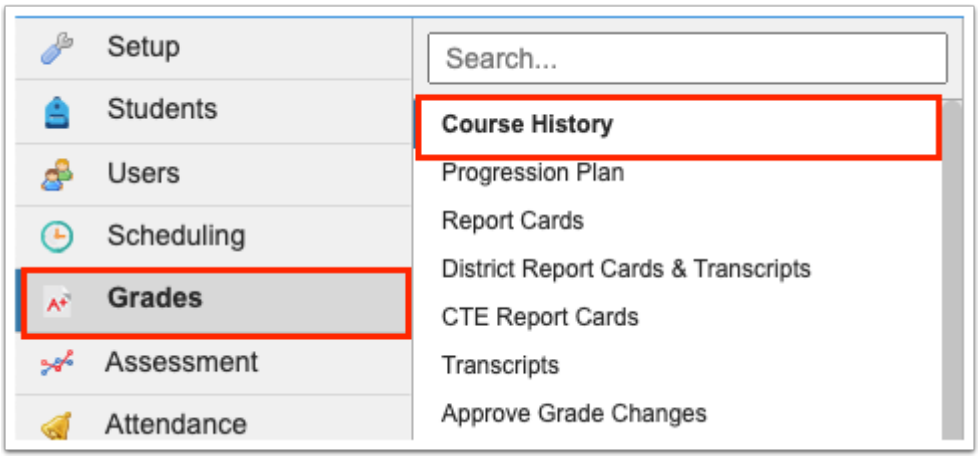
Course History

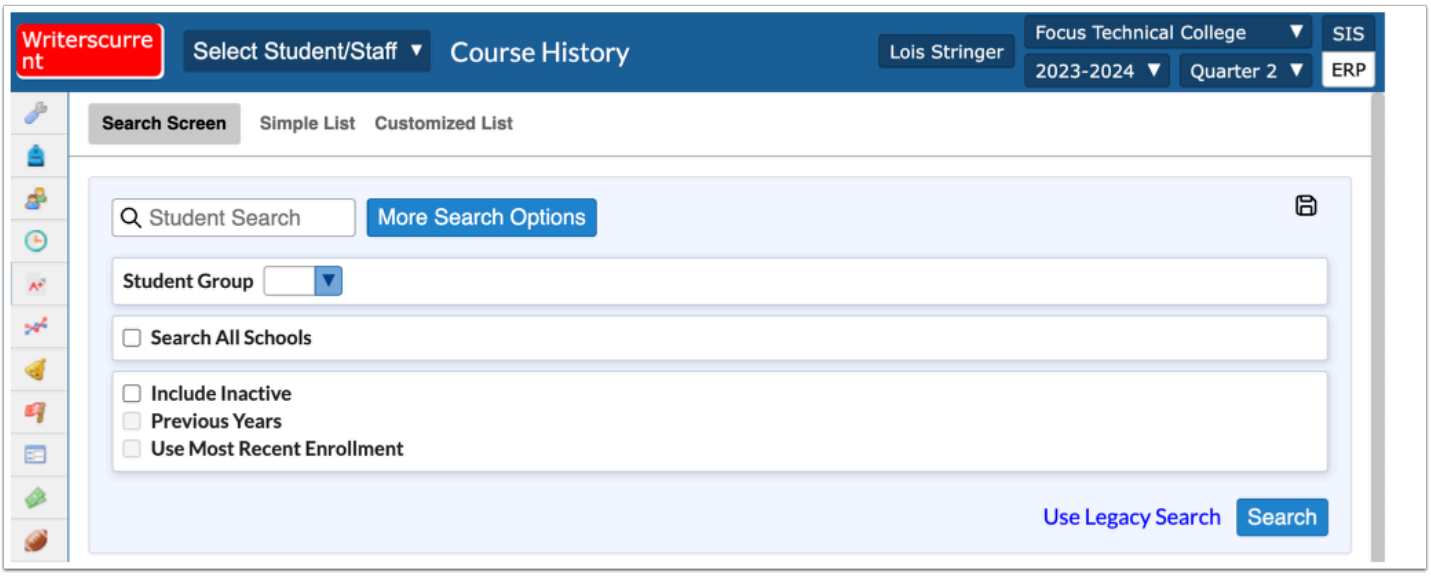
The Course History screen displays the Grade Summary and the Detailed Report, which both includes the student's grades, GPA (if applicable), teachers, courses, credits, etc. in a selected marking period and/or school year. The columns in this report can be filtered for specific information. Administrators have the ability to update grades as well as print transcripts with a selected letterhead directly from this screen. Note: The Course History screen only displays for post-secondary schools.

Student Search

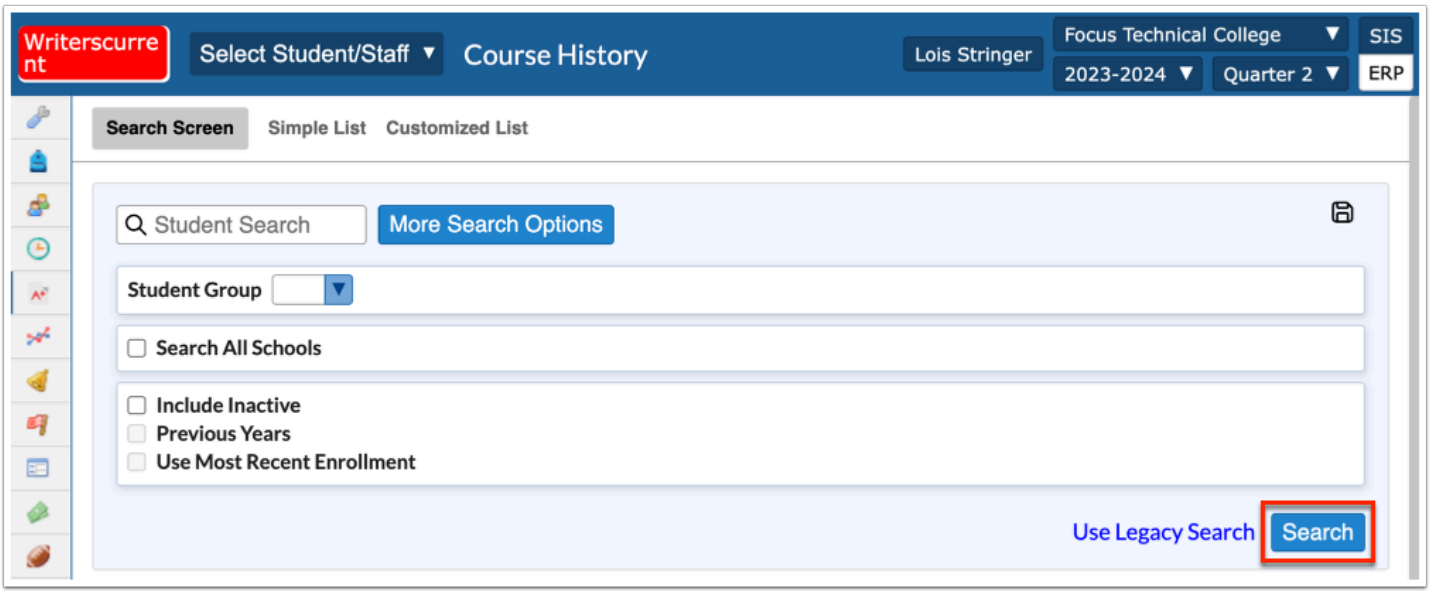
1. In the **Grades** menu, click **Course History**.



This navigates to the Course History screen where a **Student Search** displays.



2. Enter the applicable search criteria, and click **Search**.



See Searching for Students for more information on conducting a student search.

To pull data for all students, leave the **Student Search** text box empty.

The Course History Report

Clicking Search on the last screen will navigate to a new Course History screen where you can view grades, GPAs, and more for the selected students defined in the Student Search module. When multiple students are pulled into the Course History report, the cumulative and weighted GPAs and credit information of every student will display on the screen.

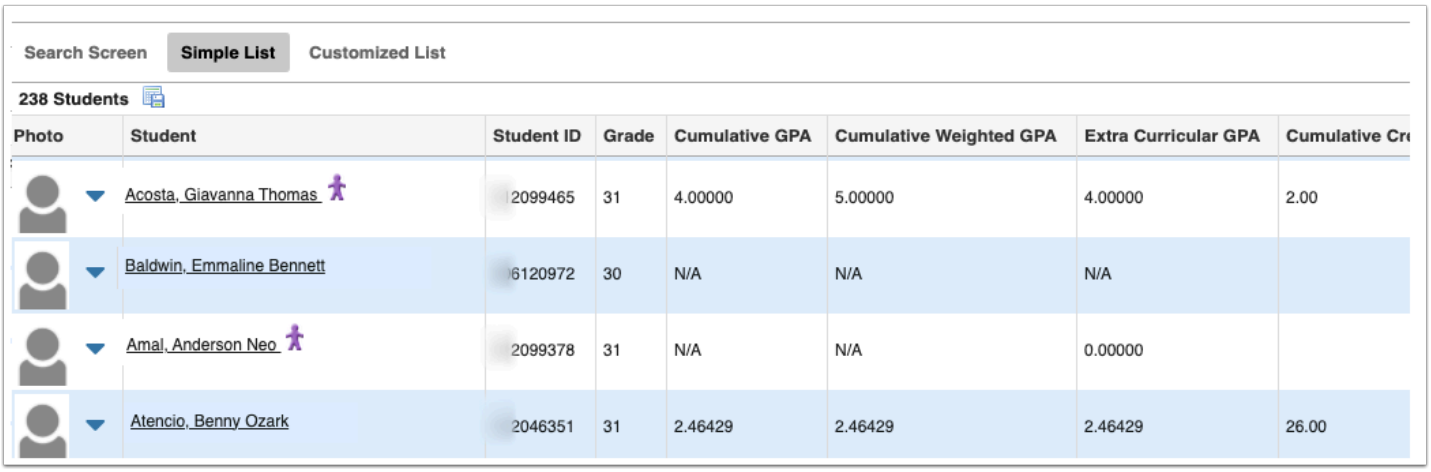
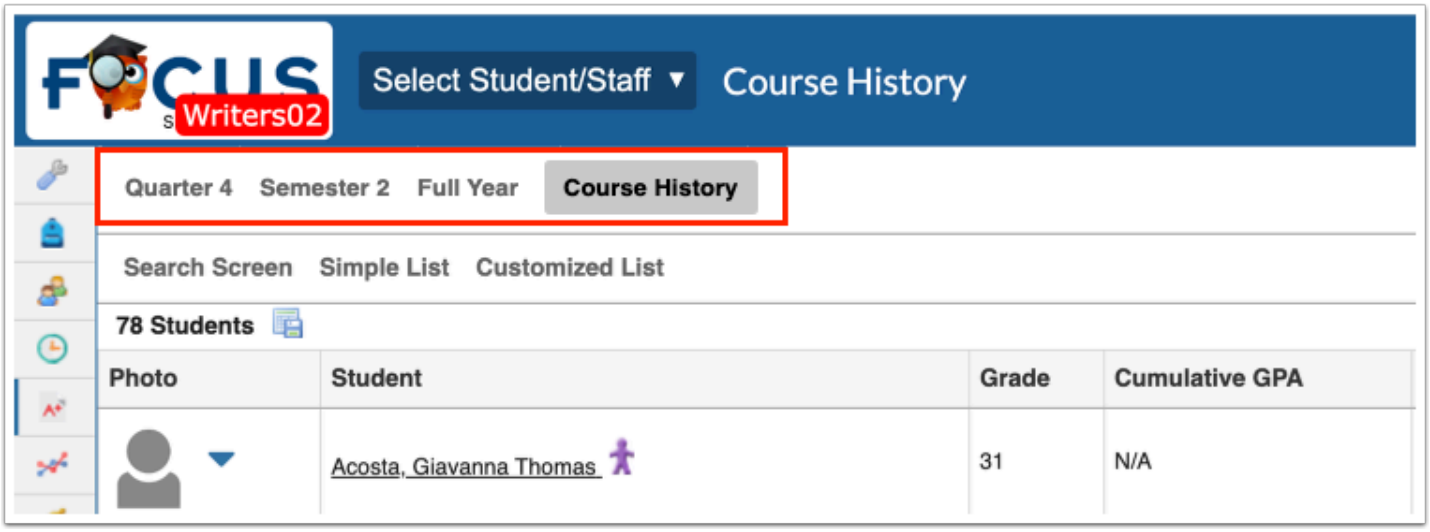
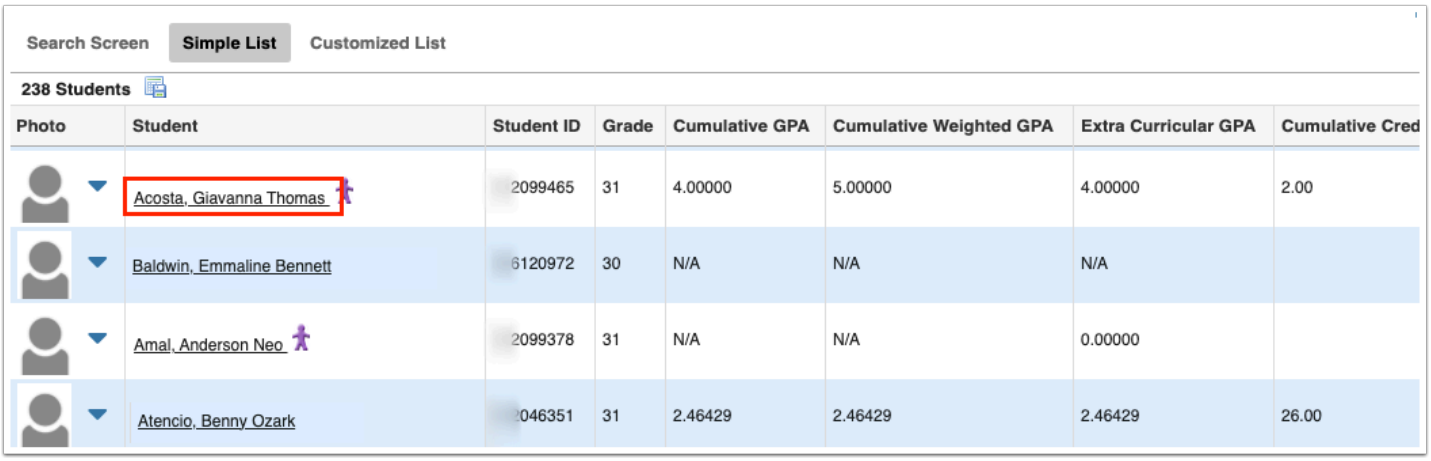


Photo	Student	Student ID	Grade	Cumulative GPA	Cumulative Weighted GPA	Extra Curricular GPA	Cumulative Cr
	Acosta, Giavanna Thomas	2099465	31	4.00000	5.00000	4.00000	2.00
	Baldwin, Emmaline Bennett	6120972	30	N/A	N/A	N/A	
	Amal, Anderson Neo	2099378	31	N/A	N/A	0.00000	
	Atencio, Benny Ozark	2046351	31	2.46429	2.46429	2.46429	26.00

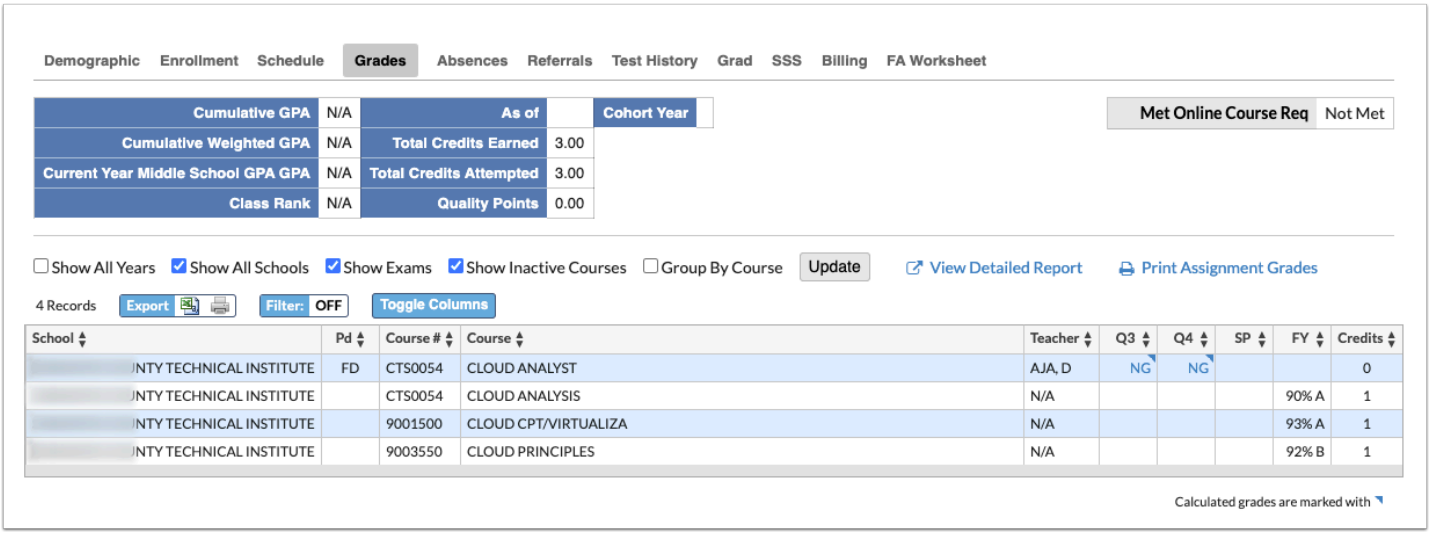
1. At the top of the screen click the submenu options to view a breakdown by a selected marking period, such as Quater 4, Semester 2, Full Year, or by Course History. Course History is selected by default.



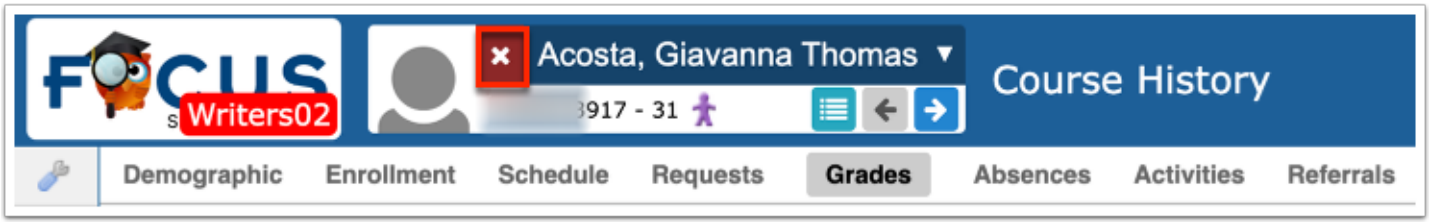
2. Click on any student's name to navigate to the Grades section of the student record for more details.



