Personalized Learning Systems

Schoology: Gradebook Reports for Teachers

PURPOSE

Use this procedure to run either a student assignment grades report or a section assignments grades report from Schoology.

WHY MUST I DO THIS?

These reports may be helpful during parent conferences or when transferring grades for a student from one class to another when a student has a schedule change.

BEFORE YOU GET STARTED

- Teachers will only have access to the course sections and students assigned to them.

LOG IN

1. Log in to the LMS at https://lms.lausd.net, using your single sign-on (SSO).

MENU PATH

Schoology Home > Gradebook Reports (left-hand side menu)

REMINDERS

You can run these reports for your current and past sections.

PROCEDURE

Step 1 Click on the **Gradebook Reports** link from the left navigation menu.

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Step 2 Click the **Approve** button to enable the Gradebook Reports in your account. (This is a one-time activation step.)
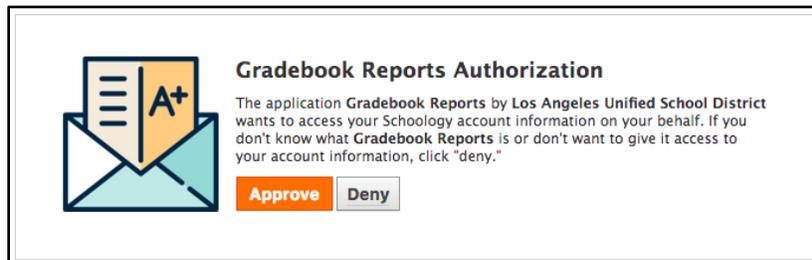
Step 3 Click on the desired course section to view the class roster and run either the Student or Section report. **NOTE**: You can use the On/Off toggle to view Past Sections as well.
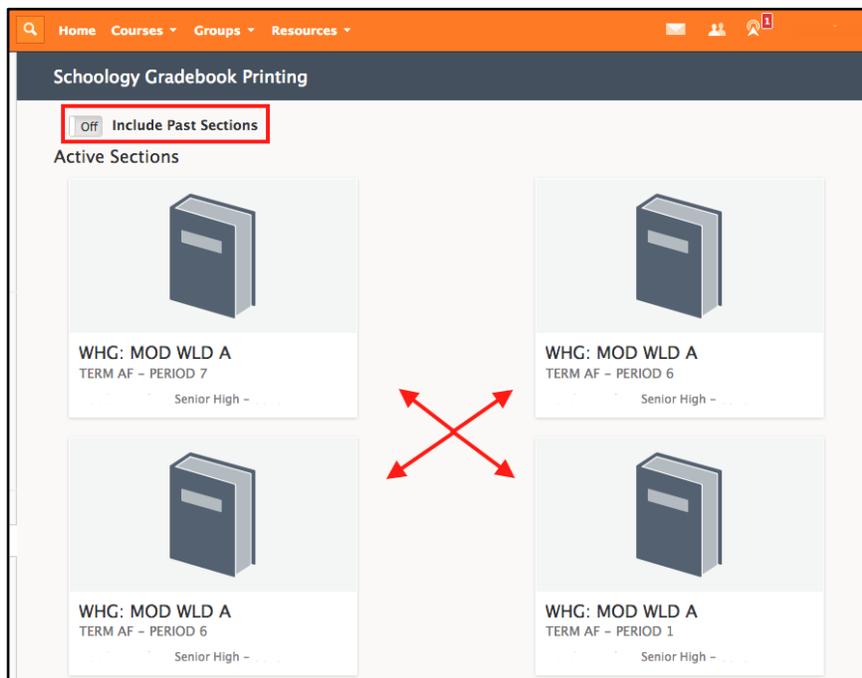
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Step 4 Place a checkmark on the student(s) you wish to run the reports for.

    A. Click on the **Section PDF** button to generate a report for the class. All selected student will appear in the Section PDF report.

