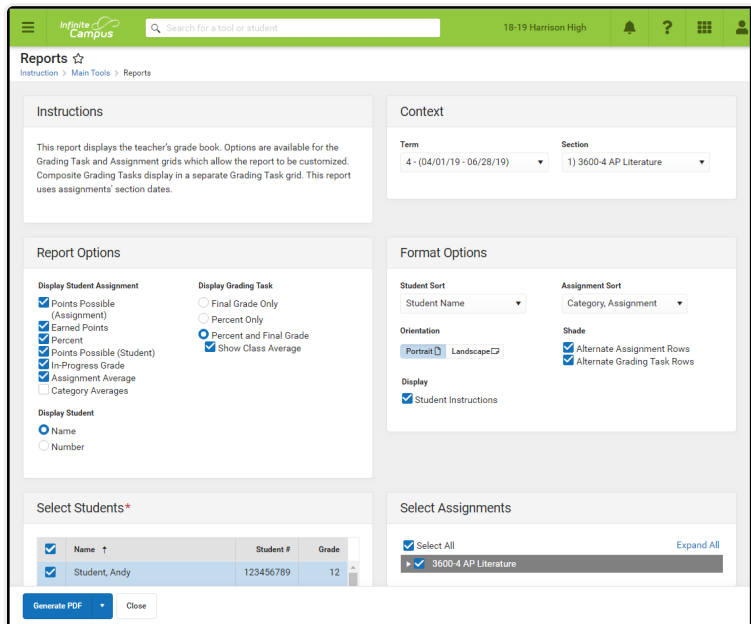


Image caption

Section Summary Report Editor Options (New Look and Feel Enabled)

Report Logic

Information included on the Section Summary reports from your Grade Book.

Each Task or Standard aligned to the section selected in the Campus toolbar reports on its own page. Consider what options to select and how many assignments to include in the report, as these decisions affect the layout and appearance of the report.

Report Options

Section Summary Options	Descriptions
Display Student Assignment	These options determine which assignment elements are included in the report.
Points Possible (Assignment)	Displays the Points Possible as a row above the student list, which includes the total points possible for each assignment.
Earned Points	Displays total points earned for each student following the assignment scores.
Percent	Displays the total Percent earned by each student.
Points Possible (Student)	Displays the total points possible for each student following the assignment scores.
In-Progress Grade	Displays the In-Progress grade earned by each student.
Assignment Average	Displays an additional row at the bottom of the student grid listing the average points earned for each assignment.
Category Averages	Displays the average points and percentage for selected categories for the section.
Display Student	These options determine how students are identified in the report.
Name or Number	Display student name or student number. Identifying students by number increases the anonymity of the report.
Display Grading Task	These options allow the user to select which grade totals to display, both for the individual Task/Standard report pages and the final posted grade summary.
Final Grade Only	Displays the final posted grade only.
Percent Only	Displays the percentage earned.
Percent and Final Grade	Displays both the percentage earned and the final posted grade.
Show Class Average	Displays the Class Average as a percentage following the student list. This option cannot be selected if only the Final Grade is shown.

Format Options

Field	Description
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Field	Description
Student Sort	Sorts by the option selected, regardless of whether student names or numbers are displayed. Options are: <ul style="list-style-type: none"> • Student Name (alphabetical by last name, first name) • Student Number (numerical by student number) • Student Person ID (numerical by Campus identification number) • Random
Assignment Sort	Sorts assignment listed for each Task/Standard by the option selected. Options are: <ul style="list-style-type: none"> • Category, Assignment (by Due Date) • Assignment Seq(uence) • Assignment End/Due Date
Orientation	Orient the report in Portrait or Landscape format. Portrait mode can be helpful for sections with many students, whereas Landscape mode is useful in sections with many assignments.
Shade	Shades alternate rows in the grid for easier reading. Options are: <ul style="list-style-type: none"> • Alternate Assignment Rows • Alternate Grading Task Rows
Display	If marked, includes Student Instructions . Instructions can only be added if the teacher has Campus Learning .

