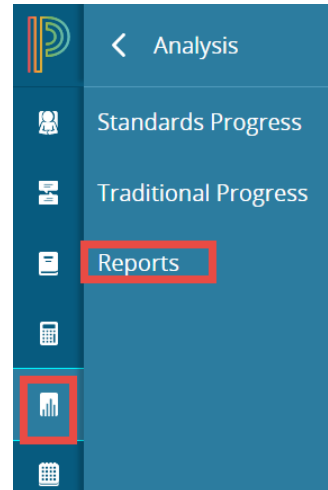
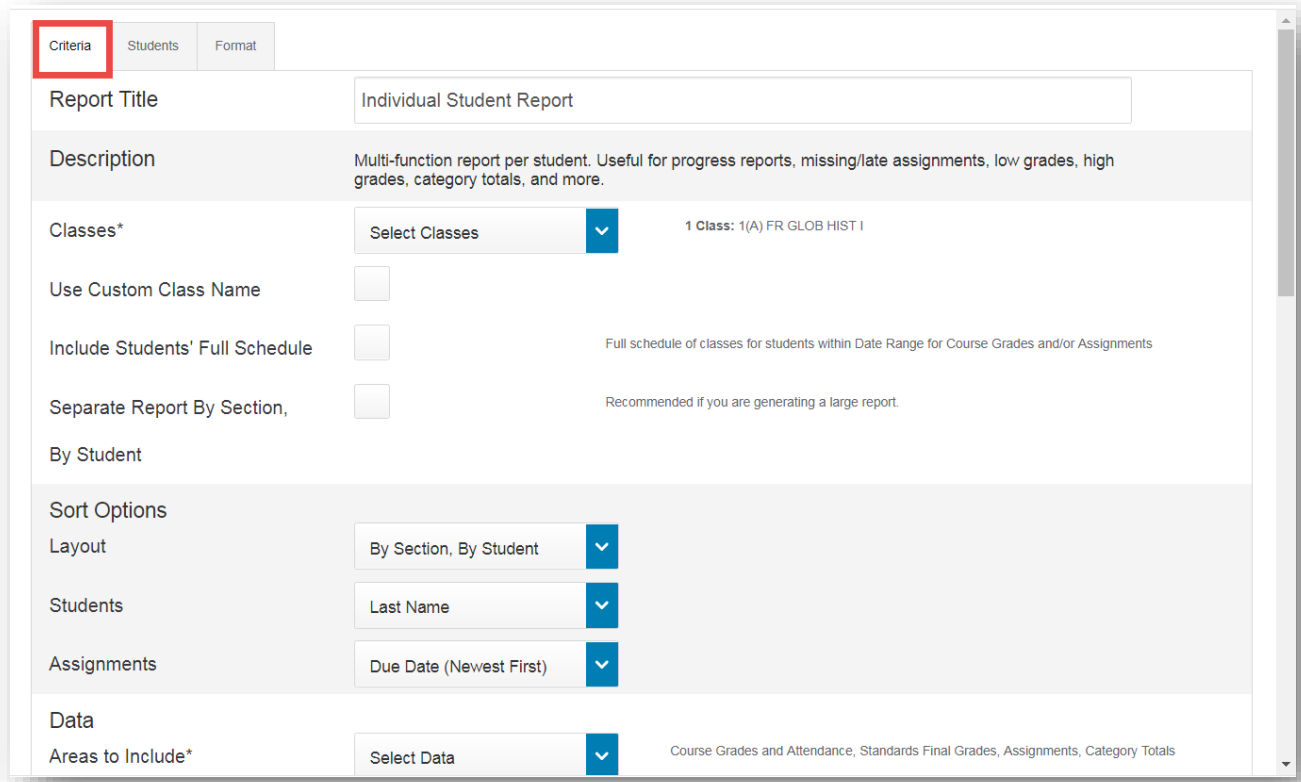