    B. Click on the **Student PDF** button to generate a report for each student selected. Each student will be on a separate page.
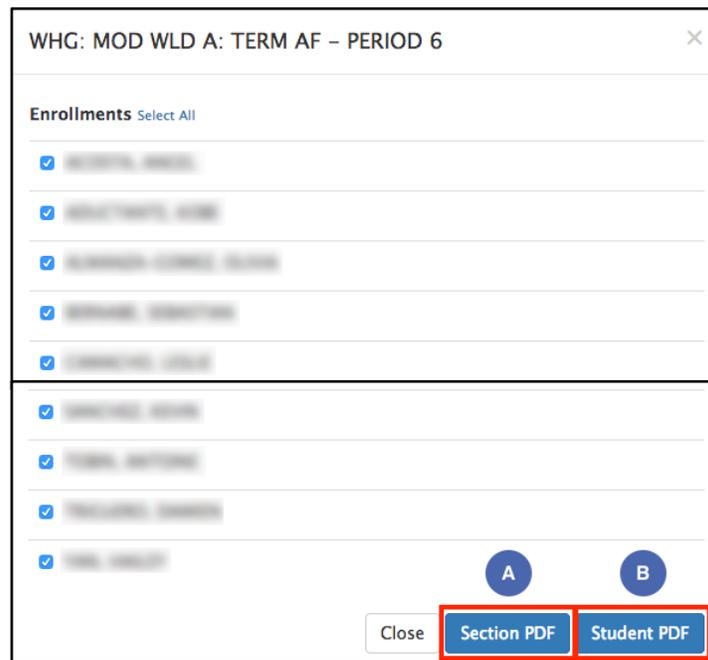
Step 5 Select either **Save File** or **Open with** and click **OK** to view the PDF file.
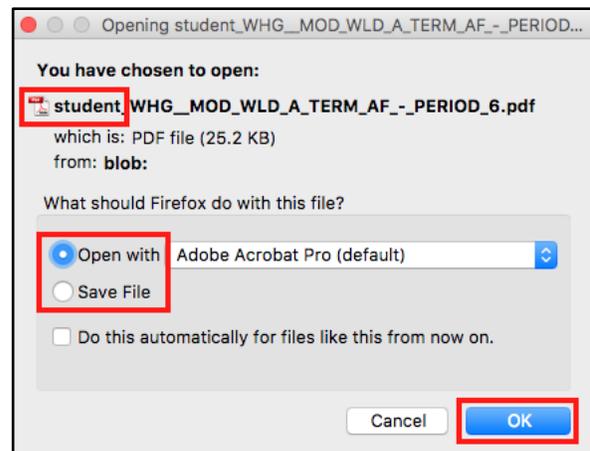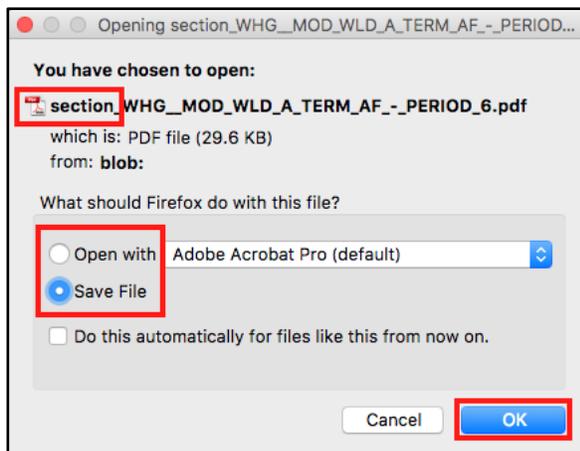
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SECTION REPORT SAMPLE

WHG: MOD WLD A: TERM AF - PERIOD 6
Instructor(s): ANDRADE   Grading Period: 2017-2018 A-Track Fall

