

# Missing Assignments Report

Last Modified on 10/22/2022 9:54 am CDT

[Report Editor](#) | [Generating the Missing Assignments Report](#)

**PATH:** *Grading & Standards > Reports > Missing Assignments*

The Missing Assignments report in Grading & Standards allows you to view assignments that have been flagged in the Grade Book as Missing, Incomplete, Late, or Exempt. Generate the report for different populations, including specific students, a Course Section, an existing Ad hoc Filter, or a Grade Level.

*Missing Assignments Report*

## Report Editor

Report Editor  
Fields

Report Editor Fields	
<b>Population</b>	<p>Choose whether you want to generate the report for Student(s), Section(s), an <a href="#">Ad hoc Filter</a>, or a Grade Level. Additional options display based on the population selected:</p> <ul style="list-style-type: none"> <li>• <b>Students:</b> Search for a student by name to add them to the multi-select list.</li> <li>• <b>Course and Teacher:</b> Click the search bar to view a list of all Courses in the selected Calendar, with individual sections lists below by teacher's name. Filter the course list by entering the name of a course or a teacher's last name. Click on a teacher's last name to add that section to the report population.</li> <li>• <b>Ad hoc Filter:</b> Select an Ad hoc Filter from the list of those available to you, which includes filters you created and ones assigned to your User Group, if applicable.</li> <li>• <b>Grade Level:</b> Select a Grade Level from the Calendar.</li> </ul>
<b>Include Assignment Due From</b>	Assignments are included by due date, either by entering a specific Date Range or selecting an entire Term.
<b>Include Assignments</b>	<p>Teachers flag assignments in the Grade Book. Select which of the flag(s) to include in the report:</p> <ul style="list-style-type: none"> <li>• <b>Missing:</b> Score calculates based on <a href="#">Missing Assignment Preference</a>.</li> <li>• <b>Late:</b> No effect of scores.</li> <li>• <b>Incomplete:</b> No effect on scores.</li> <li>• <b>Exempt:</b> Score not included in calculation.</li> </ul>
<b>Include Score Comments</b>	Teachers have the option of entering comments for a score. Mark this checkbox to include them.
<b>Add Page Breaks</b>	Generate this report with page breaks to distribute to individual students, or without page breaks if the report is for staff use rather than distribution.

## Generating the Missing Assignments Report

1. Indicate if you would like to include **Students** in the report by *Student Name, Course and Teacher, Ad hoc Filter, or Grade Level*. Enter search criteria and/or select the desired student(s), section(s), filter, or grade level.
2. Indicate if assignments should be included whose Due Dates fall within the entered **Date Range** or the selected **Term**.
3. Indicate which **Flags** should cause assignments to be included, *Missing, Late, Incomplete, or Exempt*.
4. Indicate if **Score Comments** should be included.
5. Mark the **Add Page Breaks** option if you intend to distribute this report to students.

6. Click **Generate Report** to view the report in PDF format in another window.

Generated on 08/13/2014 03:08:29 PM		Assignment Report		Printed by Katie Smith	
Page 1 of 1		Missing / Late / Incomplete / Exempt assignments   Due between 11/01/2013 and 12/31/2013.			
<b>580511-1000 AP Calculus (A) Katie Smith</b>					Count: 40
Student	Assignment	Points Possible	Due Date	Flag(s)	
Student, Andrew T	Trigonometric Functions Worksheet	50	11/26/2013	Missing	
Student, Andrew T	Trigonometric Functions Worksheet	100	11/26/2013	Missing	
Student, Andrew T	Blue Team Assignment	50	12/19/2013	Exempt	
Student, Andrew T	Green Team Assignment	50	12/19/2013	Incomplete	
Student, Bree W	Trigonometric Functions Worksheet	50	11/26/2013	Late	
Student, Bree W	Trigonometric Functions Worksheet	-	11/26/2013	Exempt	
Student, Bree W	Trigonometric Functions Worksheet	100	11/26/2013	Late	
Student, Bree W	Blue Team Assignment	50	12/19/2013	Exempt	
Student, Bree W	Green Team Assignment	50	12/19/2013	Late	
Student, Brooke J	Trigonometric Functions Worksheet	-	11/26/2013	Missing	
Student, Brooke J	Trigonometric Functions Worksheet	50	11/26/2013	Missing	

*Example of a Missing Assignments Report for Students in Section 1000 of AP Calculus*