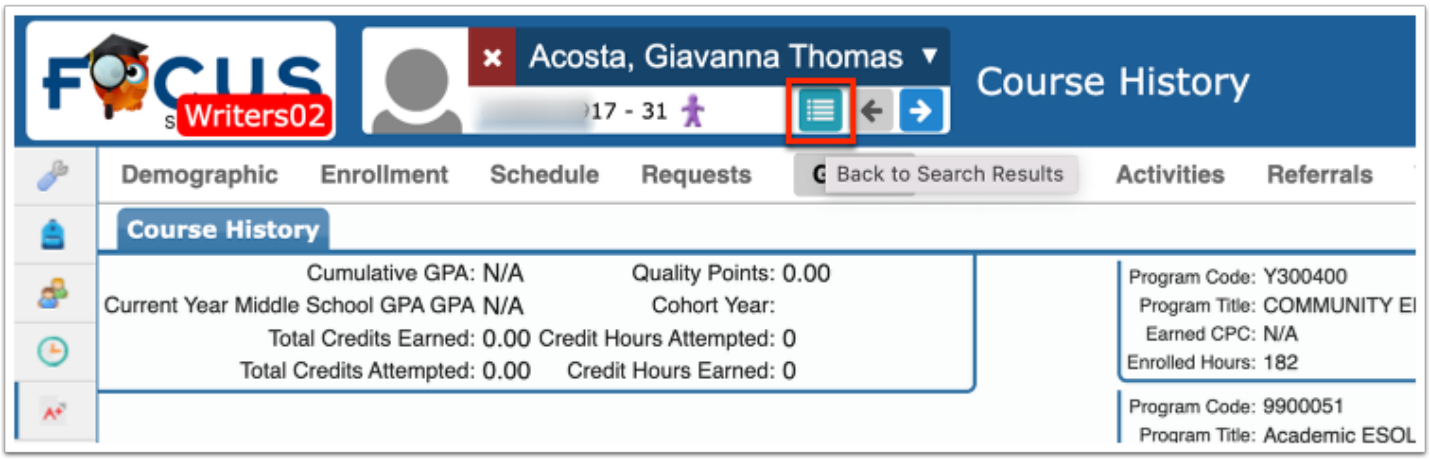
Clicking the student's name navigates to the Detailed Report or the Grades Summary depending on the screen most recently viewed.



3. To close out of the selected student and return to the main Course History screen, click the red **X** next to the open student's name in the header.

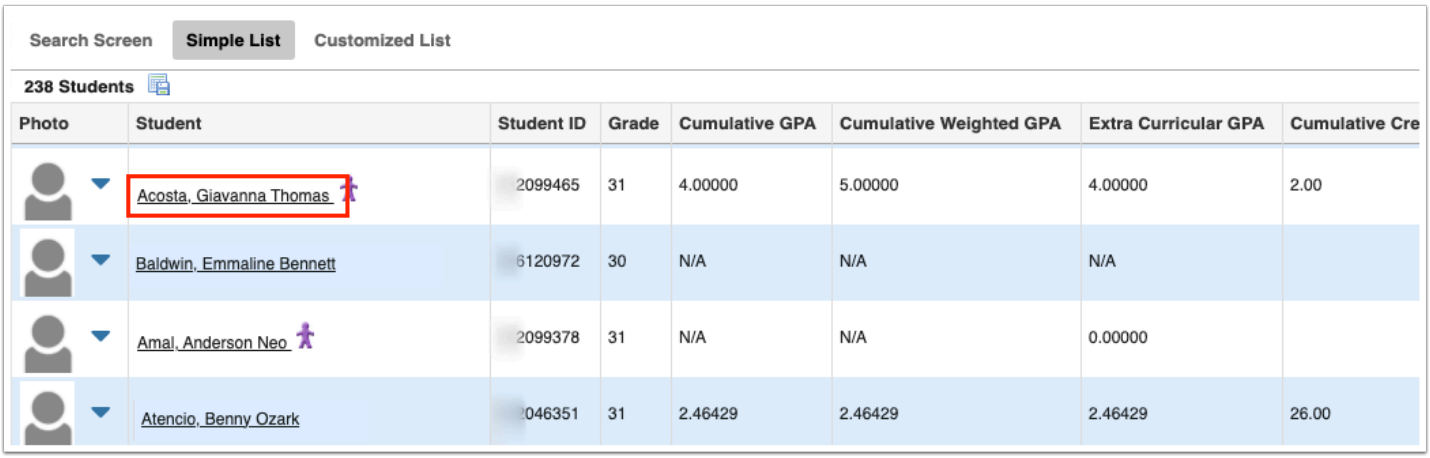


a. Upon closing the student, you will be redirected back to the main Search Screen. To return to the list of students based on your previous search, click the **Back to Search Results** link at the bottom of the screen.

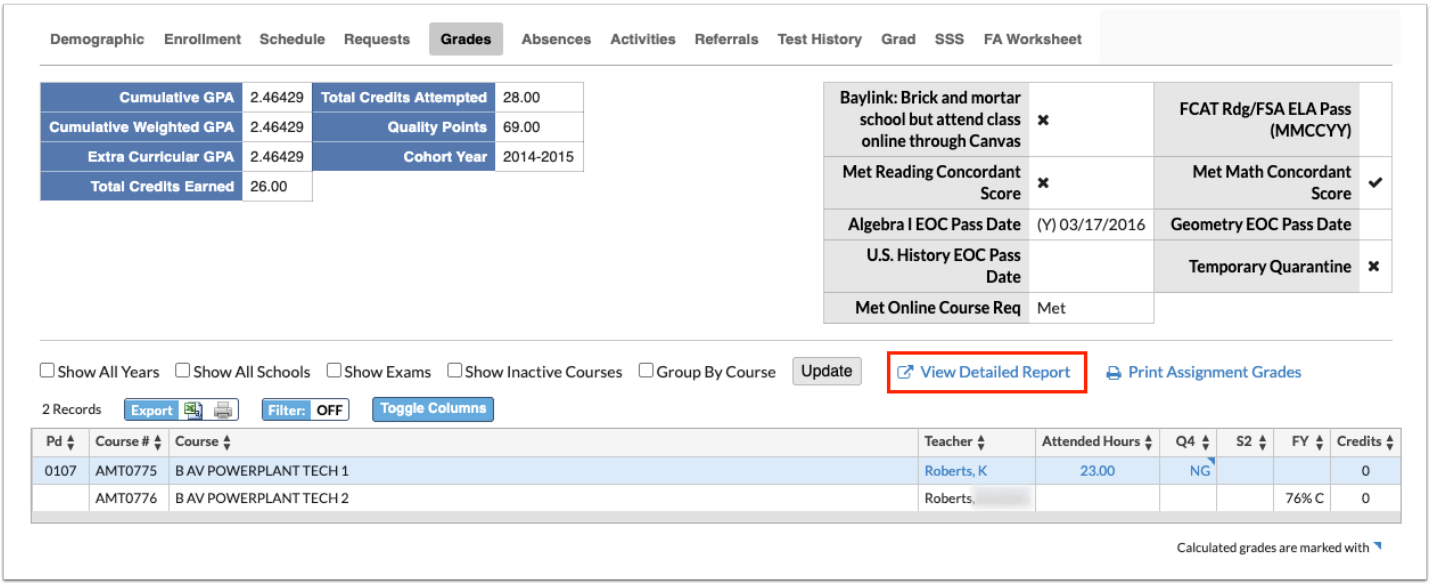


The Detailed Report

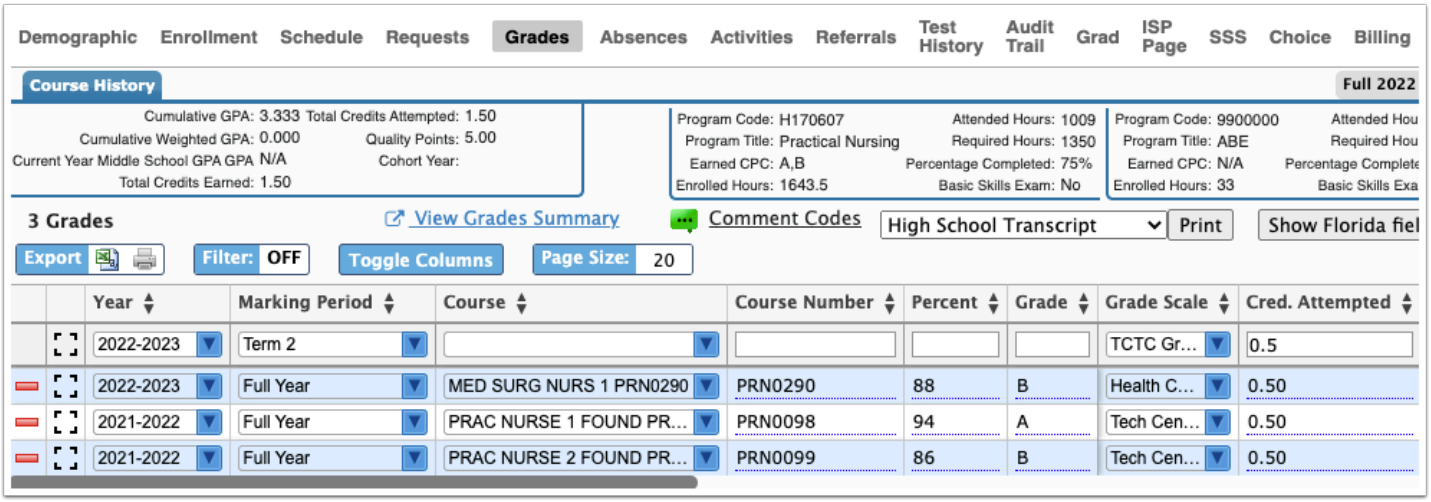
1. Click on any student's name to navigate to the Grades section of the student record for more details.



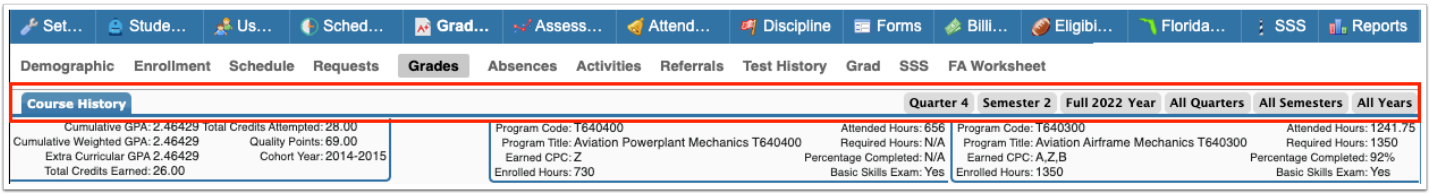
If the screen defaults to the Grades Summary, click **View Detailed Report**.



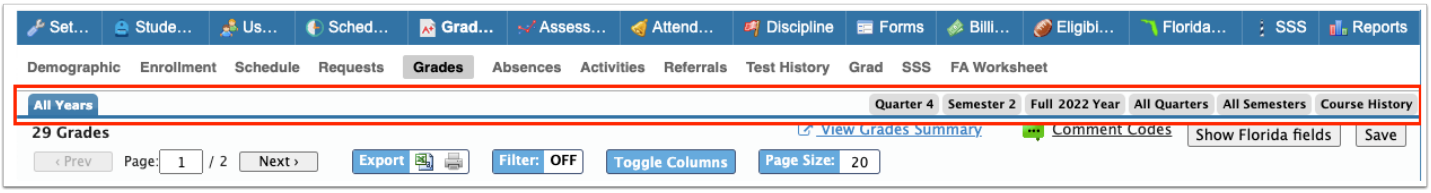
The Grades section of the student record includes many features to track student performance, review course history, and complete multiple tasks from the same screen.



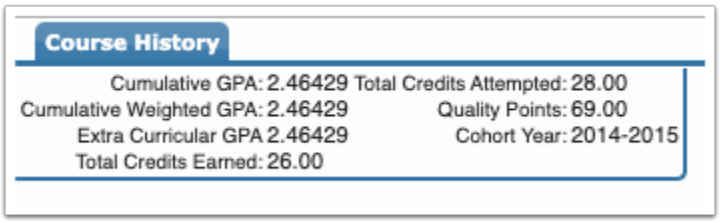
2. Just beneath the Student Info tabs, are additional tabs used to identify specific semesters, or progress/marking periods, etc. Click on any one of these tabs to change the data to reflect the marking period selected. The option defaults to Course History.



When a new one is selected, it will move to the front of the listed periods/exams, as shown in the image.

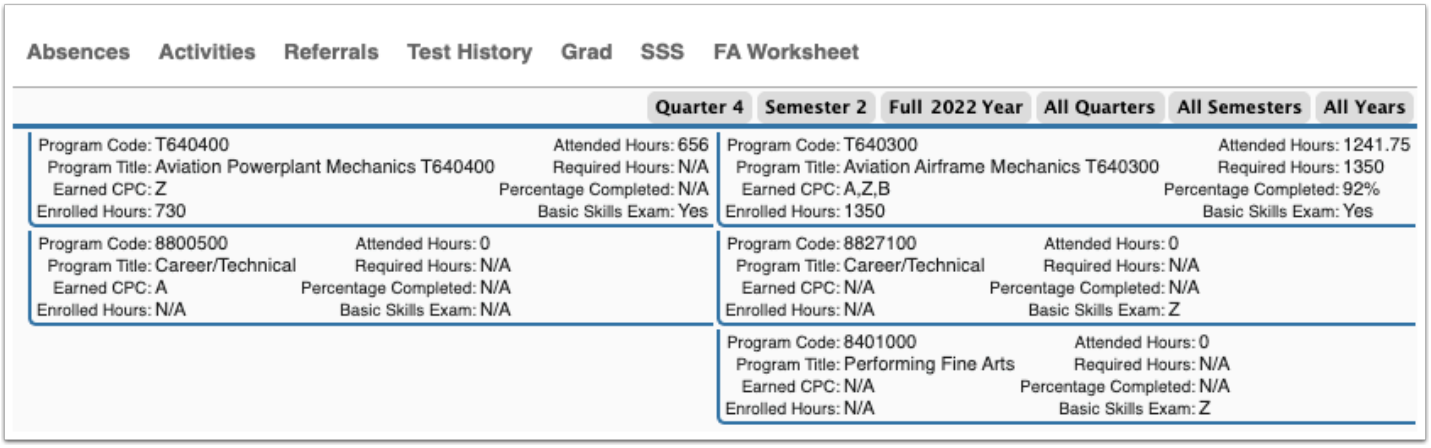


When Course History is displayed, additional information displays which varies by district depending on the settings enabled via Setup > System Preferences. In the example shown, Cumulative GPA, Cumulative Weighted GPA, Extra Curricular GPA, Total Credits Earned, Total Credits Attempted, Quality Points, and Cohort Year are displayed.

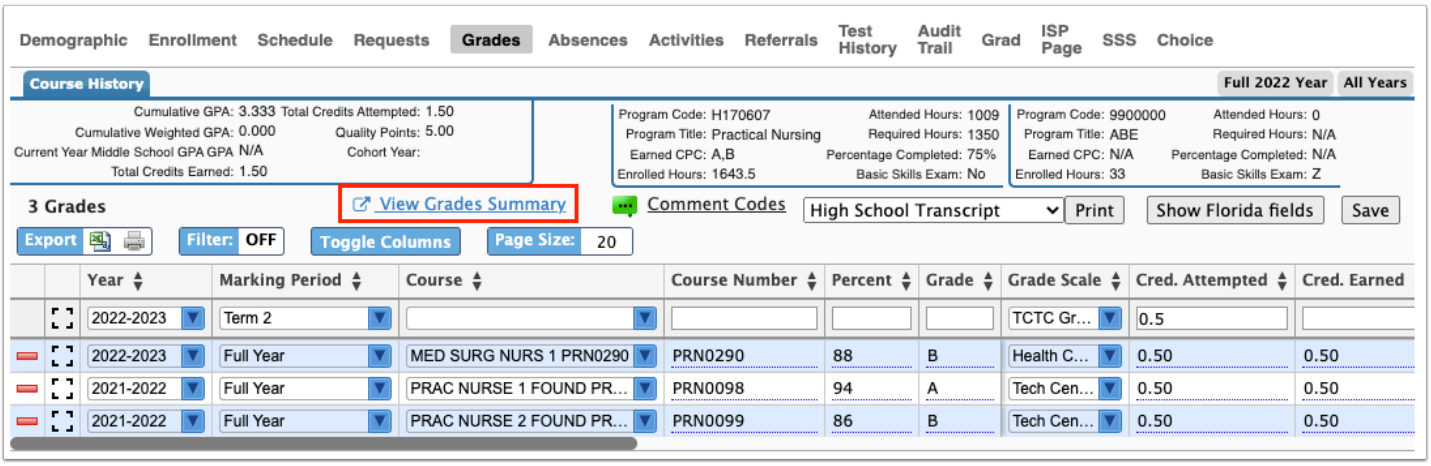


> Depending on the marking period selected, different information will display on the screen. For example, the information explained about only shows when Course History is selected.

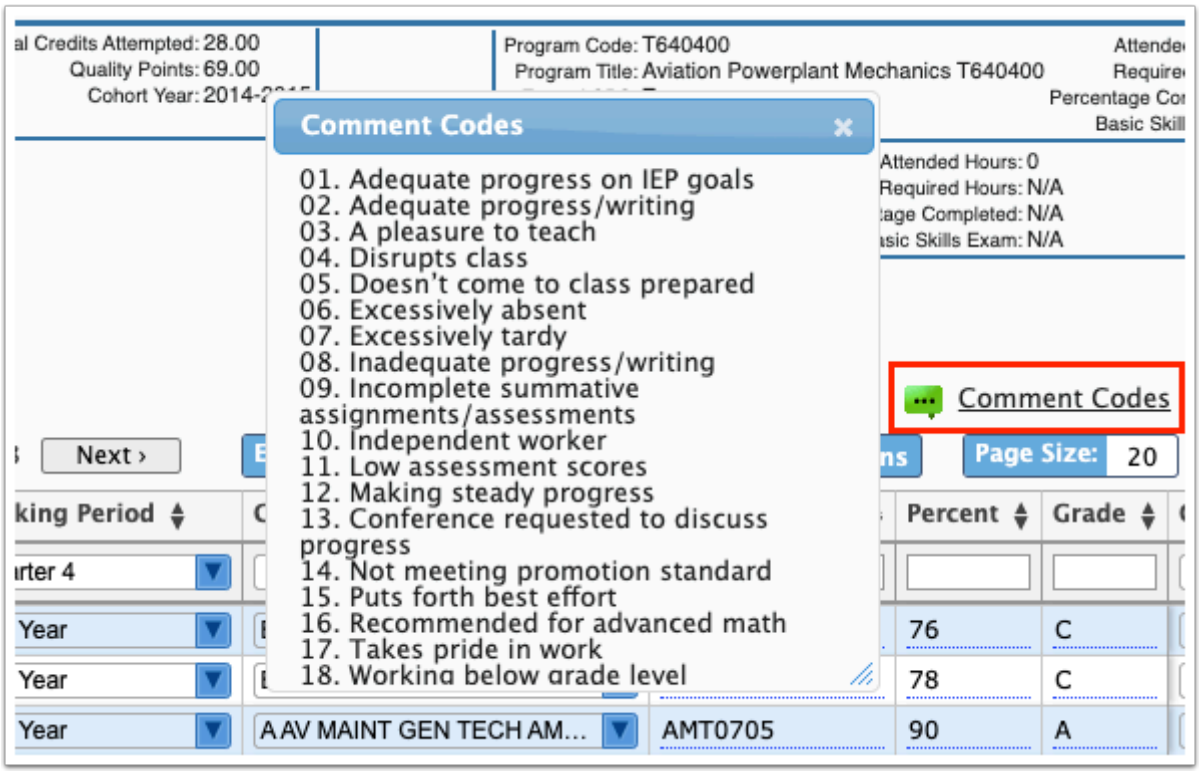
Program sections display in the upper right corner containing the Program Code, Program Title, Earned CPC or OCP, Enrolled Hours, Attended Hours, Required Hours, Percentage Completed, and Basic Skills Exam status. Note: The information displayed here also varies depending on the settings enabled via Setup > System Preferences.