Student and Assignment Selection

Mark the checkbox next to a student's name to include that student in the report. All active students are marked by default. Use the *Toggle Students* option to mass mark or unmark all students. Inactive students display in red text.

Mark the checkbox next to a Task and Standard, Category, or Assignment to include students' scores for that item in the report. Use the *Select All* option to mass mark or unmark all items. Marking a Task, Standard, or Category automatically marks all assignments within it, but individual assignments can be marked or unmarked as desired. All items are selected by default.

Note that Category Weights display in the assignments list if they have been entered for your [Categories](#). However, Category Weights only display in the report if "Weight Categories" has been marked in the [Grade Calculation Options](#).

Generating the Section Summary Report

1. Select the **Term** and **Section** for which you want to view assignments. Select multiple

sections if desired. The Report Options and Student list will include data from all selected sections.

2. Select desired **Display Student Assignment** options to include in the report.
3. Indicate if the report should identify students by **Name** or **Number**.
4. Indicate if grades should be reported with the **Final Grade, Percent, or Both** and indicate if the **Class Average** should be included.
5. Select desired format options, including:
 1. **Student Sort** order
 2. **Assignment Sort** order
 3. **Orientation**
 4. **Shading**
6. Indicate if **Student Instructions** should be included (if using [Campus Learning](#)).
7. Review the **Selected Students** and modify if necessary. Filter the student list by entering a Student Group if desired.
8. Review the **Selected Grading Tasks, Standards and Assignments** and modify if necessary.
9. Click **Generate PDF** to view the report in PDF format or click the arrow button next to **Generate** to select a different format.

The report generates with a page for each Task and Standard selected. First, categories and assignments in that task or standard are listed. Then, the student grid lists all selected students and their scores earned.

The final page(s) of the report includes a list of all Tasks and Standards selected and each student's Percent and Final Grade where grades have been posted. Grades are posted using the [Grade Book](#) or Grading By [Task](#) or [Student](#) .

Course: 580511-1000 AP Calculus (A) Teacher: Katie Smith		Section Summary Report				02/21/2014 12:44:17 PM Page 1 out of 5			
		Key: *M = Missing *L = Late *I = Incomplete *Ch = Cheated *Dr = Dropped *X = Exempt							
Term2 Semester Grade Assignments									
Category	Abbrev	Name	Description	Due Date	Assigned Date	Multiplier	Pts Poss		
1 Homework	TRW	Trigonometric Functions Worksheet	After our introduction to Trigonometry, please do your best on this worksheet. We'll discuss more in class on Friday. 	11/26/2013	11/26/2013	1.000	50		
2 Homework	BTA	Blue Team Assignment		12/19/2013	12/19/2013	1.000	50		
3 Homework	GTA	Green Team Assignment		12/19/2013	12/19/2013	1.000	50		
4 Quizzes	Q1	Quiz 1		12/18/2013	12/17/2013	1.000	100		
5 Tests	T1	Test 1		12/19/2013	12/18/2013	1.000	100		
Term2 Semester Grade Scores									
Student	1 TRW	2 BTA	3 GTA	4 Q1	5 T1	Earned	Possible	Percent	In-Progress Grade
Points Possible	50	50	50	100	100				
11 Student, Andrew T	45	*X	45	89	100	45	50	90.00	A
10 Student, Bree W	48	*X	49	98	89	48	50	96.00	A
09 Student, Brooke J	43	43	*X	87	97	43	50	86.00	B
12 Student, Devin L	34	41	*X	89	96	34	50	68.00	D
12 Student, Jordan E	20	39	*X	96	92	20	50	40.00	F
12 Student, Kyle M	50	49	*X	87	M*M	50	50	100.00	A
09 Student, Luke C	47	*X	35	68	49	47	50	94.00	B
12 Student, Lydia J	46	*X	50	79	69	46	50	92.00	A
Assignment Averages	41.6	43	44.8	86.6	74			83.25	

Section Summary Report Example
