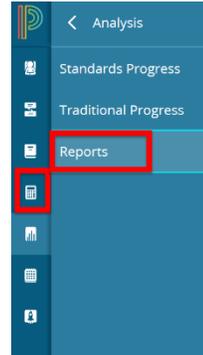


Printing Individual Student Reports in Unified Classroom

1. Log into Unified Classroom.
2. Click Analytics on left (looks like a chart)
3. Click Reports, then choose Individual Student Report



4. Select report preferences based on your grade level and classroom needs. See below for some suggestions.

Individual Student Report 1(A) FR GLOB HIST I S1 +

Criteria **Students** Format

Report Title: Individual Student Report

Description: Multi-function report per student. Useful for progress reports, missing/late assignments, low grades, high grades, category totals, and more.

Classes*: Use the dropdown to select and print multiple classes at one time.

Use Custom Class Name:

Include Students' Full Schedule: Full schedule of classes for students within Date Range for Course Grades and/or Assignments

Separate Report By Section, By Student: Checking this will give you a separate file for each class, which means more steps to print.

Sort Options

Layout: Selecting By Section will group classes together.

Students:

Assignments:

Data

Areas to Include*: Choose what information to include. Unchecking unnecessary boxes can make the report shorter.

Show Percentages:

Show Assignments with no Data:

Date Range

Standards/Final Course Grades: S1

Assignment Date Range:

Data

Areas to Include* Course Grades a

Course Grades and Attendance

Course Grade Comments

Citizenship

Standards Final Grades

Assignments

Assignment Comments

Standards Scores

Date Range

Standards/Final Course Grades

Assignment Date Range

Category Totals

Data Filters

Leave top box checked to include the overall class grade. High school should uncheck Standards Scores.

5. Use the Format Tab for more layout options.

The screenshot shows the 'Format' tab with several options highlighted by red boxes and callouts:

- Orientation:** A dropdown menu is set to 'Landscape'. Callout: "Portrait mode may save you paper".
- Output:** A dropdown menu is set to 'PDF'. Callout: "Choose a PDF file and save an extra copy for your own future reference".
- Page Break:** A checkbox labeled 'Between Students' is checked. Callout: "Adding a page break will separate students' reports and save you the hassle of cutting later."
- Bottom Note:** A checkbox labeled 'Include' is checked. Callout: "Use the Top or Bottom Note option to include a message that will be printed on every students' report - perhaps a reminder about upcoming classroom events."
- Signature Line:** A checkbox labeled 'Include' is checked. Callout: "Optional: Include a signature line for parents who do not attend conferences to acknowledge they received the report."

Other visible options include 'Exclude Row Shading', 'Top Note', and 'Legend'.

6. Printing Options

The report runs as a PDF file, you can save a copy for future reference. Further printing options such as multiple pages per sheet, can be accessed from the Printer Dialogue Box.

The screenshot shows a Windows printer dialog box with the following settings:

- Printer:** \\\00-prmsrv-02\00-TECH-5050
- Copies:** 1
- Pages to Print:** All (radio button selected), Current page, Pages 1 - 114
- Page Sizing & Handling:**
 - Buttons: Size, Poster, Multiple, Booklet
 - Size Options:
 - Fit (radio button)
 - Actual size (radio button selected)
 - Shrink oversized pages (radio button)
 - Choose paper source by PDF page size (checkbox)
 - Print on both sides of paper (checkbox)
- Orientation:**
 - Auto portrait/landscape (radio button selected)
 - Portrait (radio button)
 - Landscape (radio button)
- Want to print colors as gray & black?** (checkbox)
- Comments & Forms:** Document and Markups (dropdown menu), Summarize Comments (button)
- Page Preview:** A small window showing a preview of the report page.
- Page 1 of 114** (displayed at the bottom)
- Buttons:** Page Setup..., Print, Cancel