Creating a Missing Assignment Report in Unified Classroom

1. Click on the Analysis tab, and then Reports.
3. Set preferences such as what classes to print and how to sort the reports.
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.”