

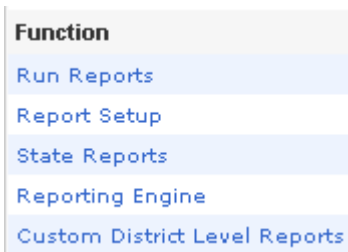
Online Tutorial: Finding Students with Ds & Fs

The instructions for this tutorial differ based on if your grades have been stored!

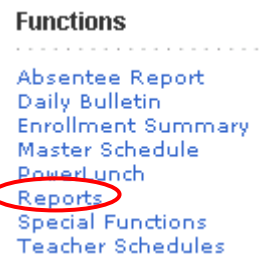
If your grades **are not stored**, follow Steps 1-6.

If your grades **are stored**, follow Steps 7-12.

Step 1: From the start page, click on “Reports” under the “Functions” heading in the left navigation bar.

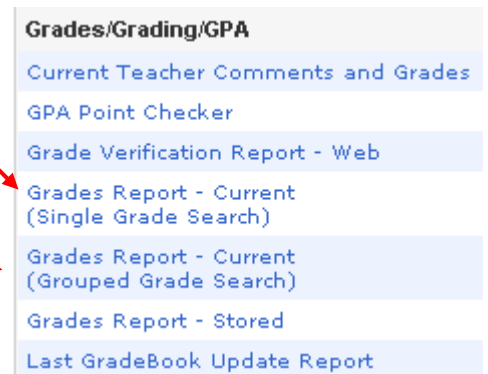


Step 2: In the center of the page, click on “Custom School Level Reports.”



Step 3: If you’d like to search for either Ds or Fs, click on the “Single Grade Search” link.

If you’d like to search for Ds and Fs, click on the “Grouped Grade Search” link.



Step 4: Choose the appropriate term, grade(s), minimum number of matches, students to search, and sort order.

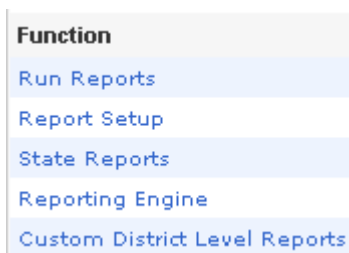


Step 5: Click the “Create” button.

Step 6: Review your report.

Note: Steps 7-12 are only if your grades are stored. If you completed Steps 1-6, you should not continue past this point!

Step 7: From the start page, click on “Reports” under the “Functions” heading in the left navigation bar.



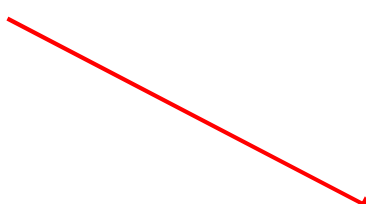
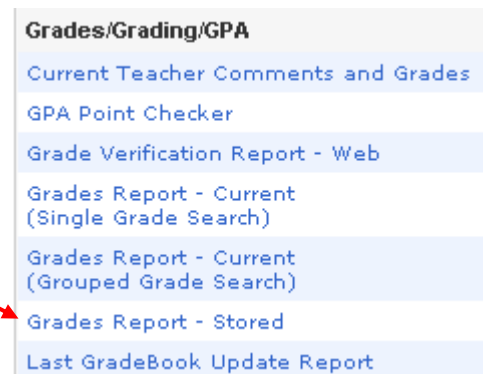
Step 8: In the center of the page, click on “Custom School Level Reports.”



Functions

- Absentee Report
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Powerlunch
- Reports
- Special Functions
- Teacher Schedules

Step 9: Click on “Grades Report – Stored” under the “Grades/Grading/GPA” heading.



Step 10: Choose the appropriate term, grade(s), minimum number of matches, students to search, and sort order.

A screenshot of a report creation form. At the top left is a blue 'Create' button. Below it are several dropdown menus: 'Term' (set to Q4), 'Grades' (set to D's & F's), 'Minimum # of Matches' (set to 1), 'Students' (set to All Students), and 'Sort By' (set to Student). A red arrow points from the 'Create' button down to the 'Term' dropdown.

Step 11: Click the “Create” button.

Step 12: Review your report.