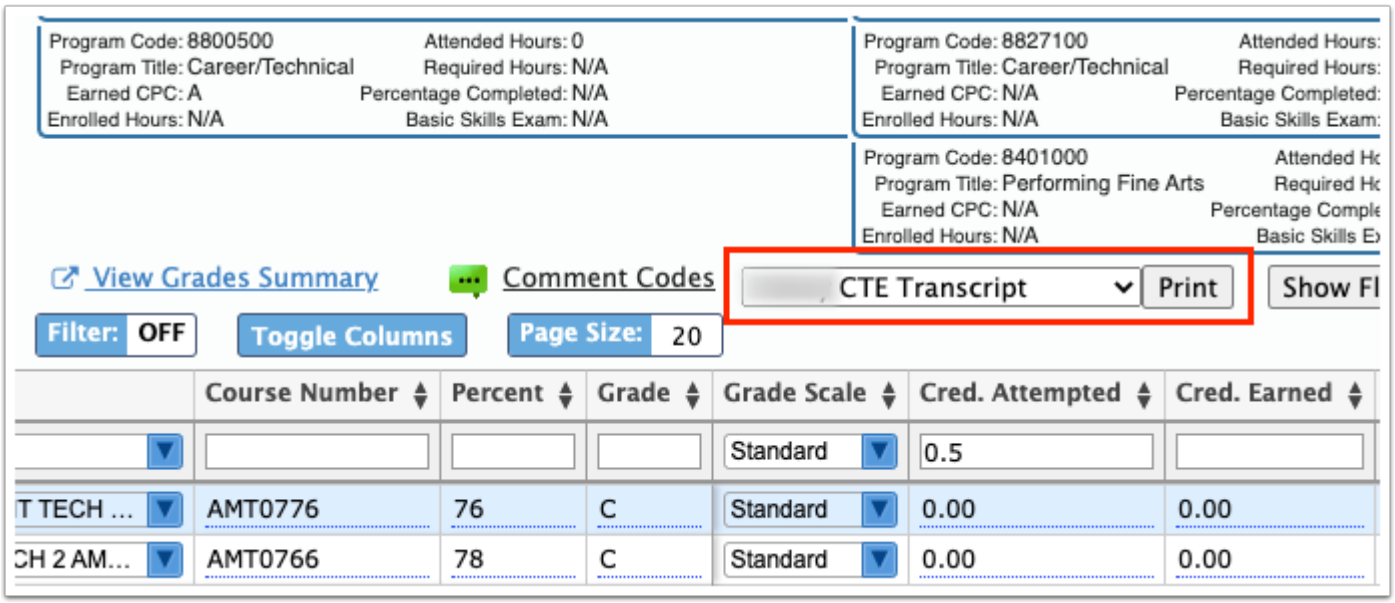
3. Click **View Grades Summary** to view the student's grade in a summary format. See The Grades Summary for more information.



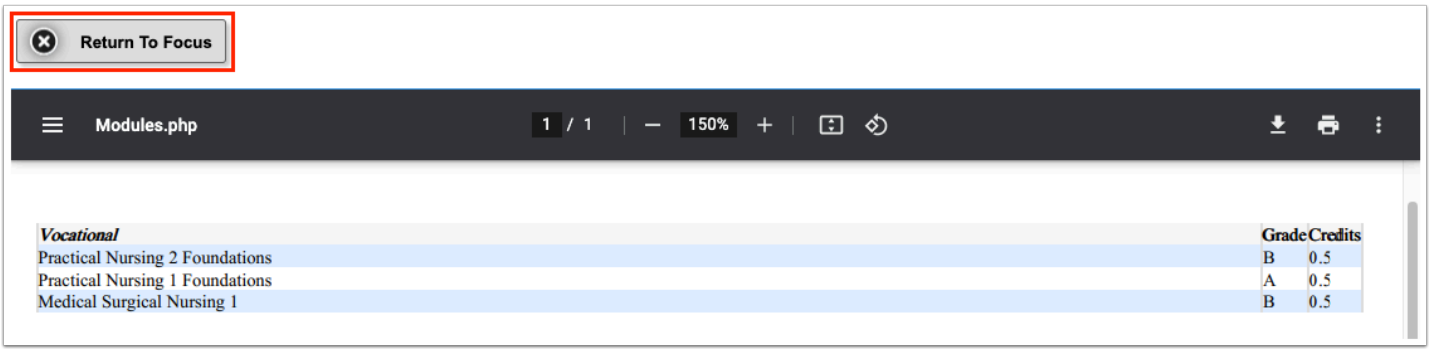
4. To view a legend for **Comment Codes**, click the corresponding link. In the Comment Codes pop-up, you will receive a description of each code.



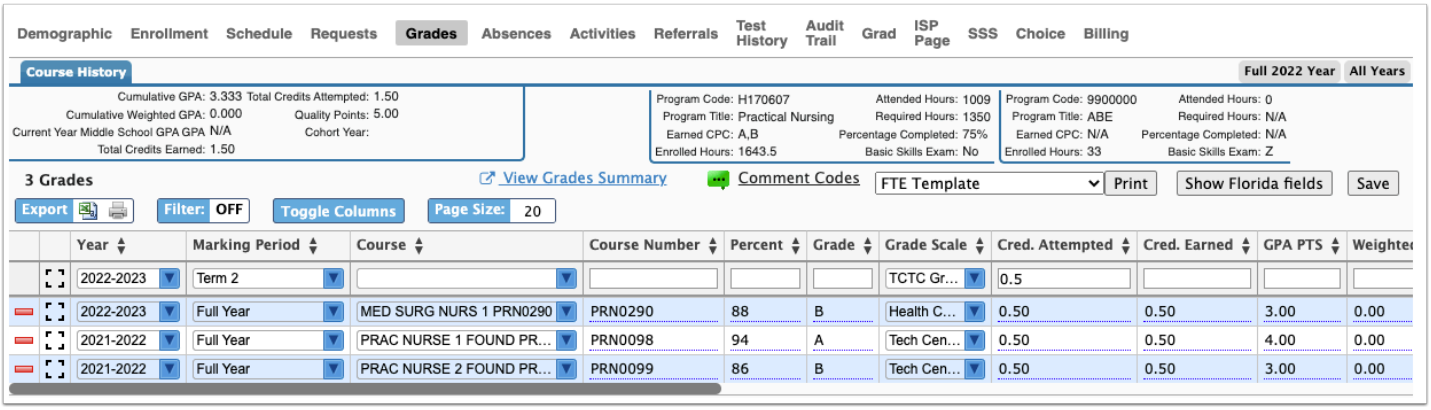
5. You have the option to print transcripts from this screen. Select the kind of transcript you'd like to generate for printing from the pull-down, and then select **Print**.



Clicking Print will generate a print preview screen. From this screen you have several options Print (printer icon) and Download (down arrow). When finished, click **Return to Focus** to return to the Course History screen.



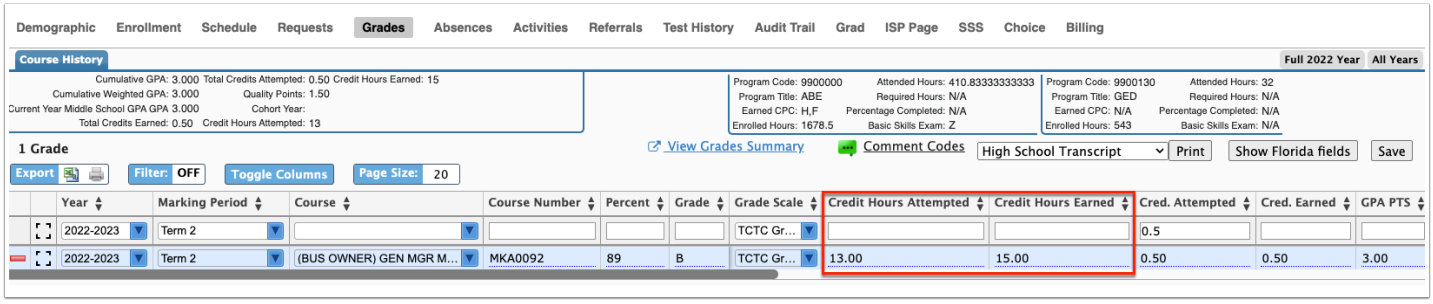
By default the following columns display: Year, Marking Period, Course, Course Number, Percent, Percent, Grade, Grade Scale, Cred. Attempted, Cred. Earned, GPA PTS, Weighted GPA, Affects GPA, Teacher, Grad Subject, Comments, Report Card Comments, Internal Notes, Course History, Locked, Start Date, and End Date.



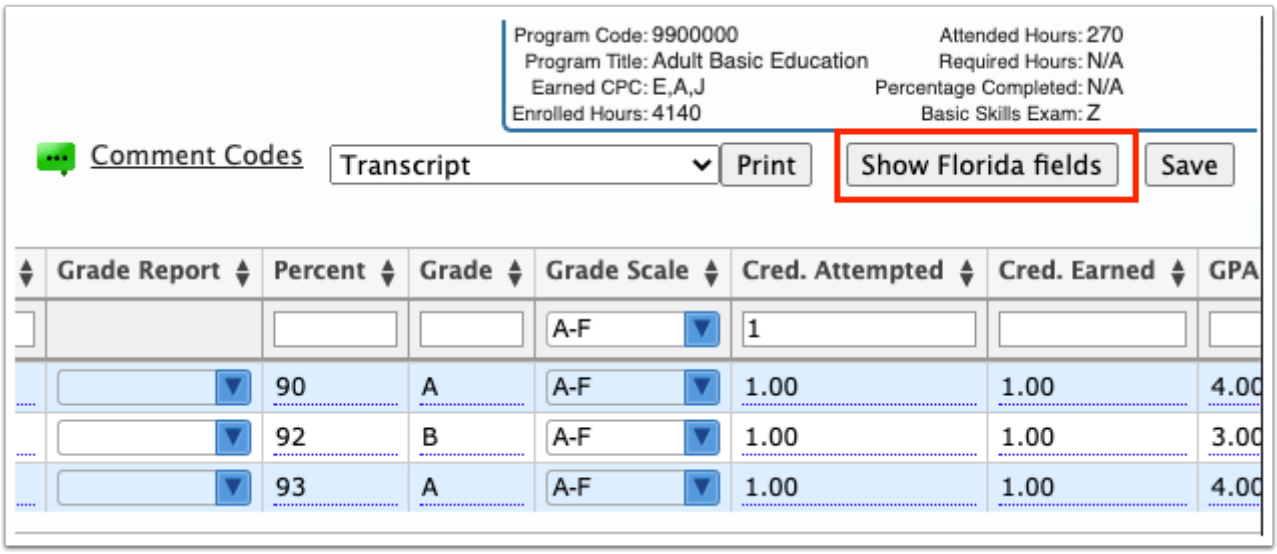
The Locked column displays when the following steps have taken place:

- The district must first enable **Use Individual Final Grades Field Permissions** via Setup > System Preferences > Default School Preferences > Grading tab.
- Then, the district can view and enable the **Final Grades Fields** from the Permission Type pull-down via Users > Profiles.
- Select the **View** and **Edit** check boxes for the **Locked** field to allow the selected profile to view or view and edit the Locked feature.

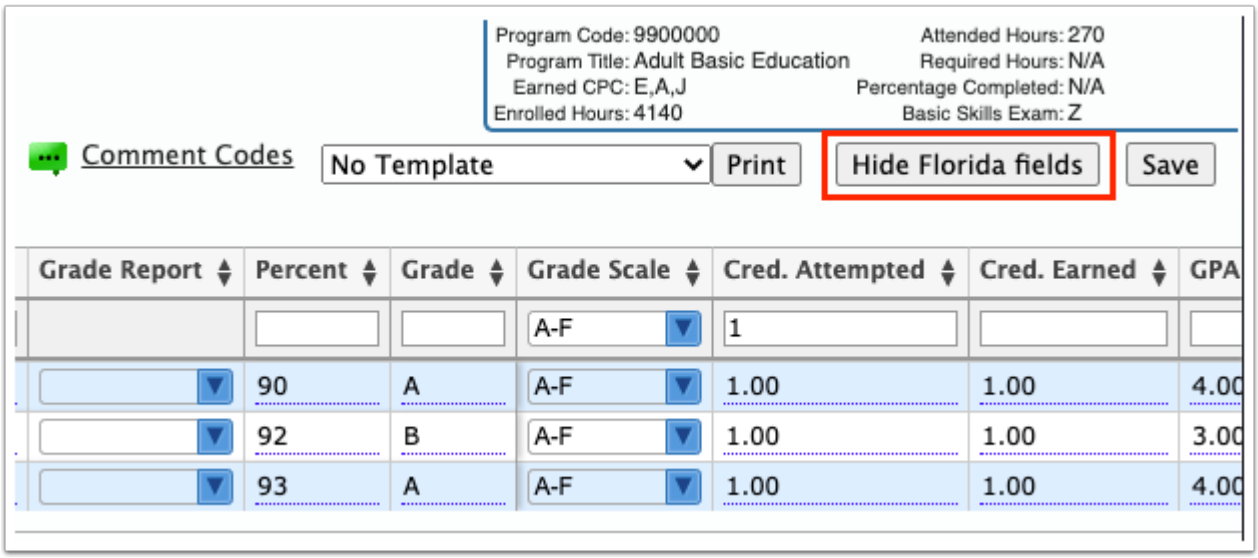
When the setting "Use Credit Hours" is enabled via Setup > System Preferences > Scheduling, the **Credit Hours Attempted** and **Credit Hours Earned** columns display.



6. Click the **Show [State} fields** button to display additional columns and display more information, such as School, Gradelevel, course flags, etc. In the example shown, Show Florida fields is displayed.

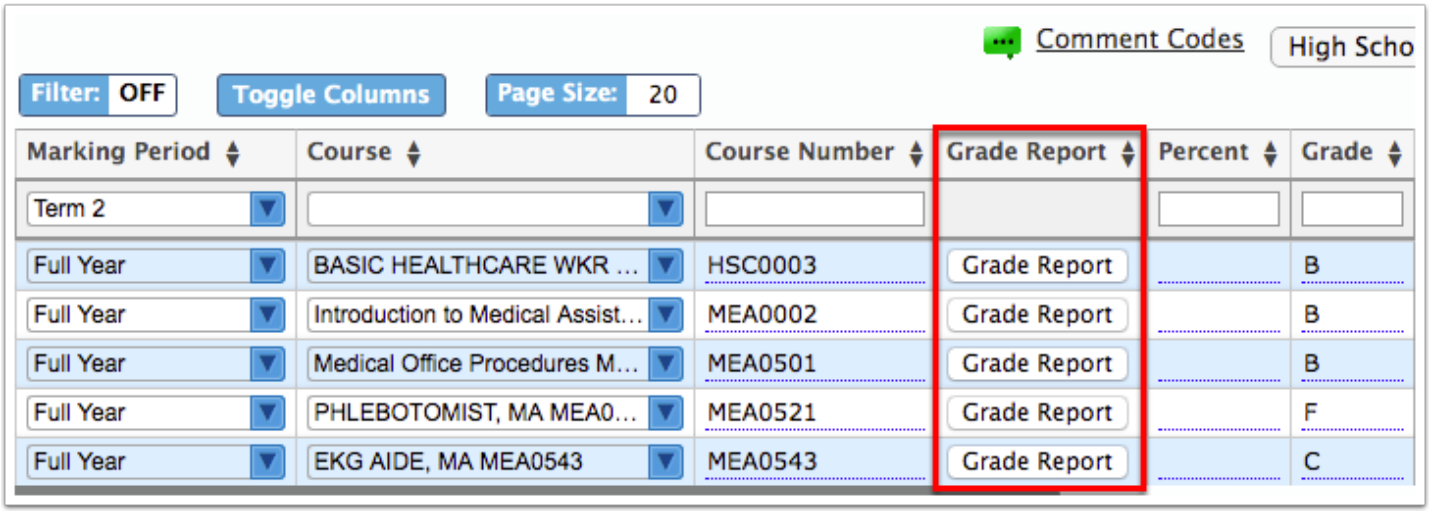


7. To hide the additional fields, click the **Hide [State] fields** button. In the example shown, Hide Florida fields is displayed.



8. If one or more letters has been attached to the course history tab from the Print Letters & Send Email screen, the Grade Report column will display a Grade Report button for one selected letter and a Grade Report pull-down for multiple letters.

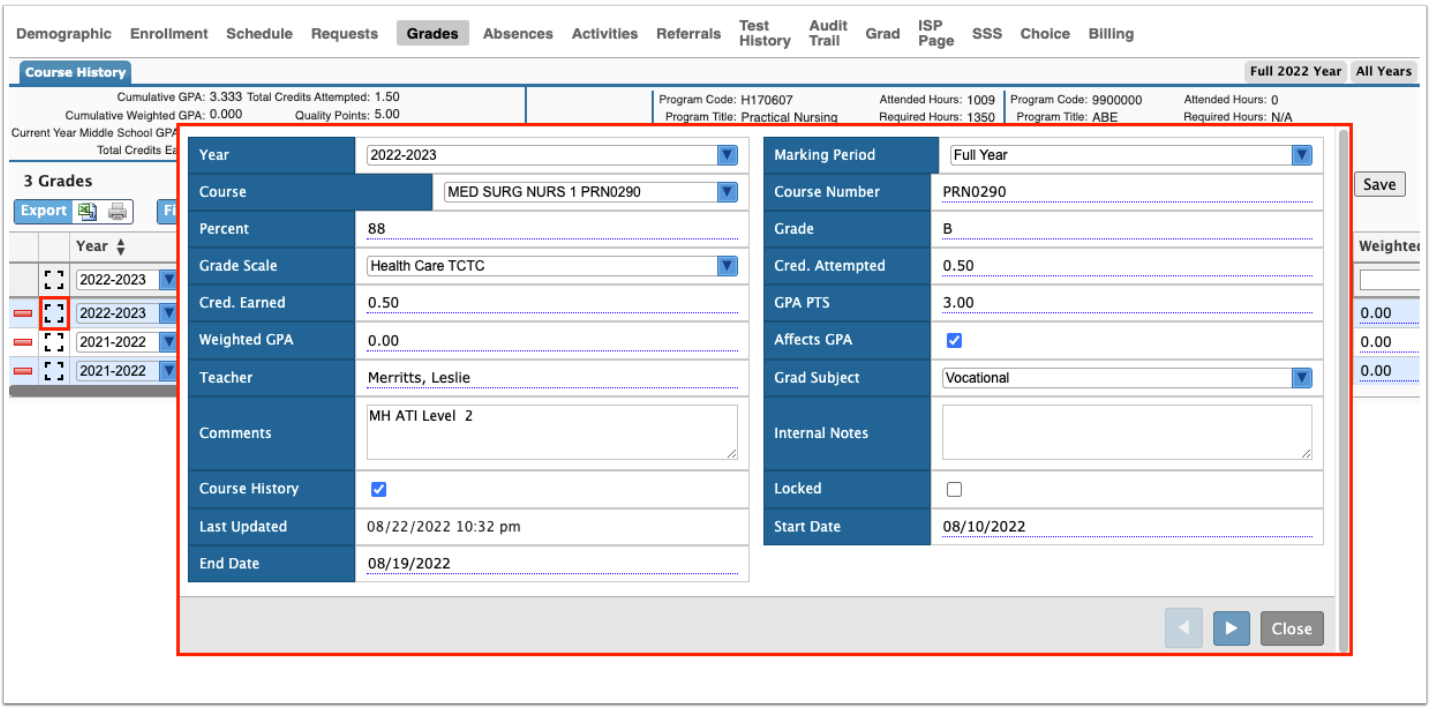
Click the **Grade Report** button or select the letter from the pull-down to open the letter in a PDF print preview screen. From here, you can download or print the letter. Note: The Grade Report option only applies to post-secondary schools.



