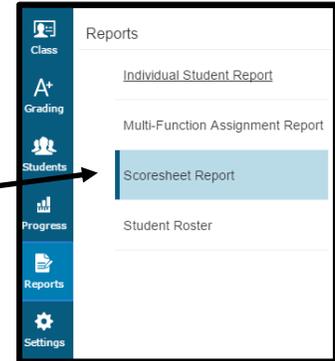


Scoresheet Report

The Scoresheet Report seems to be a quick way to allow you check your term grades and if you like to do this keep a paper copy of grades/assignments.

To run a Scoresheet Report open PowerGradePro please take the following steps.

- Go to any class you wish to check.
- On the Navigation Bar to left, choose reports—Scoresheet Report.
- You will see three tabs: Criteria, Students, and Format. To run a report you really only need to be concerned with the Criteria tab.



- You can choose all your classes at once or one at a time for separate reports. You can leave Student Field, Sort Options, and Items to include at the default.
- Final Grades: Select the terms you wish to report. (S1, Q1, Q2 and E1) **Please note that the grades pulled for this report are only from your gradebook not the stored grades.**
- Date Range: Change this to manual and set the dates to the beginning and end of S1
- Run Report: Click the Button on the bottom right of the screen.

Criteria Students Format

Report Title Scoresheet

Description Student score information for scored assignments, listed one row per student.

Classes* Select Classes

1 Class: B1(D1-D1A) Foundation of Art

Student Field Student Name

Sort Options Students Gradebook Preference

Items to Include

Categories Select Categories Any Category

Final Grades Select Reporting Terms S1, Q1, Q2, E1

Date Range Manual

Start 8/31/2016 End 1/23/2017

Select All

Y1

S1

Q1

Q2

E1

S2