## How to Run the Standards Report

A **Class Spreadsheet Report** will create a document listing your students vertically and the standards horizontally (as seen in Gradebook). A printout of this report may serve as a template for entering your students' scores into Gradebook. Note that this report will not gray out standards that are not reported for the term.

- 1. Log into Gradebook.
- 2. Select your (a) class, year, and reporting term.
- 3. Click the(**b**) Scoresheet tab on the top toolbar and enter at least one grade for one of your students.
- 4. Click the (c) Reports tab on the top toolbar.

Important! Your report will not run correctly without at least one grade entered for your class.

5. In the **Reports** window, double-click (d) **Standards Report**.

Classes	.111.	e 🦡 b	~	-	3		
Igo Elementary School					VAP-		101
Trimester 1		ED)	-		-		1
P6(A-E) G4ELA	а	Scoresheet	Assignments	Student Info	Grade Setup	Class Content	Reports
P9(A-E) G4Math	15-16						
P8(A-E) G4Science	15-16	Name:		Description:			
P7(A-E) G4SocialStudies	15-16	Attendance Grid		Student and date grid template for taking attendance			
HR(A-E) Grade1	15-16 F	Category Total Report		Summary of category totals by section or by student Final grades and comments by reporting term			
HR(A-E) Grade2	15-16 I	Individual Student Report		Summary of class activity per student			
HR(A-E) Grade3	15-16	Missing Assignment Report		Listing of assigments that have not been scored			
HR(A-F) Grade4	15-16	Scoresheet	6	Student grade	and assignmen	t data	
	4.0 4.0	Standards Report		Standards Final Grades and Standards Assignment S			
HR(A-E) GradeK	15-16 5	Student Multi-Sectio	on Report 🛛 🧯	Student information from all of a student's sections.			
Student Groups	111 5	Student Roster		Student demographic information listed one row per			

6. In the Standards Report window, make the selections indicated below:

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Criteria	ıt.	0
	Name:       Standards Report         Description:       Standards Final Grades and Standards Assignment Scores         Report Layout:       Image: Class Spreadsheet	
	Output Type: <ul> <li>PDF              <li>Export (CSV)</li> </li></ul> Sections: <li>Selected Class             <ul> <li>Active Classes Order By: Section, Student +</li> </ul>            Students:              <ul> <li>All Enrolled</li> <li>Student Number Sort By: Number +</li> <li>Student Read</li> <li>Student Name              <ul> <li>Student Part Part Part Part Part Part Part Par</li></ul></li></ul></li>	
	Reporting Term: Y1 S1 S1 Select appropriate Reporting S2 Include reporting terms with no standards grades	ng Term
		Run Report

7. Then click **Run Report**.

## 8. To **open** the report:

- a. Select the **Open Report** option.
- b. Click **OK**.
- 9. To **save** the report to a file:
  - a. Select the **Save Report** option.
  - b. Click **OK**.
  - c. Enter a file name of the report in the Save As field.
  - d. Choose the location where you want to save the report.
  - e. Click **Save**, then click **OK**.
  - f. To view the report, navigate to where the report was saved and open it.