Student	ID	Overall	Conv.	X Ray Profile 8/25/2017 Notebook	Forming Govt Ques... 8/28/2017 Notebook	Govt Should/ Shoul... 8/31/2017 Notebook	Philosopher Beliefs 9/5/2017 Notebook	Philosopher Annot... 9/7/2017 Notebook
		69.2%	D	14/20	15/20	16/20	20/20	36/40
		53.3%	F	16/20	16/20	16/20	11/20	10/40
		100%	A	20/20	20/20	20/20	20/20	40/40
		99.2%	A	20/20	21/20	20/20	20/20	36/40
		65.8%	D	21/20	0/20	16/20	16/20	32/40
			F	0/20	0/20	0/20	0/20	0/40
			F	0/20	0/20	0/20	0/20	0/40
		21%	F	0/20	0/20	14/20	7/20	0/40
		46%	F	16/20	13/20	17/20	0/20	0/40
		73.3%	C	13/20	15/20	16/20	20/20	8/40
		101.7%	A	22/20	20/20	20/20	20/20	40/40
		79.6%	C	18/20	16/20	16/20	16/20	29/40
		71.7%	C	20/20	15/20	16/20	20/20	0/40
			F	0/20	0/20	0/20	0/20	0/40
		12.5%	F	0/20	0/20	0/20	0/20	0/40
		76.7%	C	20/20	16/20	18/20	20/20	0/40

STUDENT REPORT SAMPLE

SCULPTURE 2A: TERM AF - PERIOD 7
Instructor(s): AGUILAR
Grading Period: 2017-2018 A-Track Fall

AGUIRRE, DESTINY

Material	Due Date	Category	Student Score	Max Points	Percent	Converted
Handout: My Story	9/27/2017	Classwork	M	10	0%	
Second Phase: Pap...		Classwork				
Check Your Knowle...	8/15/2017	Classwork	5	5	100%	
"Everyone Can Dra...	8/18/2017	Classwork	5	5	100%	
Name Card	8/18/2017	Classwork	5	5	100%	
Parent/Student Le...	8/25/2017	Homework				
The purpose of th...	8/25/2017	Classwork	10	10	100%	
Worksheet: Identi...	8/28/2017	Classwork	10	10	100%	
Handout:ThreeDime...	9/18/2017	Classwork	10	10	100%	
Woven Sketchbook	9/20/2017	Projects	48	50	96%	
Handout: Day of t...	9/28/2017	Classwork				
First Phase: Ball...	10/6/2017	Classwork	10	10	100%	
Sketches: Paper-m...	10/6/2017	Classwork				
Overall Average					89.6%	B

1. Missing Assignments

When a teacher enters an Exception mark for 'Missing' in the gradebook, the assignment populates at the top of the report, highlighted in red. This feature allows teachers, students and parents to easily identify those assignments.

MARK WITH AN EXCEPTION
⬡ Excused
◖ Incomplete
✓ ⬡ Missing

2. Missing Due Dates

Assignments are listed in chronological order by due date. Assignments that do not have a due date populate at the top of the grade report for individual students after any missing assignments. Without a due date, parents and students do not know if it is a past or future assignment.

3. Ungraded

If an assignment is left with the '*Ungraded*' category, the report will display a blank field.

4. Unpublished/Future Assignments

Unpublished assignments, not visible in the student & parent view of Schoology, will populate in the grade report. Teachers may consider creating course materials such as assignments in their personal resources rather than the course or gradebook to avoid unnecessary confusion.

Material	Due Date	Category	Student Score	Max Points	Percent	Converted
Parent Passport S...	8/31/2017	Digital: W...	M	10	0%	
Tinkercad Intro	9/29/2017	Digital: W...	M	10	0%	1
Discussion 2	10/4/2017	Digital: W...	M	5	0%	
Tinkercad Model T...		← 2 tal: W...				
Divider 2: Object...		Notebook: ...				
Discussion 2: Cru...		← 3				
Scavenger Hunt	8/16/2017	HW/Classwork	10	10	100%	
Coat of Arms	8/18/2017	HW/Classwork	10	10	100%	
Rules & Procedure...	8/18/2017	HW/Classwork	10	10	100%	
Materials List	8/21/2017	HW/Classwork	10	10	100%	