Creating a Missing Assignment Report in Unified Classroom

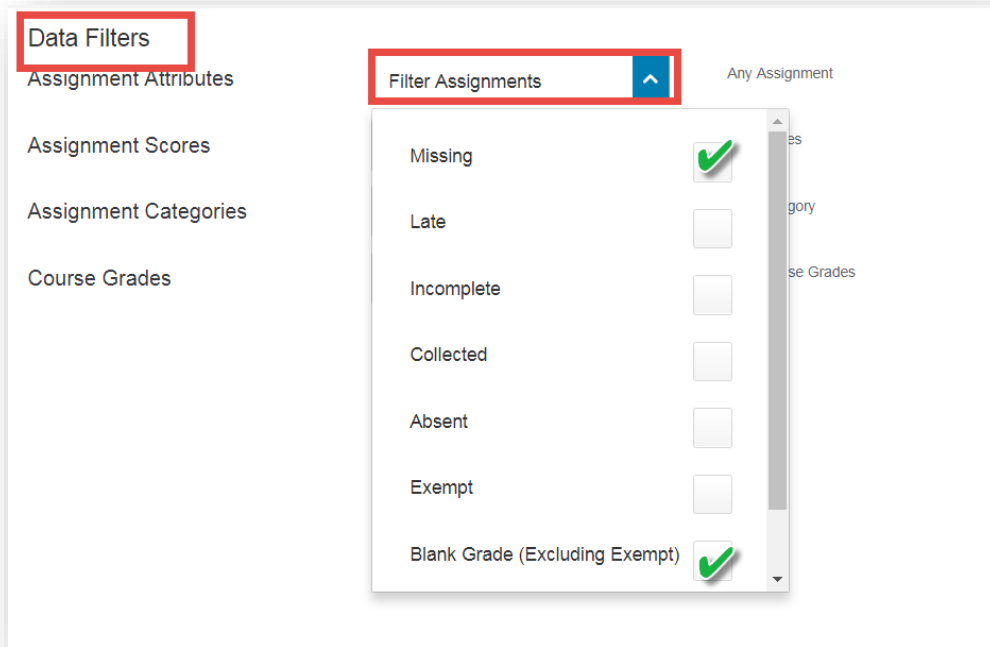
1. Click on the Analysis tab, and then Reports.
2. Choose Individual Student Report.



3. Set preferences such as what classes to print and how to sort the reports.

A screenshot of the 'Criteria' tab in the report configuration window. The window has three tabs: 'Criteria' (highlighted with a red box), 'Students', and 'Format'. The 'Report Title' field contains 'Individual Student Report'. The 'Description' field contains 'Multi-function report per student. Useful for progress reports, missing/late assignments, low grades, high grades, category totals, and more.' The 'Classes*' section has a dropdown menu set to 'Select Classes' and shows '1 Class: 1(A) FR GLOB HIST I'. There are three checkboxes: 'Use Custom Class Name' (unchecked), 'Include Students' Full Schedule' (unchecked), and 'Separate Report By Section, By Student' (unchecked). The 'Sort Options' section has three dropdown menus: 'Layout' set to 'By Section, By Student', 'Students' set to 'Last Name', and 'Assignments' set to 'Due Date (Newest First)'. The 'Data' section has a dropdown menu for 'Areas to Include*' set to 'Select Data', with a list of options: 'Course Grades and Attendance, Standards Final Grades, Assignments, Category Totals'.

4. In the Data Filter section at the bottom of the page select the filters you would like to include, in this case Missing.
 - a. Note: The Missing filter will include any assignments you have labeled as Missing using the score labels. If you do not always use that label you may also want to check the Blank Grade option to include assignments that are simply empty.



5. On the Format Tab you can set other options such as a signature line and notes. The Top and Bottom Note option will print on every report, it is a place for a generic comment such as “Missing work will be accepted until Friday, after Friday these assignments will no longer be accepted for credit.”