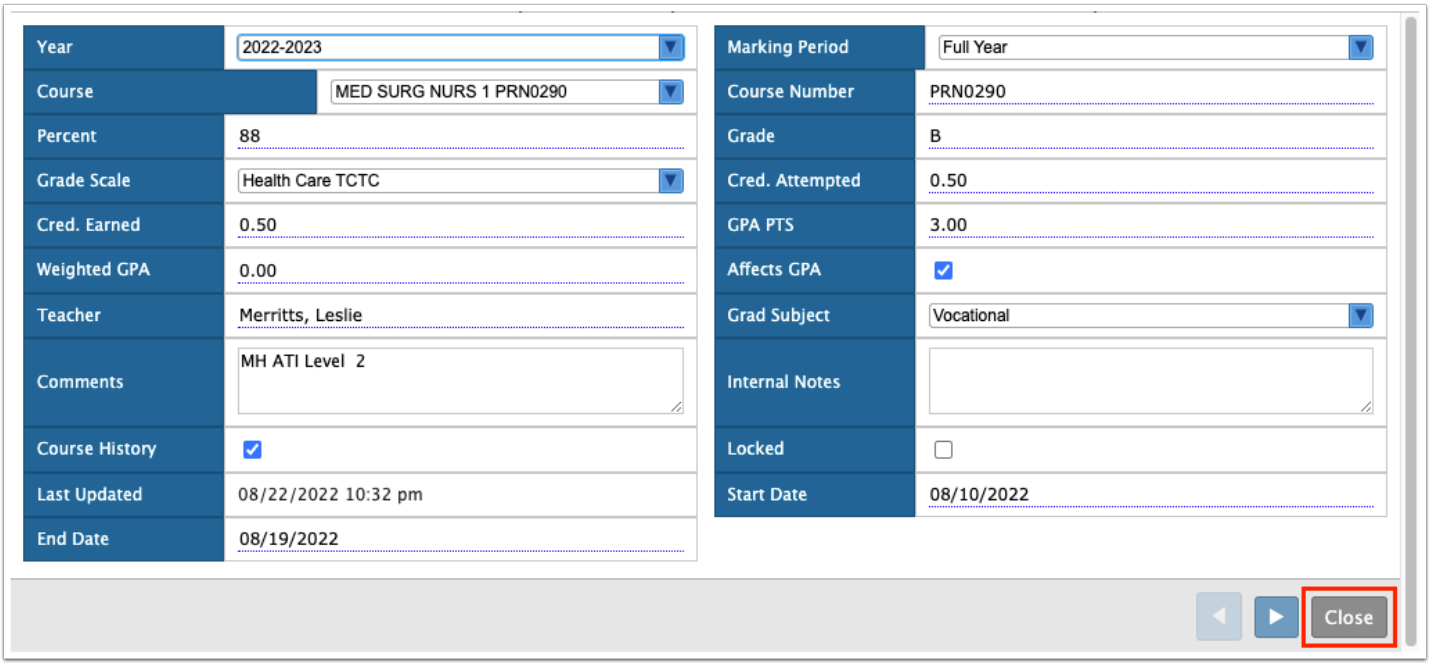
You can print a Grade Report for the course history for inactive students/students without an enrollment record regardless of the year selected from the school year pull-down.

For more information on how to set up the Grade Report, see [Generating the Grade Report (Attach to Tab: Course History Record)](#).

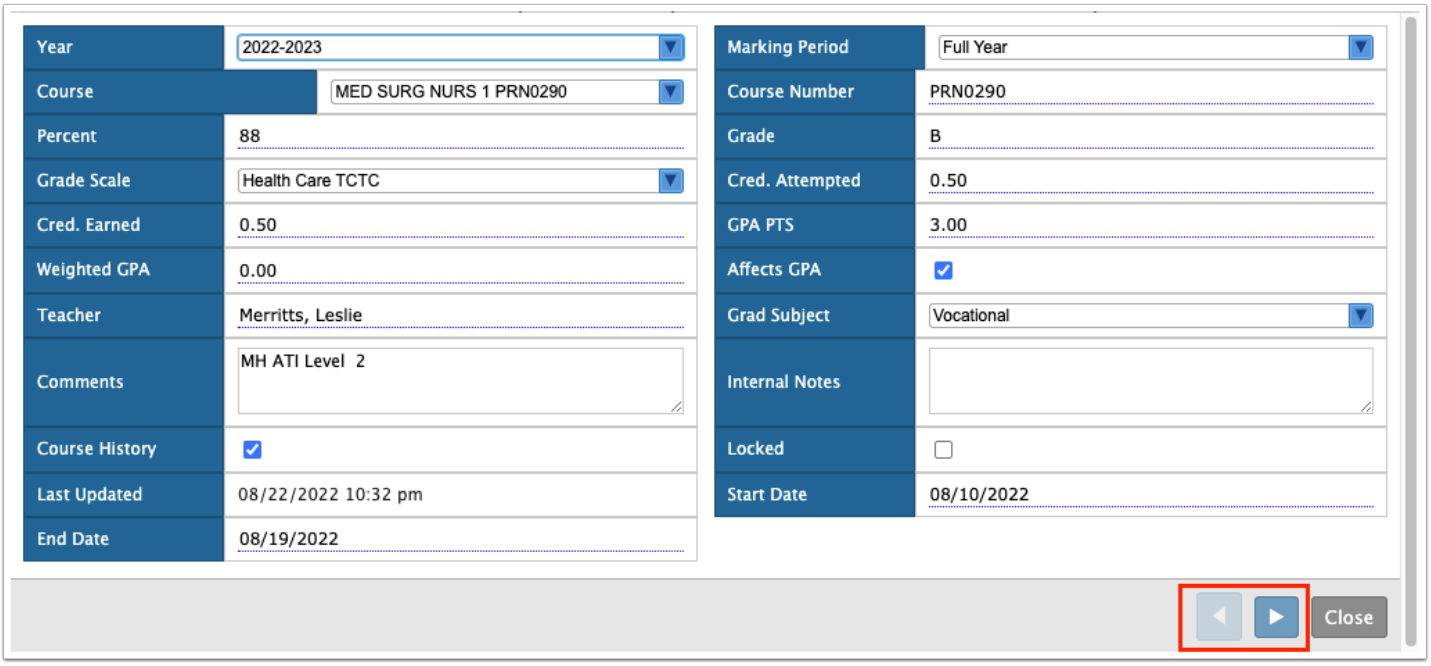
9. Click the **modal** icon to view individual records from a data table in a pop-up modal to alleviate having to scroll horizontally on large tables.



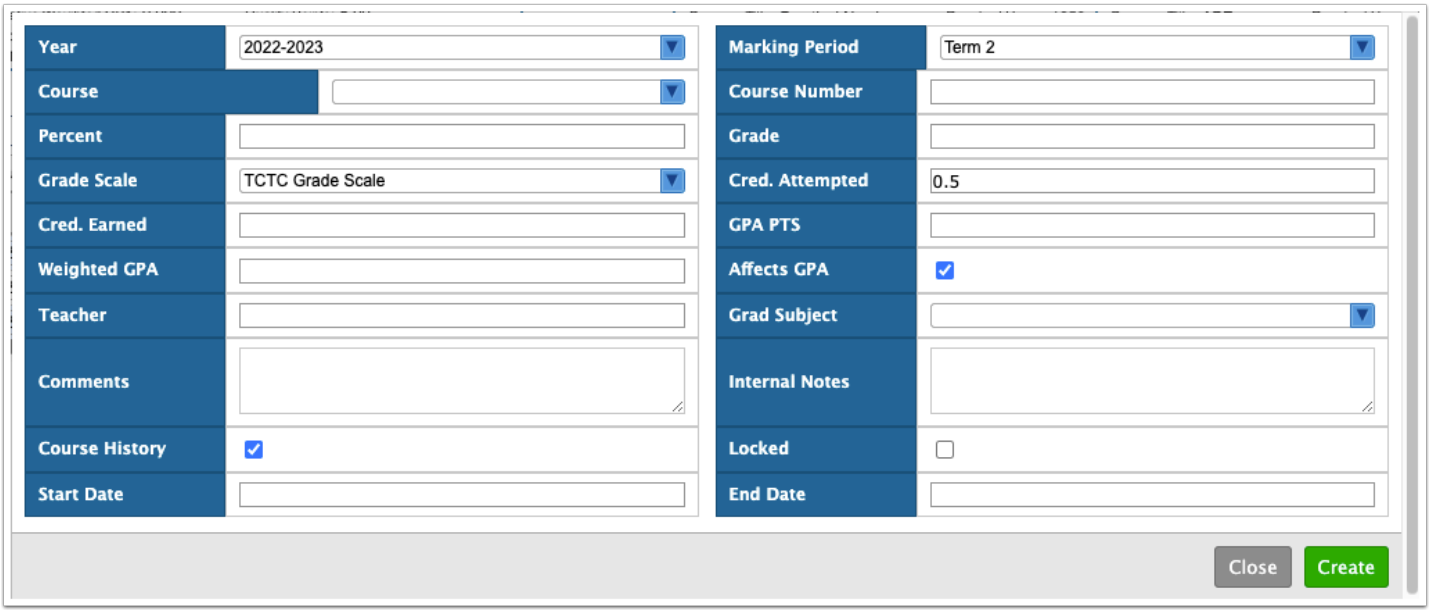
a. To close the modal, click **Close**, press Esc, or click the dimmed background.



If the modal is opened on a non-insert row, blue arrow buttons are displayed, allowing cycling through the other records without having to close the modal.



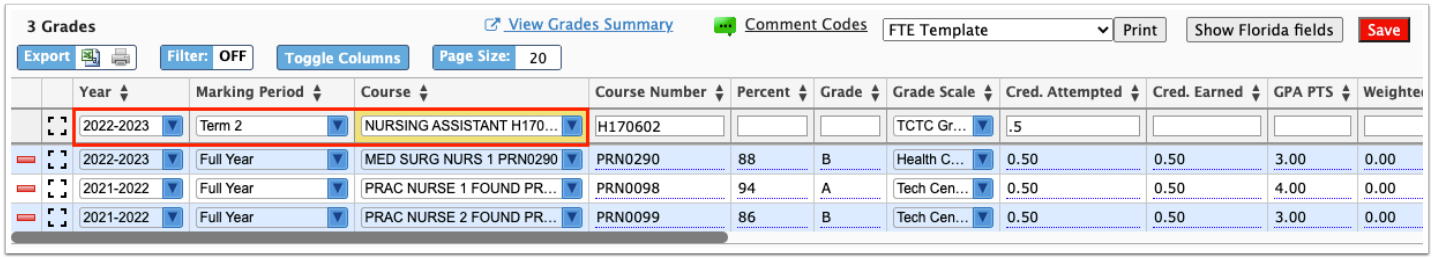
If the modal is opened on an insert row, a Create button is displayed next to the Close button on the modal, allowing a record to be created.



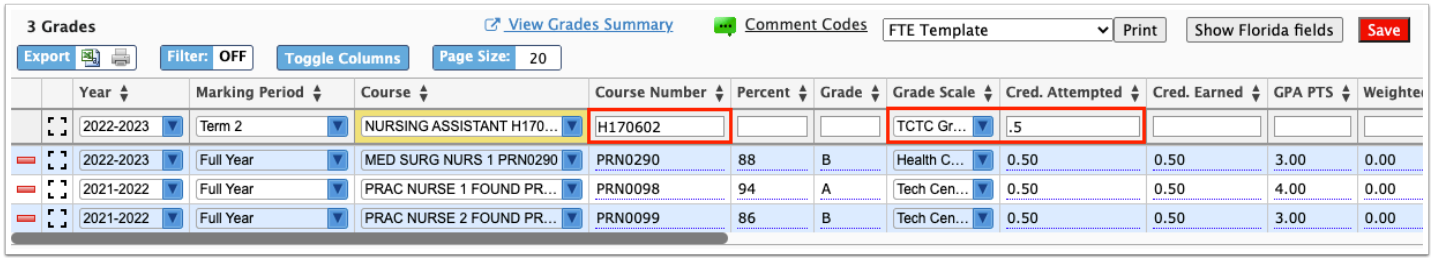
Adding, Editing, and Deleting Grade Records on the Detailed Report

> Your ability to create and delete records is driven by the Permission Type: Final Grades Fields > **Final Grades Record** > **Create** and **Delete** enabled via Users > Profiles. Note: Your district must also have the setting **Use Individual Final Grades Field Permissions** must be enabled via Setup > System Preferences > Default School Preferences > Grading tab in order to edit Final Grades Fields permissions.

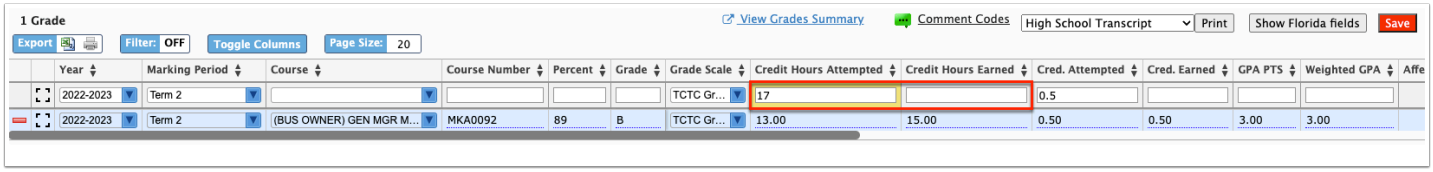
1. To add a new row of data, use the blank top line. Select the **Year**, **Marking Period**, and **Course** from the pull-downs.



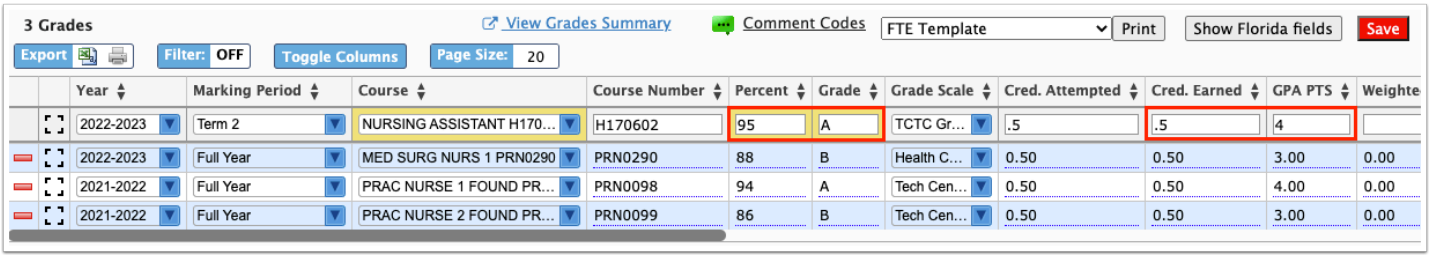
When the Course is selected, the **Course Number**, **Grade Scale**, and **Cred. Attempted** will automatically populate.



2. When the setting "Use Credit Hours" is enabled via Setup > System Preferences > Scheduling, the **Credit Hours Attempted** and **Credit Hours Earned** columns display. Enter or edit the credit hours, as needed.

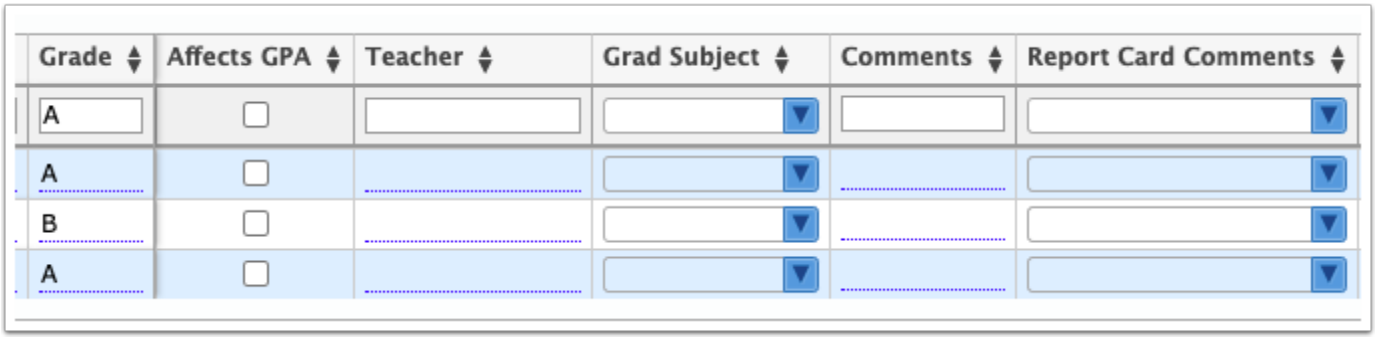


3. Enter the **Percent**, then press **Tab** or click out of the field. Upon entering a percentage, the letter **Grade**, **Cred. Earned**, and **GPA PTS** fields automatically populate.



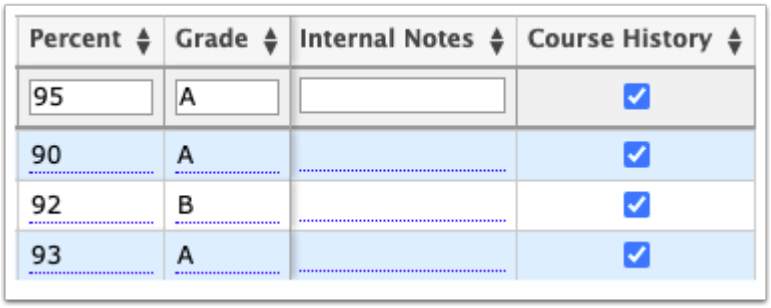
You must enter a letter **Grade** to save the record.

4. You can then select whether the grade **Affects GPA** by selecting the check box, if applicable.



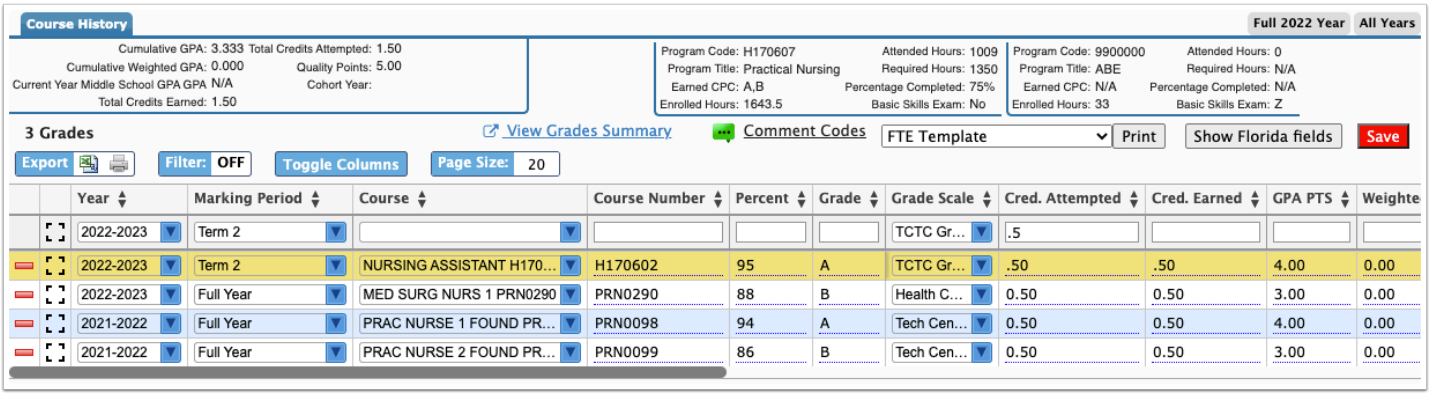
5. You can select a **Teacher**, a **Grad Subject** and enter **Comments** and **Internal Notes** as needed.

