

## Quick Start Guide for Running Reports in LiveGrades

Select the class that you want to run a report for. You cannot run reports for more than 1 class at a time.

From the class homepage, you will see all the options of functions that you can perform for this class on the blue tabs. Find the section that has the list of student names that are enrolled in this class.

At the bottom of that section, locate the tab titled "Reports". Click to open this section.

Name	Number	Average	
Conner, Sarah	999111000	90.14%	S
Dent, Stew	987654321	121.12%	S
Fin, Huck	123111000	88.43%	I
Philger, Brian	832111000	84.56%	I
Smith, Deborah	44311100	87.17%	I
Taylor, Bob	903111000	97.17%	S



**Class Reports**

<b>Assignment Report</b>	<a href="#">Quick-Launch PDF</a>
Allows the creation of reports that display grades that meet the specified criteria.	
<b>Class Grade Report</b>	<a href="#">Quick-Launch PDF</a>
Lists all students in the class, their averages, and their overall grade.	
<b>Grade Book Hardcopy</b>	<a href="#">Quick-Launch PDF</a>
Creates a "traditional" gradebook print out for record keeping purposes.	

**Print-Outs**

<b>Blank Roll Sheet</b>	<a href="#">Quick-Launch PDF</a>
Lists all students in the class and a number of blanks for each student to record roll.	
<b>Blank Score Sheet</b>	<a href="#">Quick-Launch PDF</a>
Lists all students in the class and a number of columns for tracking grades away from the computer.	
<b>Guardian Login Instructions</b>	<a href="#">Quick-Launch PDF</a>
Prints instructions for parents and guardians to use to view their student's grades on <a href="http://www.livegrades.com">www.livegrades.com</a> .	

The **"Reports"** section is divided into two parts. The top section refers to reports that can be developed to contain current grade information about students in your current classes. This is called **"Class Reports"**. The bottom section refers to reports that contain general information about class lists, parent logon letters, etc. This is called **"Print-Outs"**. The "Quick-Launch PDF" link will print the pdf file using default settings. **You MUST have Adobe Reader installed on your computer to create these reports!** Each report has a brief description with it. The scroll bar will take you through the list of available reports.

## CLASS REPORTS

- **Assignment Report** - Will list all students in that class that meet a specific criteria, ex. All students with an "A" average. There is an option to specify which grading period this is to refer to.
- **Class Grade Report** – List of all students in the class with a cumulative average for the grading period and an overall grade in both percentage and letter grade.
- **Grade Book Hardcopy** – A grid list of students with current posted grades, as you would see in a traditional hardcopy gradebook.
- **Progress Report** – The most popular report option for teacher's who want an overall average of a student's grades in all curricular areas. You will have the option to print all students in that class, or select specific students.
- **Individual Grade Report** – Lists all the assignments and grades for this particular class for each student. Each student report prints on a separate page.

- **Former Student Grades** – if you have had students who were previously in this class, and withdrew from this class, this report will give you a list of what assignments that student completed while in your class and what those grades were.
- **Student & Guardian Login Usage** – this report will give you a current list of which students and parents have accessed LiveGrades.

## PRINT-OUTS

- **Blank Roll Sheet** – lists students in that class with the option of a grid for up to 4 weeks.
- **Blank Score Sheet** – list of students as they would appear in a traditional gradebook with columns for grades to be added when away from your computer.
- **Guardian Logon Instructions** – an introduction for parents on how to set up an account on LiveGrades
- **Seating Chart** – a hard copy printout of the seating chart that you have setup for this class. Great addition for the substitute folder.
- **Student Login Sheets** – student logon information for setting up an account on LiveGrades.com

The image displays three separate windows from the LiveGrades software interface, each titled with a report type and showing various configuration options:

- Progress Report Options:** This window lists "Students" with checkboxes next to their names: Blevins, Alexander; Del Rosso, Cristina; Freeman, Daniel; Hastings, Joshua; and Lachapelle, Kaylin. Below the list are buttons for "Remove All", "Create PDF", and "Cancel".
- Assignment Report Options:** This window includes "Special Mark:" dropdown set to "Any", "Grading Periods:" dropdown with "1st Nine Weeks", "2nd Nine Weeks", and "Semester Exam" checked, and a "Remove All" button.
- Class Grade Report Options:** This window shows "Display:" checkboxes for "Name" and "Number", and "Grading Periods:" checkboxes for "1st Nine Weeks" (checked), "2nd Nine Weeks", and "Semester Exam". It also includes a "Select All" link, a "Print Current Date:" checkbox, and buttons for "Create PDF" and "Cancel".

**Notice the Options section that is on the right side of the Reports screen. Many of these reports will give you the option to “Remove All” of the check marked names and make your own selection, or “Select All” of the available options.**

## Student and Parent accounts on LiveGrades

Students and parents will use the information on the print outs to establish their accounts for LiveGrades.com. The LiveGrades website provides a link to retrieve lost passwords. Should users forget all original account information, they can set up another account using the same information provided on the print outs. BUT, they must choose a different logon name. For example, if Mary Smith set up an original account with the user name “msmith” last year, and has forgotten all of that information, she can set up another account this year but must change the user name to “msmith1” for the system to accept that new account. More than 1 parent or guardian can have an account on LiveGrades.