6. Select the **Course History** check box to indicate that the grade and corresponding data should appear on the student's Course History.

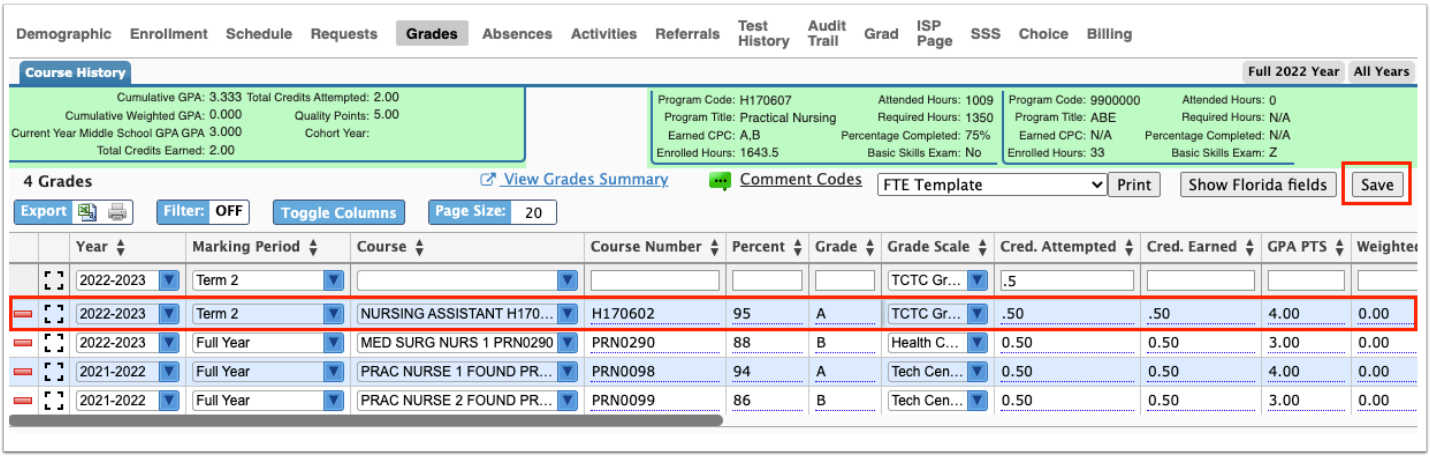


7. Select the **Locked** check box to lock the marking period's grade and prevent automatic recalculation upon a grade change being performed. Note: Automatic recalculation is dependent on the setting, “Recalculate parent marking period grades and GPAs when a teacher posts grades or a grade change request is approved” enabled via Setup > System Preferences > School Preferences / Default School Preferences > Grading.

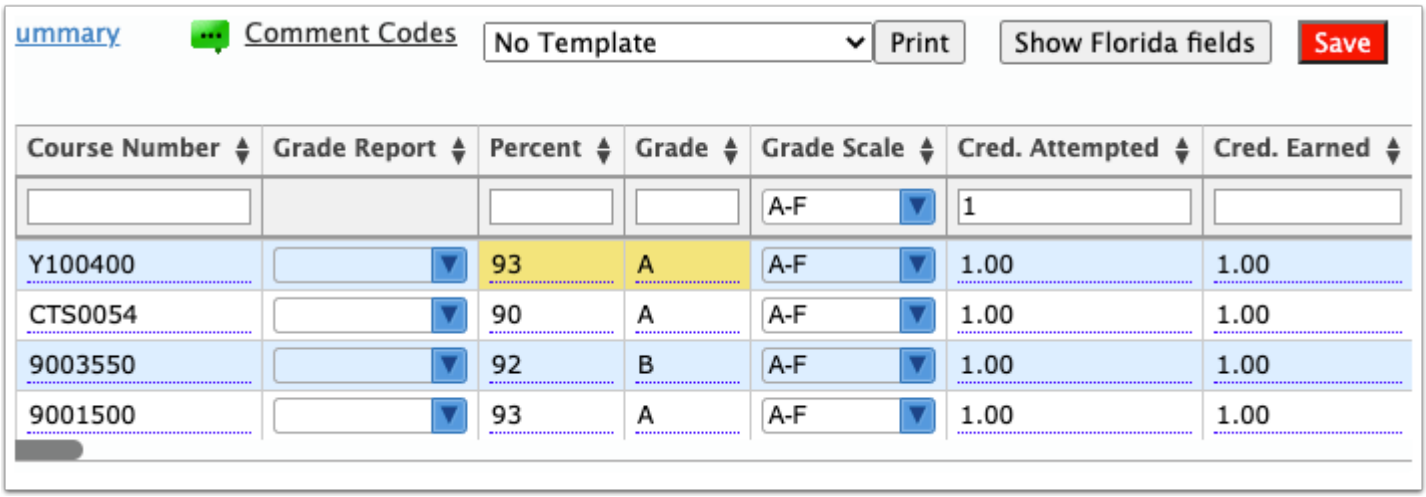
8. To commit the line of data, click any of the fields, then press **Enter**. The new line of data will turn yellow.



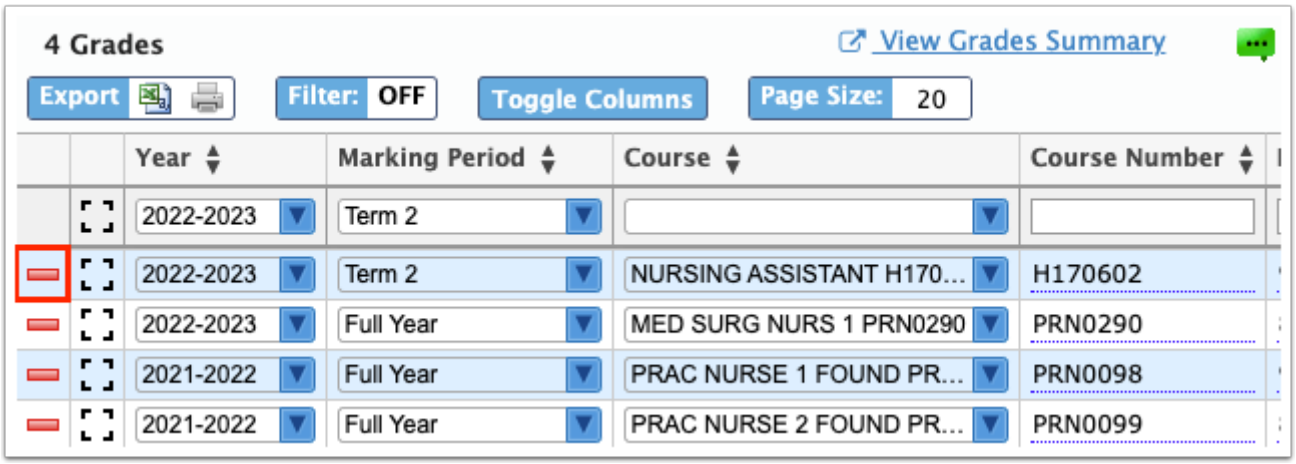
9. To save the information, click **Save**.



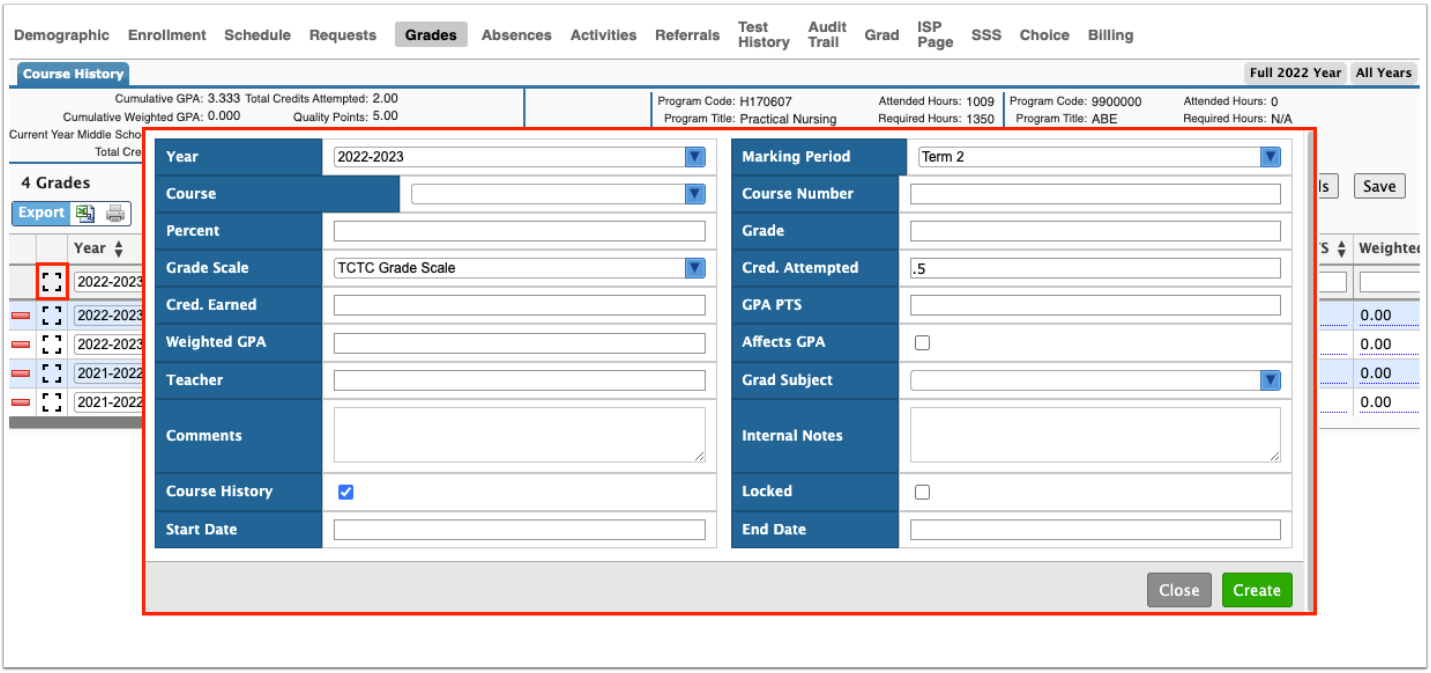
10. If any of the student's grades or data is added or edited, the field will turn yellow and the **Save** button will enable (turn red). Be sure to save all changed or added data before navigating away from the screen.



11. Depending on your profile permissions you may have the option to delete data from the Course History screen. To delete a record click the **delete** button (red minus sign).



For a better view while entering data, click the **modal** icon. Select the applicable options from each pull-down and enter the necessary text. Click **Create** once complete.



Course History Fields Explained

General Fields

Field	Explanation
Year	Displays the school Year the course was taken.
Marking Period	Displays the school Marking Period the course was taken.
Course	Displays the Course name and number as defined in the Course Catalog.
Course Number	Displays the Course Number as defined in the Course Catalog (if applicable).
Percent	Displays the percentage earned in the course.
Grade	Displayes the letter Grade earned in the course.
Grade Scale	Displays the type of grading scale appliciable, such as Regular, Honors, Advanced Placement, etc.
Credit Hours Attempted	Displays the number of credit hours attempted; i.e. the number of credits the student was able to earn for the course.
Credit Hours Earned	Displays the number of credit hours earned for the course.
Cred. Attempted	Displays the number of credits attempted; i.e. the number of credits the student was able to earn for the course.
Cred. Earned	Displays the number of credits earned for the course.
GPA PTS	Displays the student's GPA (grade point average) points calculated by quality points/ cumulative points. GPA points are associated with the letter grade and are not adjusted by

Field	Explanation
	the credits attempted or earned.
Weighted GPA	Displays the student's weighted GPA, which take into account the difficulty of the student's classes.
Affects GPA	Determines whether or not the course taken affects the student's GPA. If this check box is left cleared, the course grade will not impact the student's GPA.
Teacher	Displays the name of the Teacher of the course.
Grad Subject	Displays the graduation subject of the course.
Comments	Displays Comments made when entered via Course History.
Course Comments	Displays course comments entered by teacher and administrators applicable to the course.
Internal Notes	Displays Internal Notes made when entered for other staff members.
Conduct	Displays comments selected for students via the Conduct pull-down configured by the disrict; this option may also appear as a text box, where conduct comments can be entered.
Course History	Determines whether or not the course will be included in the student's Course History. If this check box is left cleared, the course will not display while viewing the Course History tab.
Locked	Select the Locked check box to lock the marking period's grade and prevent automatic recalculation upon a grade change being performed. Note: Automatic recalculation is dependent on the setting, "Recalculate parent marking period grades and GPAs when a teacher posts grades or a grade change request is approved" enabled

Field	Explanation
	via Setup > System Preferences > School Preferences / Default School Preferences > Grading.

Florida Fields

Field	Explanation
Semester Content	Displays additional information pertaining to semester courses, such as whether the course is a Course Term, S1 (Semester 1), or S2 (Semester 2), etc.
District	Displays the District number and name where the course was taken.
School	Displays the School number and name where the course was taken.
Gradelevel	Displays the Gradelevel of the student when the course was taken.
Course Number, Substituted	If the student took a course as a substitute for another course, the course that is being substituted would be entered in the Course Number, Substituted.
Course Flag 1-4	Displays course flags applicable to specific courses, such as Gifted, Virtual, Honors, etc.
Distance Learning	Displays Distance Learning information that has been identified for the course, such as Web-based, Not Distance Learning, etc.
Online Course	Displays Online Course information that has been identified for the course, such as Y - Online Course, N - Not an Online Course, etc.
Instructional Hours	If the student is enrolled in technical education courses earning WDIS hours, entered hours displays here.
Industry Certification Identifier 1-3	If the student is enrolled in technical education courses and attempting to earn an industry certification, the entered identifier

Field	Explanation
	displays here.
Industry Certification Outcome 1-3	If the student is enrolled in technical education courses and attempting to earn an industry certification, the entered outcome displays here.
Industry Certification Date 1-3	If the student is enrolled in technical education courses and has earned an industry certification, the date the certification was attempted or earned displays here.
Dual Enrollment Institution Type	Displays information pertaining to dual enrollment. If the student is enrolled in another institution for college credits, it would be indicated here.
Course Assessment Status	Displays information pertaining to the student's EOC exam status, such as A - Took and passed EOC, B - Took and failed EOC, etc.
Voc./Adult Gen. Program Code	Displays the student's Voc./Adult Gen. Program Code, if applicable. This only pertains to student enrolled in adult or vocational (technical) programs.
IET Program Number	Displays the IET (Integrated Education and Training) Program, if applicable.
Course Substituted, Subject Area	Displays the Subject Area of the course that is being substituted. I.e. If the student has taken a course in place of another one, the Subject Area for which that course stands in would be identified here.
Total Clock Hours Earned Toward Award	If the student is enrolled in vocational (technical) courses, the total clock hours earned towards completing the program requirement displays here. This is the number of hours the student has been awarded, which may vary from attended hours if the student completed the program.
EOC Exam Term	Displays the End of Course exam term, such as Full Year Exam, Semester 1 Exam, etc.

Field	Explanation
End of Course Achievement Level	The End of Course Achievement Level applies to virtual courses. The field displays achievement levels, such as Level 1-5, Not a virtual course, etc.
Credit By Assessment	Displays whether the student earned credits via an assessment. This check box should only be selected if the student is full-time and has never been enrolled in the corresponding course but has taken and passed the statewide standardized end-of-course assessment.
Location of Student	Displays information regarding the student's location.
Completion Point Code 1-6	Displays OCPs (technical programs) and LCPs (adult education programs) earned by the student.
Completion Point Code Date 1-6	Displays the dates the student earned OCPs (technical programs) and LCPs (adult education programs).
Modified Completion Point Code	Display the student's modified occupational completion point (MOCP) during the year selected.
Voc. C Points Mod Date	Displays the student's modified occupational completion point (MOCP) date during the year selected.
Virtual, Date of Completion	Displays the student's date of completion when attending the course virtually.
Attended Hours	Displays the student's Attended Hours in an enrolled vocational program.
Course Completion Code	Displays the student's course completion code defined by the district and FLDOE course directory.
Start Date	Displays the date the student started the course.
End Date	Displays the date the student completed the course.

Texas Fields

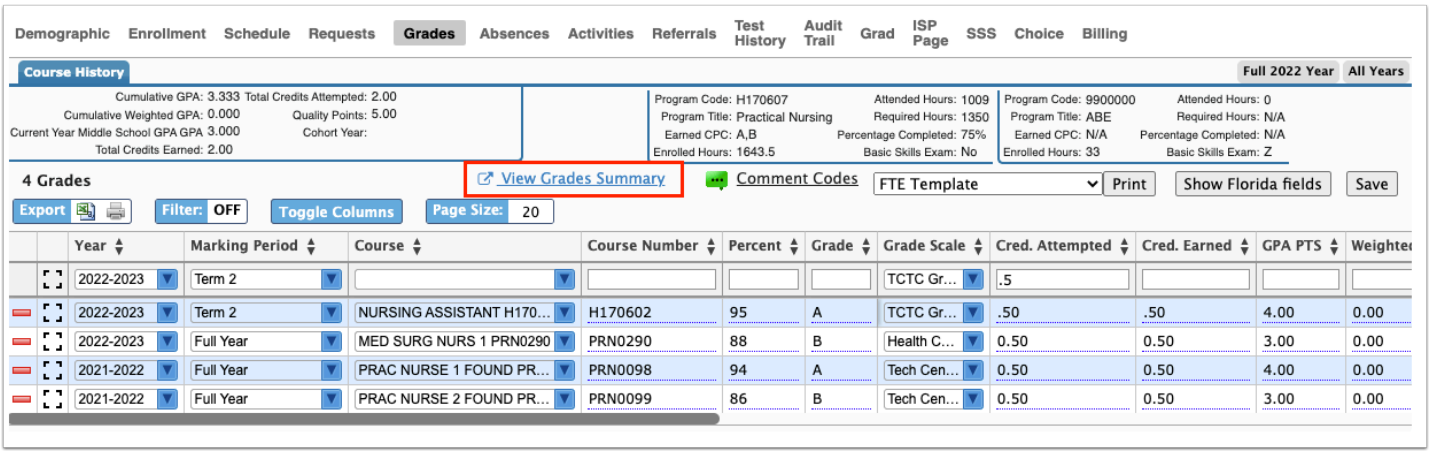
Field	Explanation
Audit	Displays whether the course is linked to a specific Audit, such as FY, S1, S2, Summer, etc.
Special Explanation Code 1-3	Displays Special Explanation Code(s) entered that pertain to the course, such as Counts as PE Credit, Credit by Exam, etc.
Academic Achievement Record (AAR) Use	Displays the AAR subject for the course, such as Mathematics, Science, English Language Arts, etc.
District	Displays the Distrcit number and name where the course was taken.
School	Displays the School number and name where the course was taken.
No Credit	Displays the code, which indicates why the student did not earn credit for the course; for example, 04: Course was passed, but credit was not received due to excessive absences...See the following link for a complere list of codes: Pass/Fail Credit Indicator Code
Gradelevel	Displays the Gradelevel of the student when the course was taken.
Num Abs	Displays the number of absences recorded while enrolled in the listed course.
Dual Credit Indicator	Indicates whether the student was eligible to receive both high school and college credit for a college course.
ATC Indicator	Displays the ATC (Advanced Technical Credit) code indicates a high school course for which college credit may be awarded by a post-secondary institution under the conditions of a local articulation agreement or the statewide ATC program agreement.

Field	Explanation
Course Completion Indicator	Indicates whether or not the student finished the full sequence of instruction for a course. Note: 1 does not mean that the student met all of the requirements to receive credit or a grade for the course.
College Credit Hours	Displays the number of college hours a student earned for the completion of a dual credit course.
Pass/Fail Credit Indicator	Displays a pass or fail and credits awarded indicator, such as Passed, But No Credit (other parts of the course have not been taken).
Absence Failure	Displays a check box indicating whether the course was failed due to poor attendance.
PEIMS Course Number	Displays the PEIMS (Public Education Information Management System) Course Number: Student taking end-of-course assessments are enrolled in a course being considered for STAAR Alternate 2 that contains a PEIMS course number indicating that the coursework is accessed through prerequisite skills.
PEIMS Short Title	Displays the PEIMS Short Title for the PEIMS Course.
Non-Campus Based Instruction	Displays the institution the course was taken, if the course was taken on a non-campus based location, such as College Campus Based Course, Credit By Exam, Texas Virtual School Network (TxVSN) Statewide Online Course Catalog, etc.
Semester Content	Displays additional information pertaining to semester courses, such as whether the course is a Course Term, S1 (Semester 1), or S2 (Semester 2), etc.
Summer Dual Enrollment	Indicates if the course was a dual enrollment course (for college credit) taken over the summer.
OnRamps Dual Enrollment Indicator	Displays the OnRamps Dual Enrollment code,

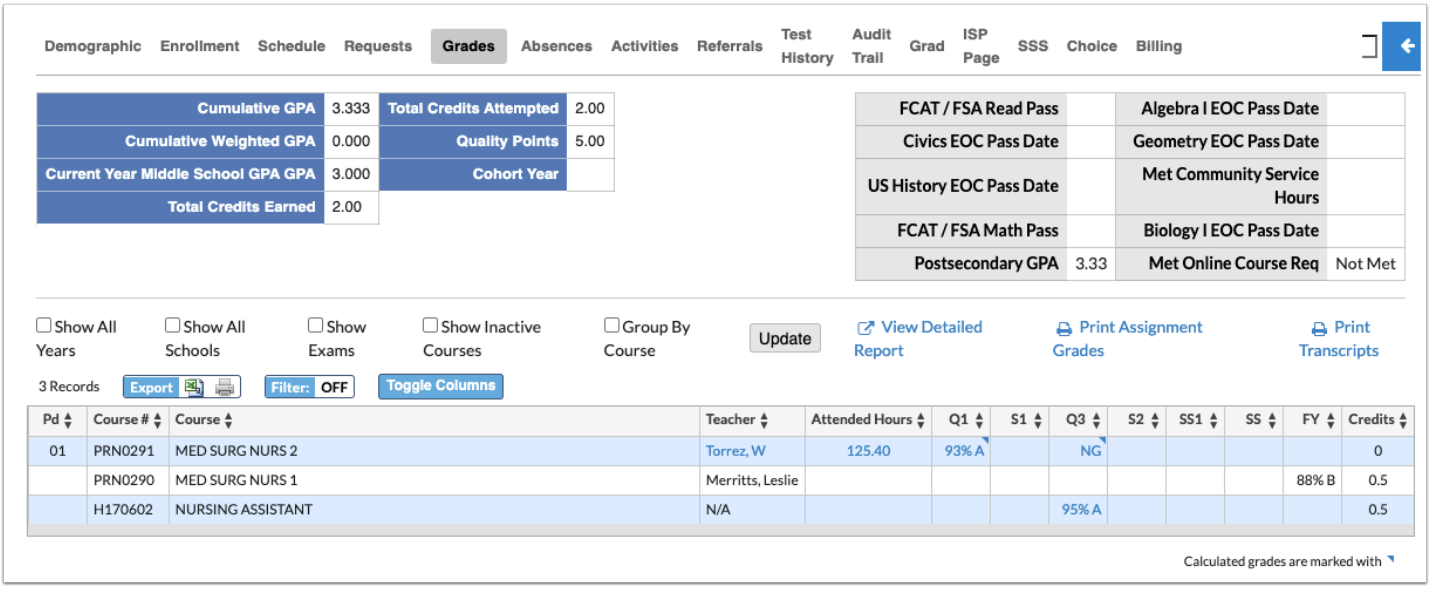
Field	Explanation
	which indicates that the student has successfully completed an OnRamps dual enrollment course. Note: OnRamps is an innovative dual enrollment program coordinated by The University of Texas at Austin.

The Grades Summary

1. If the Grades screen opens the Detailed Report, click **View Grades Summary**.



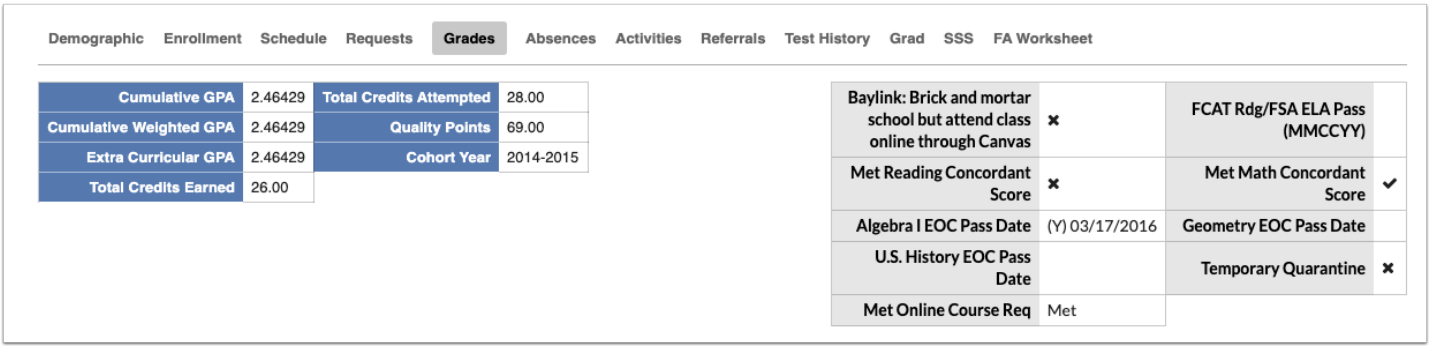
The Grades Summary displays GPAs, Credits, End of Courses exam information, and the student's active schedule along with grades.



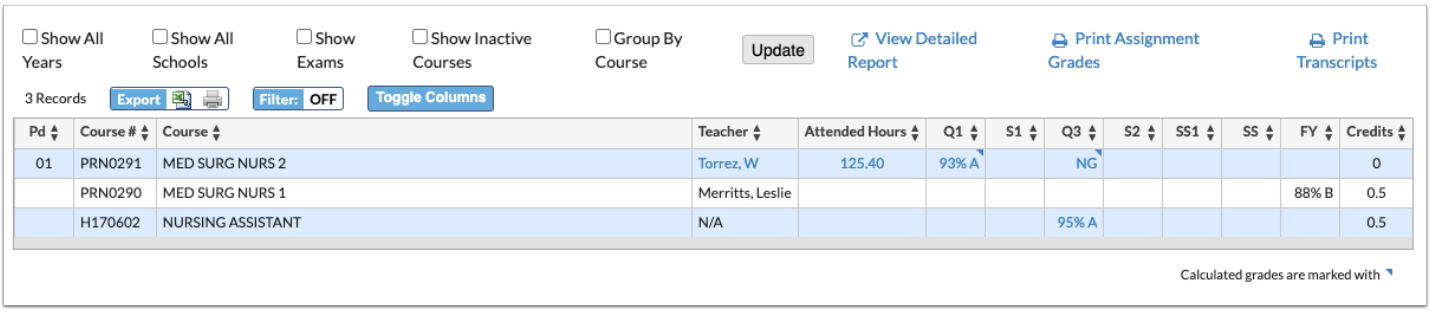
The student's Cumulative GPA, Cumulative Weighted GPA, Cohort GPA, Class Rank, Total Credits Earned, Total Credits Attempted, Quality Points, and Cohort Year are displayed in the top left corner of the screen.

The information displayed in the top right corner contains possible EOCs, Online Course Requirements, etc.

The information displayed here may not be applicable to the school. The fields displayed here depend on the settings enabled via Setup > System Preferences.

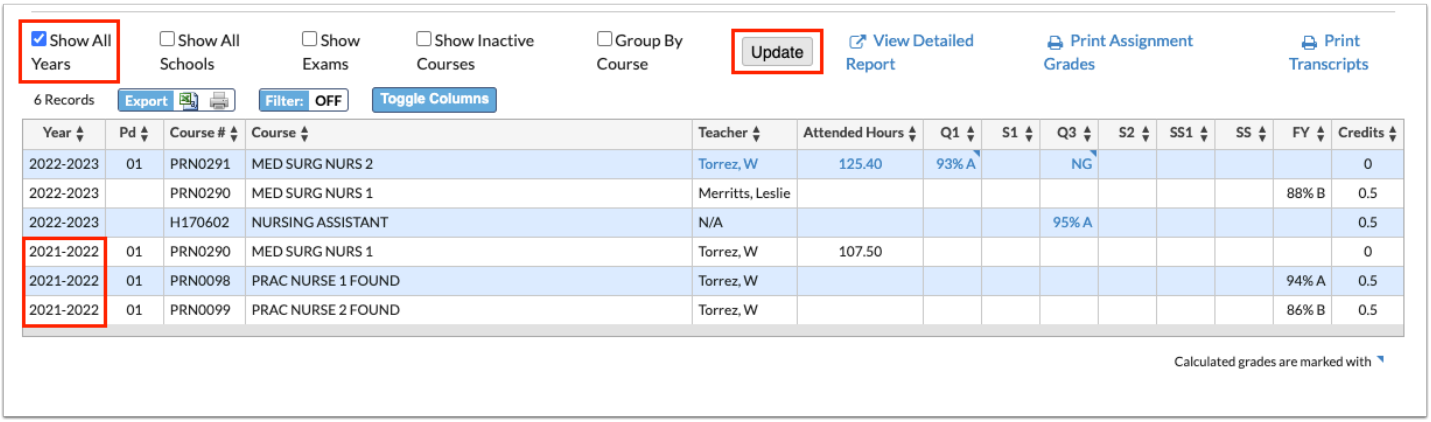


The Grade Summary displays the student's schedule including the Pd (Period), Course #, Course name, Teacher, Attended Hours (if applicable), grades for applicable marking periods, such as Q4, S2, etc. and Credits earned for each course.



2. Select the **Show All Years** check box to display grades from all school years where grades have been posted. Click **Update**.

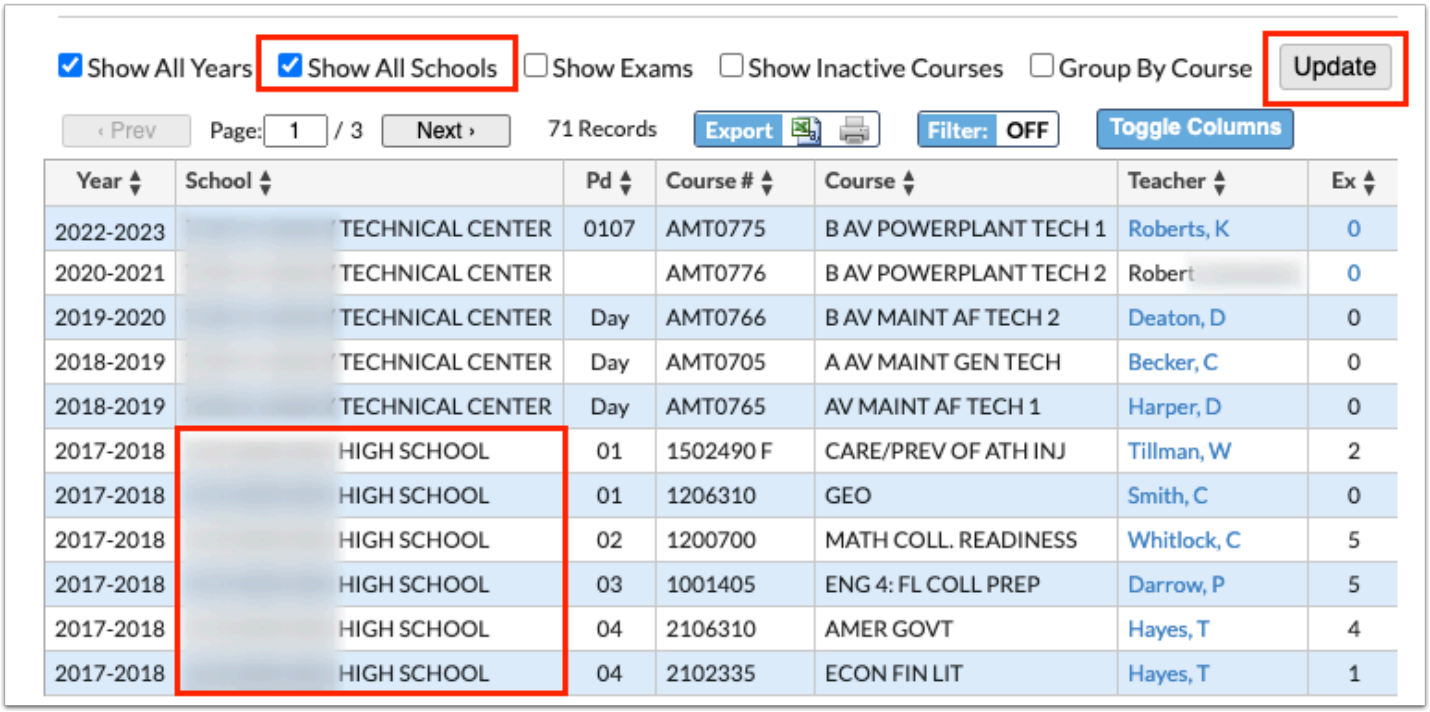
Note: Only posted grades from the student's current school display.



Year	Pd	Course #	Course	Teacher	Attended Hours	Q1	S1	Q3	S2	SS1	SS	FY	Credits
2022-2023	01	PRN0291	MED SURG NURS 2	Torrez, W	125.40	93% A		NG					0
2022-2023		PRN0290	MED SURG NURS 1	Merritts, Leslie								88% B	0.5
2022-2023		H170602	NURSING ASSISTANT	N/A				95% A					0.5
2021-2022	01	PRN0290	MED SURG NURS 1	Torrez, W	107.50								0
2021-2022	01	PRN0098	PRAC NURSE 1 FOUND	Torrez, W								94% A	0.5
2021-2022	01	PRN0099	PRAC NURSE 2 FOUND	Torrez, W								86% B	0.5

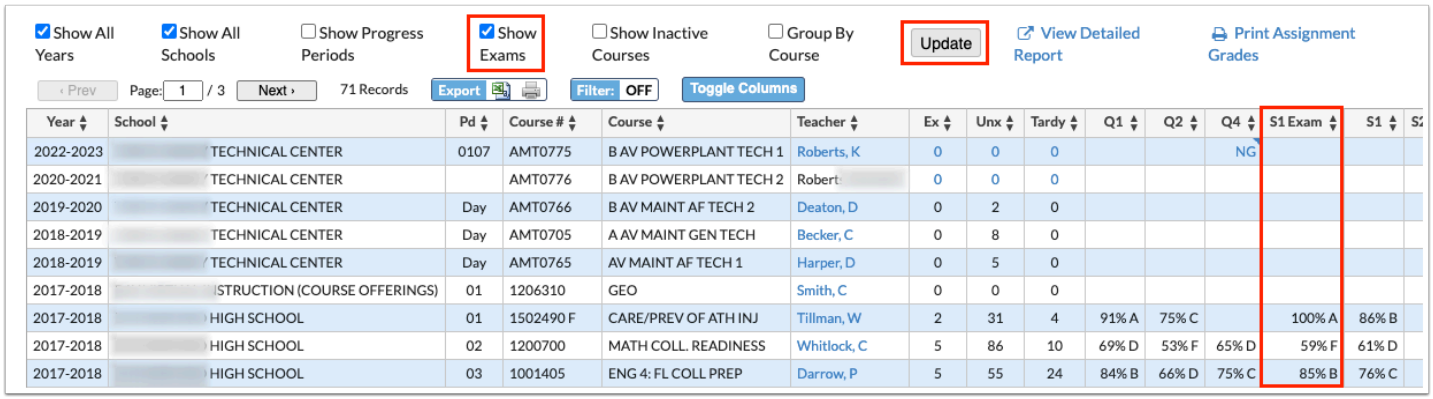
3. Select the **Show All Schools** check box to display posted grades from other schools, such as second schools where the student may be enrolled for technical classes, or online classes, etc. Click **Update**.

Note: If you also selected the Show All Years check box, you will see posted grades from all years at different schools, such as middle school, etc.



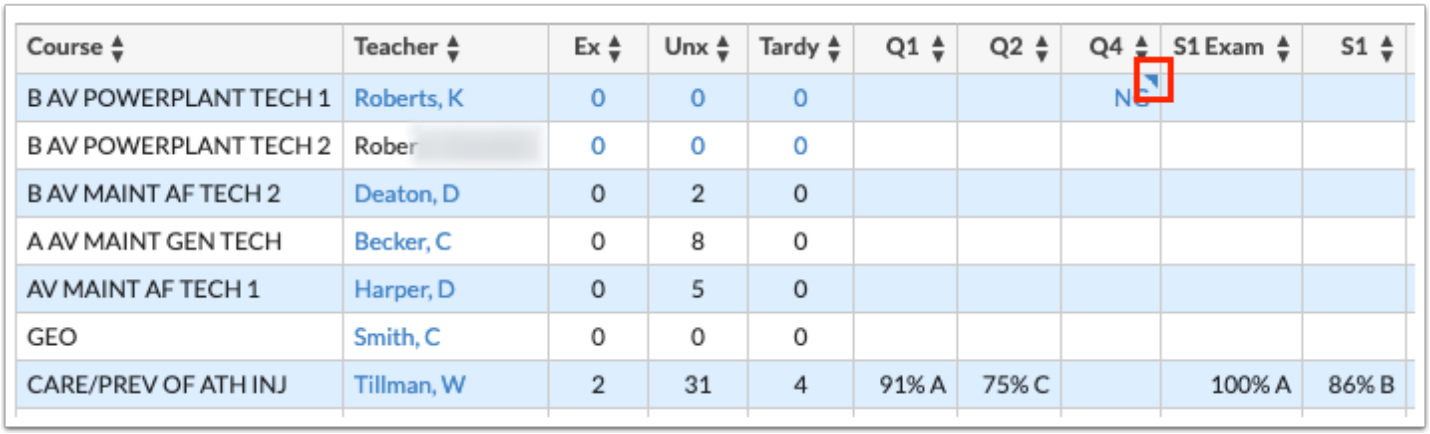
Year	School	Pd	Course #	Course	Teacher	Ex
2022-2023	TECHNICAL CENTER	0107	AMT0775	B AV POWERPLANT TECH 1	Roberts, K	0
2020-2021	TECHNICAL CENTER		AMT0776	B AV POWERPLANT TECH 2	Robert	0
2019-2020	TECHNICAL CENTER	Day	AMT0766	B AV MAINT AF TECH 2	Deaton, D	0
2018-2019	TECHNICAL CENTER	Day	AMT0705	A AV MAINT GEN TECH	Becker, C	0
2018-2019	TECHNICAL CENTER	Day	AMT0765	AV MAINT AF TECH 1	Harper, D	0
2017-2018	HIGH SCHOOL	01	1502490 F	CARE/PREV OF ATH INJ	Tillman, W	2
2017-2018	HIGH SCHOOL	01	1206310	GEO	Smith, C	0
2017-2018	HIGH SCHOOL	02	1200700	MATH COLL. READINESS	Whitlock, C	5
2017-2018	HIGH SCHOOL	03	1001405	ENG 4: FL COLL PREP	Darrow, P	5
2017-2018	HIGH SCHOOL	04	2106310	AMER GOVT	Hayes, T	4
2017-2018	HIGH SCHOOL	04	2102335	ECON FIN LIT	Hayes, T	1

4. Select the **Show Exams** check box to display exams taken per applicable marking periods, such as Semester 1 Exam. Click **Update**.



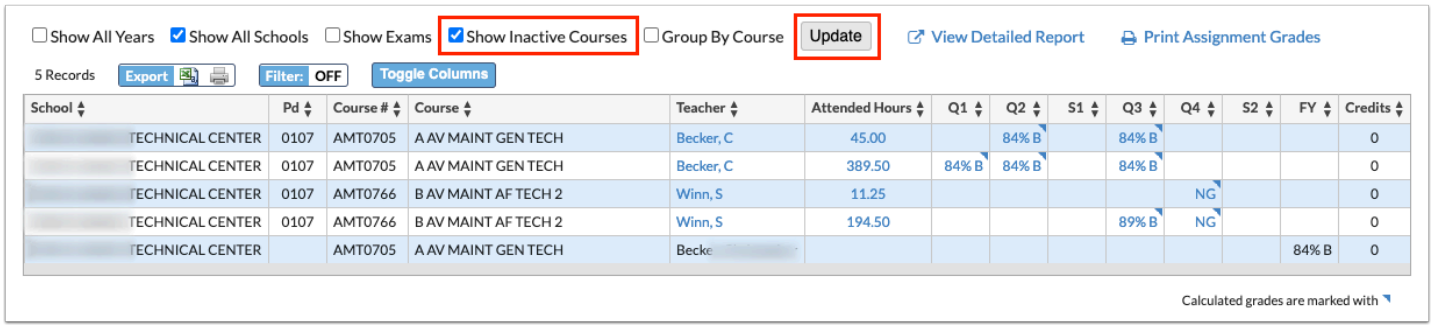
Year	School	Pd	Course #	Course	Teacher	Ex	Unx	Tardy	Q1	Q2	Q4	S1 Exam	S1	S2
2022-2023	TECHNICAL CENTER	0107	AMT0775	B AV POWERPLANT TECH 1	Roberts, K	0	0	0			NG			
2020-2021	TECHNICAL CENTER		AMT0776	B AV POWERPLANT TECH 2	Robert	0	0	0						
2019-2020	TECHNICAL CENTER	Day	AMT0766	B AV MAINT AF TECH 2	Deaton, D	0	2	0						
2018-2019	TECHNICAL CENTER	Day	AMT0705	A AV MAINT GEN TECH	Becker, C	0	8	0						
2018-2019	TECHNICAL CENTER	Day	AMT0765	AV MAINT AF TECH 1	Harper, D	0	5	0						
2017-2018	STRUCTION (COURSE OFFERINGS)	01	1206310	GEO	Smith, C	0	0	0						
2017-2018	HIGH SCHOOL	01	1502490 F	CARE/PREV OF ATH INJ	Tillman, W	2	31	4	91% A	75% C		100% A	86% B	
2017-2018	HIGH SCHOOL	02	1200700	MATH COLL. READINESS	Whitlock, C	5	86	10	69% D	53% F	65% D	59% F	61% D	
2017-2018	HIGH SCHOOL	03	1001405	ENG 4: FL COLL PREP	Darrow, P	5	55	24	84% B	66% D	75% C	85% B	76% C	

Calculated grades are marked with a blue upper right arrow. Calculations of grades are based on the district's grading scheme via Setup > Grade Posting Averaging.



Course	Teacher	Ex	Unx	Tardy	Q1	Q2	Q4	S1 Exam	S1
B AV POWERPLANT TECH 1	Roberts, K	0	0	0			NG		
B AV POWERPLANT TECH 2	Rober	0	0	0					
B AV MAINT AF TECH 2	Deaton, D	0	2	0					
A AV MAINT GEN TECH	Becker, C	0	8	0					
AV MAINT AF TECH 1	Harper, D	0	5	0					
GEO	Smith, C	0	0	0					
CARE/PREV OF ATH INJ	Tillman, W	2	31	4	91% A	75% C		100% A	86% B

5. Select the **Show Inactive Courses** check box to display dropped courses in the Grades Summary. Click **Update**.

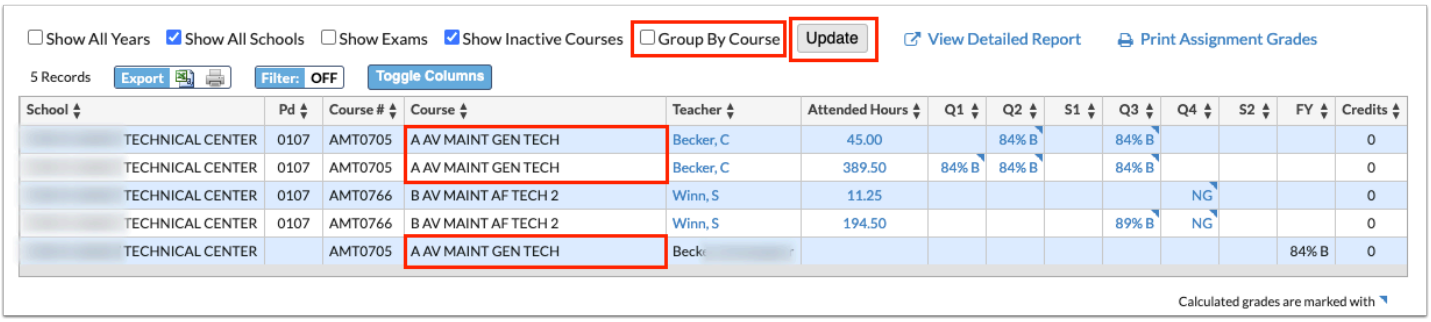


School	Pd	Course #	Course	Teacher	Attended Hours	Q1	Q2	S1	Q3	Q4	S2	FY	Credits
TECHNICAL CENTER	0107	AMT0705	A AV MAINT GEN TECH	Becker, C	45.00		84% B		84% B				0
TECHNICAL CENTER	0107	AMT0705	A AV MAINT GEN TECH	Becker, C	389.50	84% B	84% B		84% B				0
TECHNICAL CENTER	0107	AMT0766	B AV MAINT AF TECH 2	Winn, S	11.25					NG			0
TECHNICAL CENTER	0107	AMT0766	B AV MAINT AF TECH 2	Winn, S	194.50				89% B	NG			0
TECHNICAL CENTER		AMT0705	A AV MAINT GEN TECH	Becke								84% B	0

Calculated grades are marked with

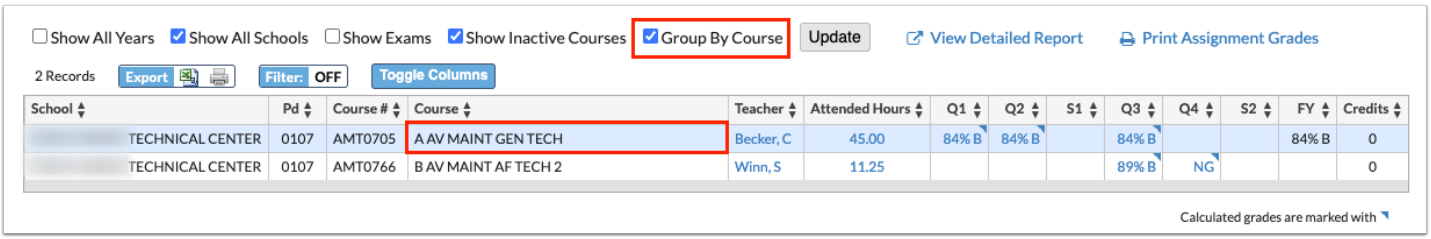
6. Select the **Group By Course** check box to group sections by the state's course numbers. If selected, two courses with the same state given course number will be displayed as one. Click **Update**.

The image displayed below displays the courses before Group By Course is applied.



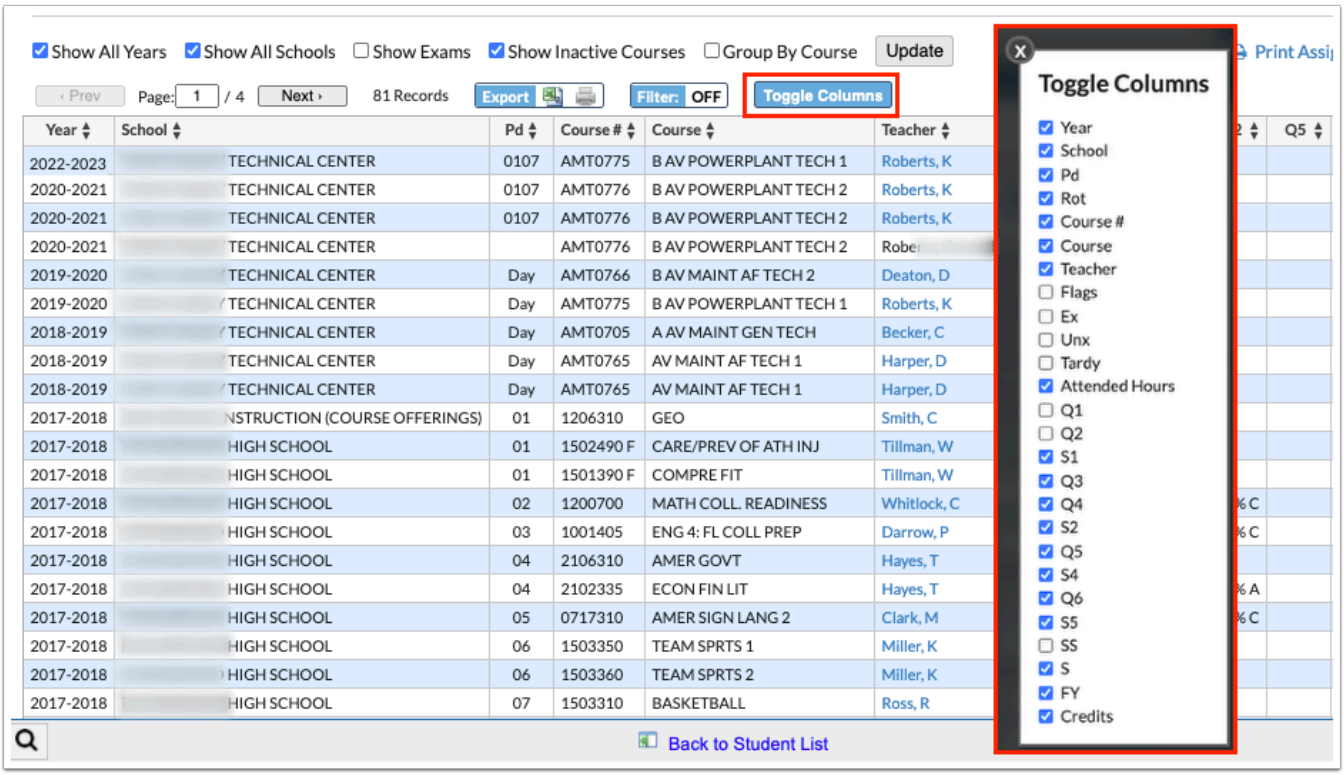
School	Pd	Course #	Course	Teacher	Attended Hours	Q1	Q2	S1	Q3	Q4	S2	FY	Credits
TECHNICAL CENTER	0107	AMT0705	A AV MAINT GEN TECH	Becker, C	45.00		84% B		84% B				0
TECHNICAL CENTER	0107	AMT0705	A AV MAINT GEN TECH	Becker, C	389.50	84% B	84% B		84% B				0
TECHNICAL CENTER	0107	AMT0766	B AV MAINT AF TECH 2	Winn, S	11.25					NG			0
TECHNICAL CENTER	0107	AMT0766	B AV MAINT AF TECH 2	Winn, S	194.50				89% B	NG			0
TECHNICAL CENTER		AMT0705	A AV MAINT GEN TECH	Beck								84% B	0

The image displayed below displays the courses after Group By Course is applied.



School	Pd	Course #	Course	Teacher	Attended Hours	Q1	Q2	S1	Q3	Q4	S2	FY	Credits
TECHNICAL CENTER	0107	AMT0705	A AV MAINT GEN TECH	Becker, C	45.00	84% B	84% B		84% B			84% B	0
TECHNICAL CENTER	0107	AMT0766	B AV MAINT AF TECH 2	Winn, S	11.25				89% B	NG			0

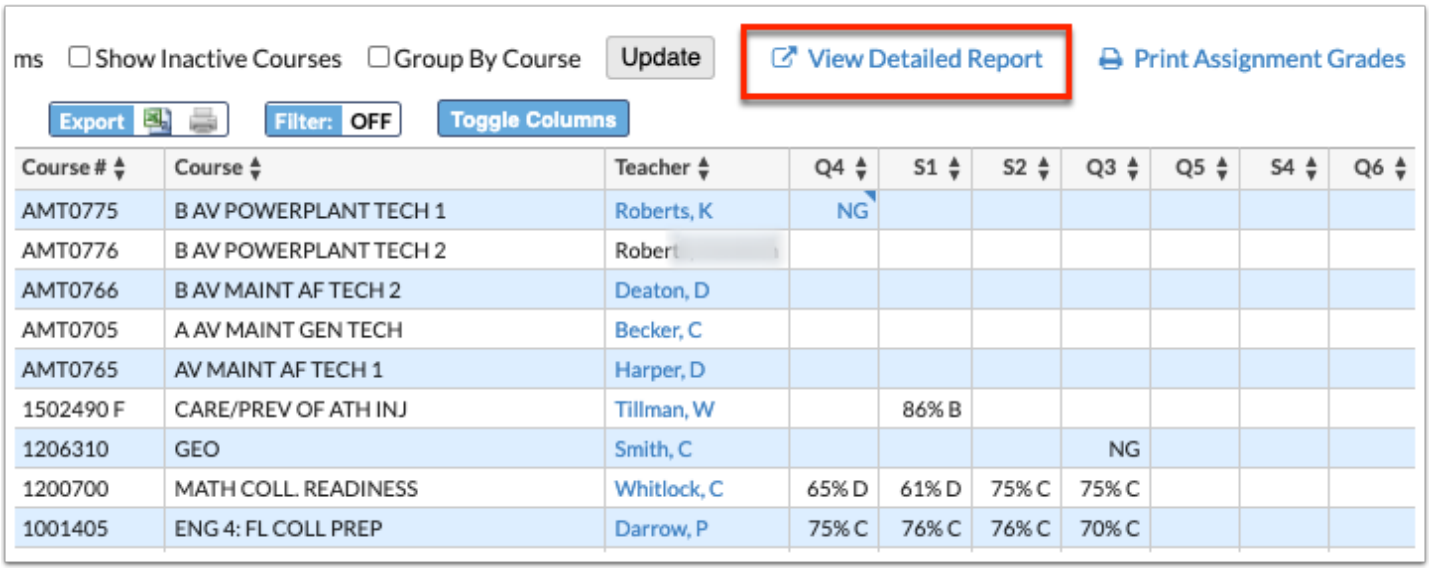
7. Click **Toggle Columns** to customize the columns displayed in the Grades Summary.



From the Toggle Columns pop-up window, clear the selected check boxes of columns you want to hide from the Grades Summary. For example, if you do not need to see the student's attendance on this screen, clear the selected check boxes for Ex, Unx, and Tardy. The Grades Summary automatically updates.

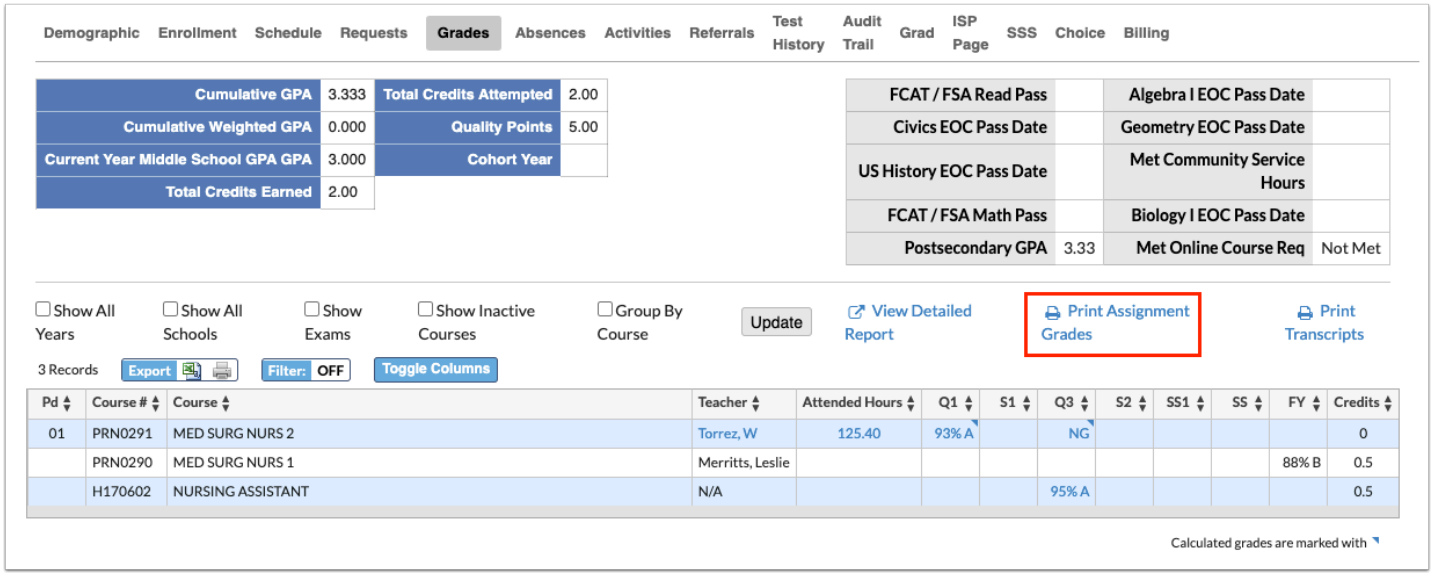
> ⚠ Hidden columns remain hidden until the applicable check boxes are selected again from the Toggle Columns pop-up window.

8. Click the **View Detailed Report** link to open a detailed grades screen. See [The Detailed Report] for more information.



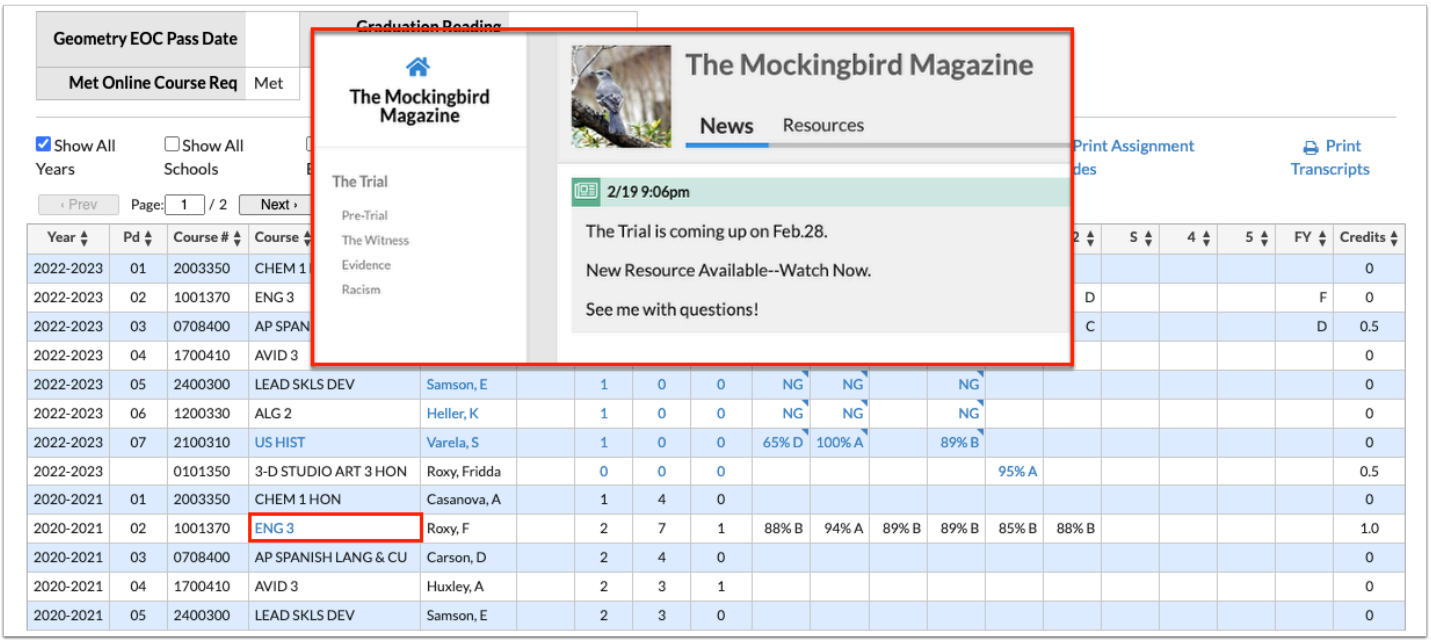
Course #	Course	Teacher	Q4	S1	S2	Q3	Q5	S4	Q6
AMT0775	B AV POWERPLANT TECH 1	Roberts, K	NG						
AMT0776	B AV POWERPLANT TECH 2	Rober							
AMT0766	B AV MAINT AF TECH 2	Deaton, D							
AMT0705	A AV MAINT GEN TECH	Becker, C							
AMT0765	AV MAINT AF TECH 1	Harper, D							
1502490 F	CARE/PREV OF ATH INJ	Tillman, W		86% B					
1206310	GEO	Smith, C				NG			
1200700	MATH COLL. READINESS	Whitlock, C	65% D	61% D	75% C	75% C			
1001405	ENG 4: FL COLL PREP	Darrow, P	75% C	76% C	76% C	70% C			

9. Click **Print Assignment Grades** for a breakdown of assignments and grades, as well as the ability to print the page. See [Printing & Viewing Course History (Assignments)] for more information.

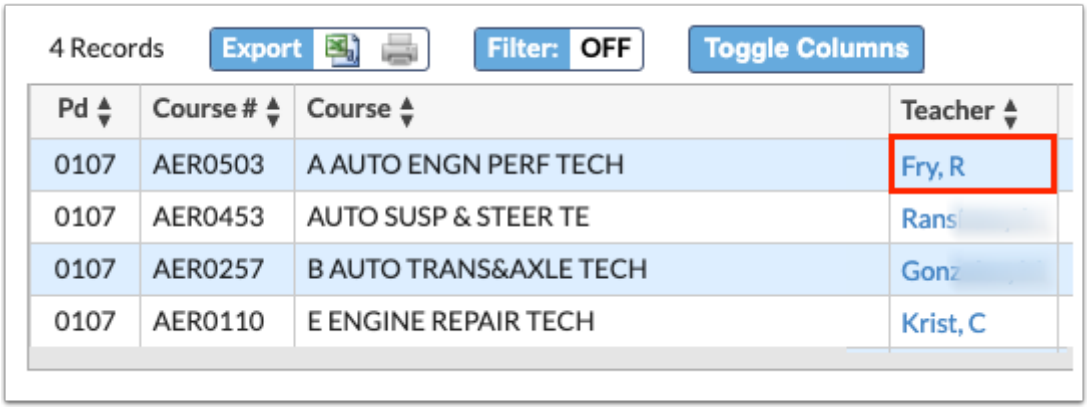


Pd	Course #	Course	Teacher	Attended Hours	Q1	S1	Q3	S2	SS1	SS	FY	Credits
01	PRN0291	MED SURG NURS 2	Torrez, W	125.40	93% A		NG					0
	PRN0290	MED SURG NURS 1	Merritts, Leslie								88% B	0.5
	H170602	NURSING ASSISTANT	N/A				95% A					0.5

10. If applicable, click the **Course** link to open the teacher's [Web Page].



11. Click the **Teacher** names to compose an email and/or message, which opens in a Send a Message or a Send an Email pop-up window depending on your Messenger permissions and whether or not the teacher has an email entered in User Info.

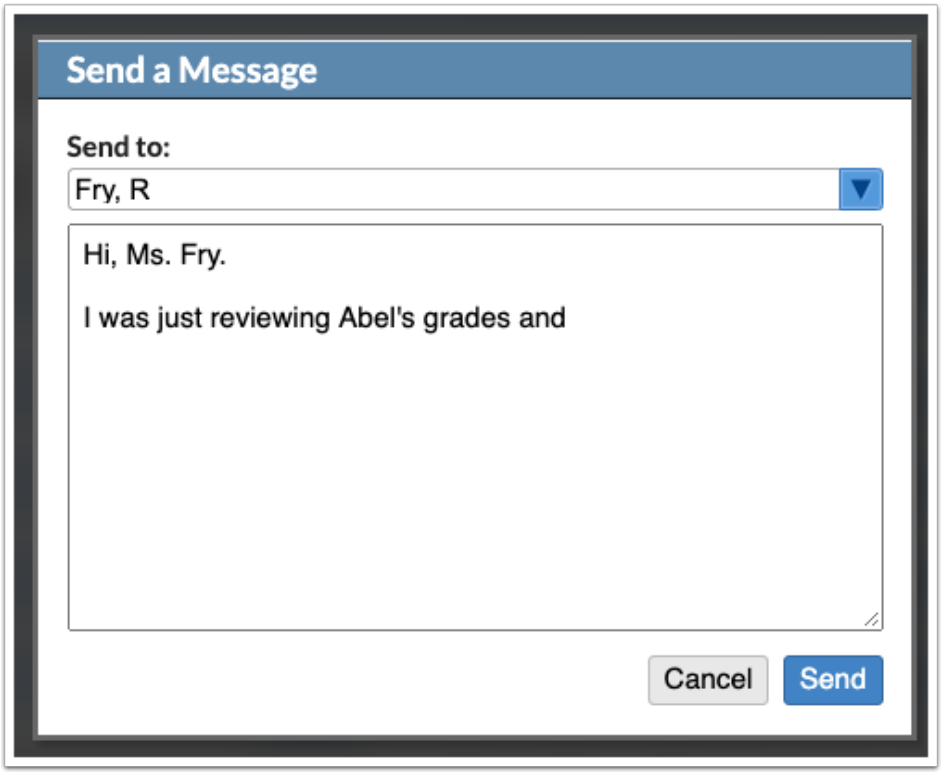


To send a message follow these steps:

a. Select the teacher from the **Send to:** pull-down. You can select as many applicable teachers as needed.

b. Enter your message in the provided text box and click **Send**.

c. Click **Cancel** to close the pop-up window without sending a message.



To send an email follow these steps:

a. Enter **Your Email** address.

b. Select the teacher to whom the email is being sent from the **Send to:** pull-down. You can select as many applicable teachers as needed.

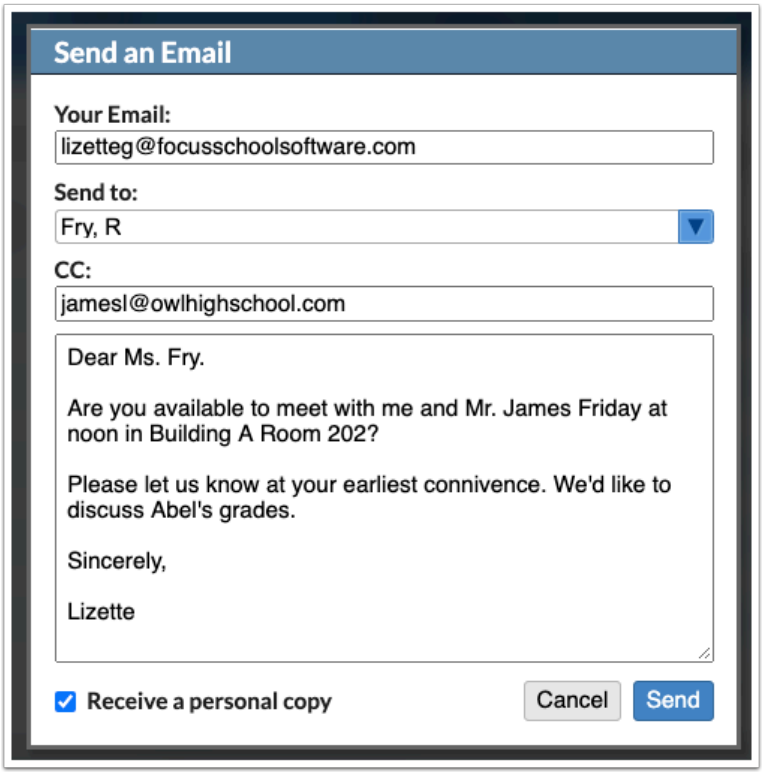
c. Enter any additional email addresses that should also receive a copy of the email in the **CC** text box.

d. Enter the message in the provided text box.

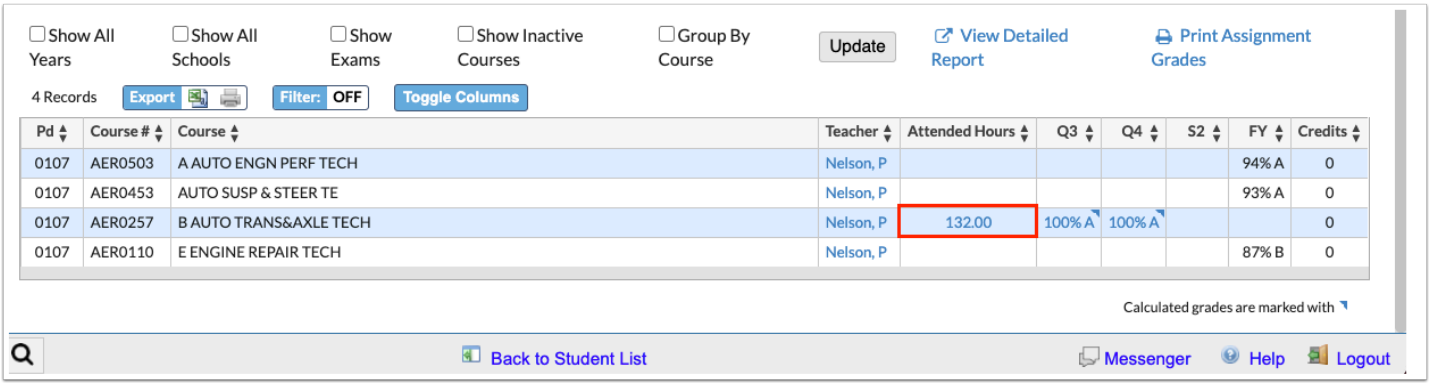
e. Select the **Receive a personal copy** check box if you want the email also sent to the email address entered as Your Email.

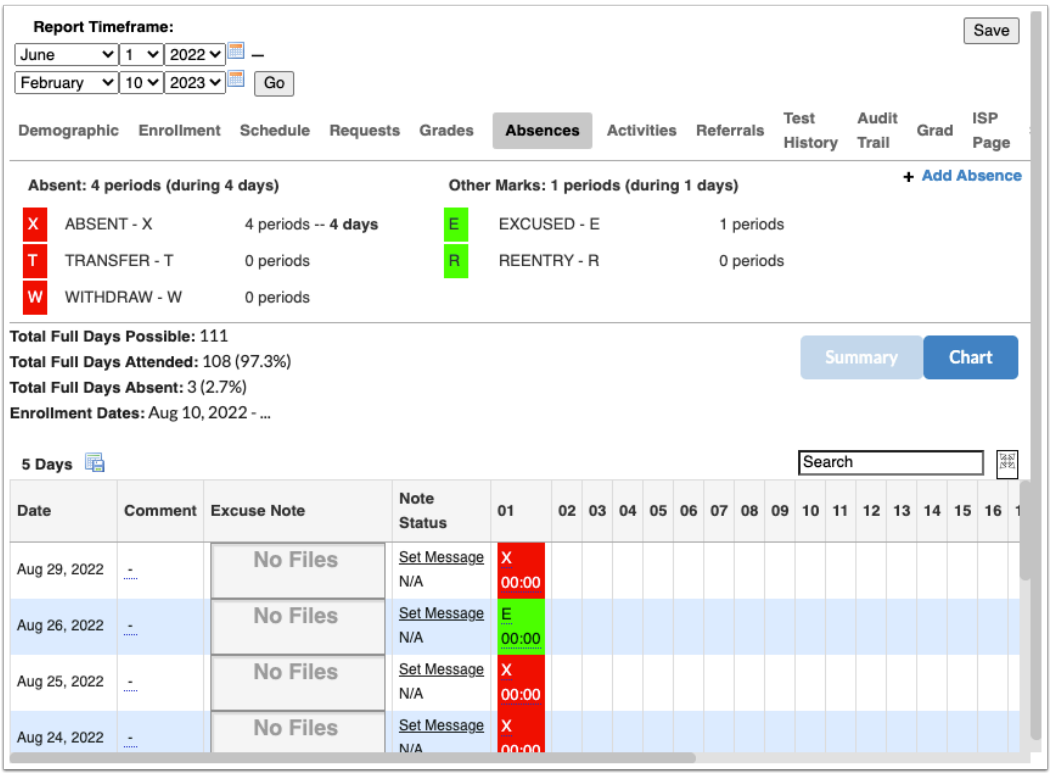
f. Click **Send**.

g. Click **Cancel** to close the pop-up window without sending an email.

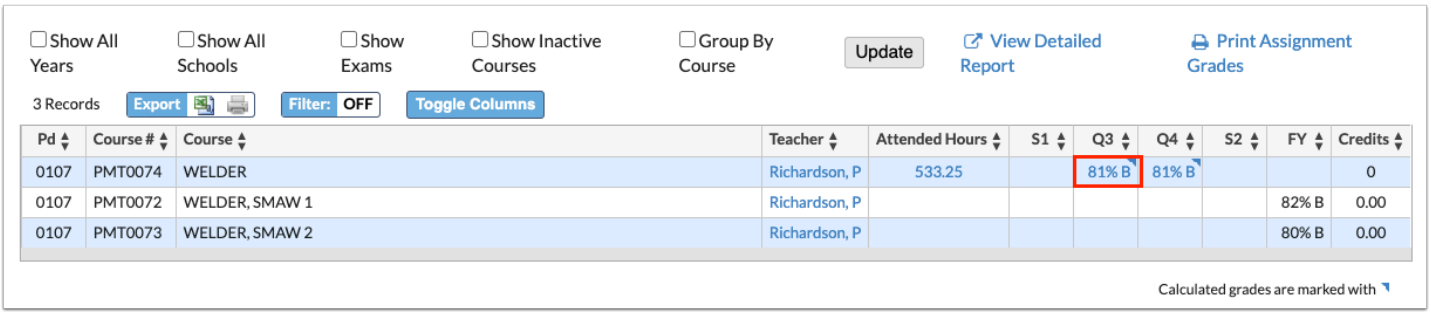


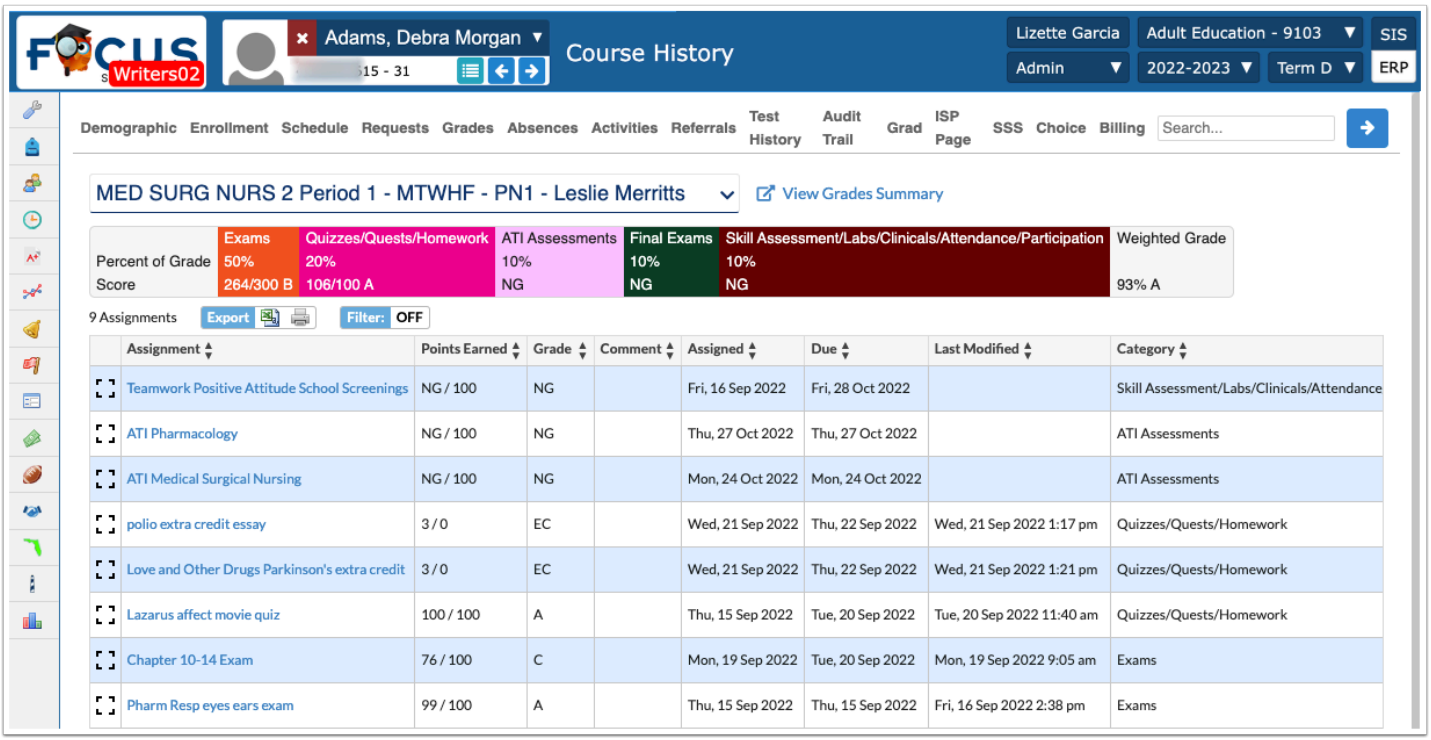
12. Click the Attended Hours to open the applicable attendance information on the [Absence Summary] screen.





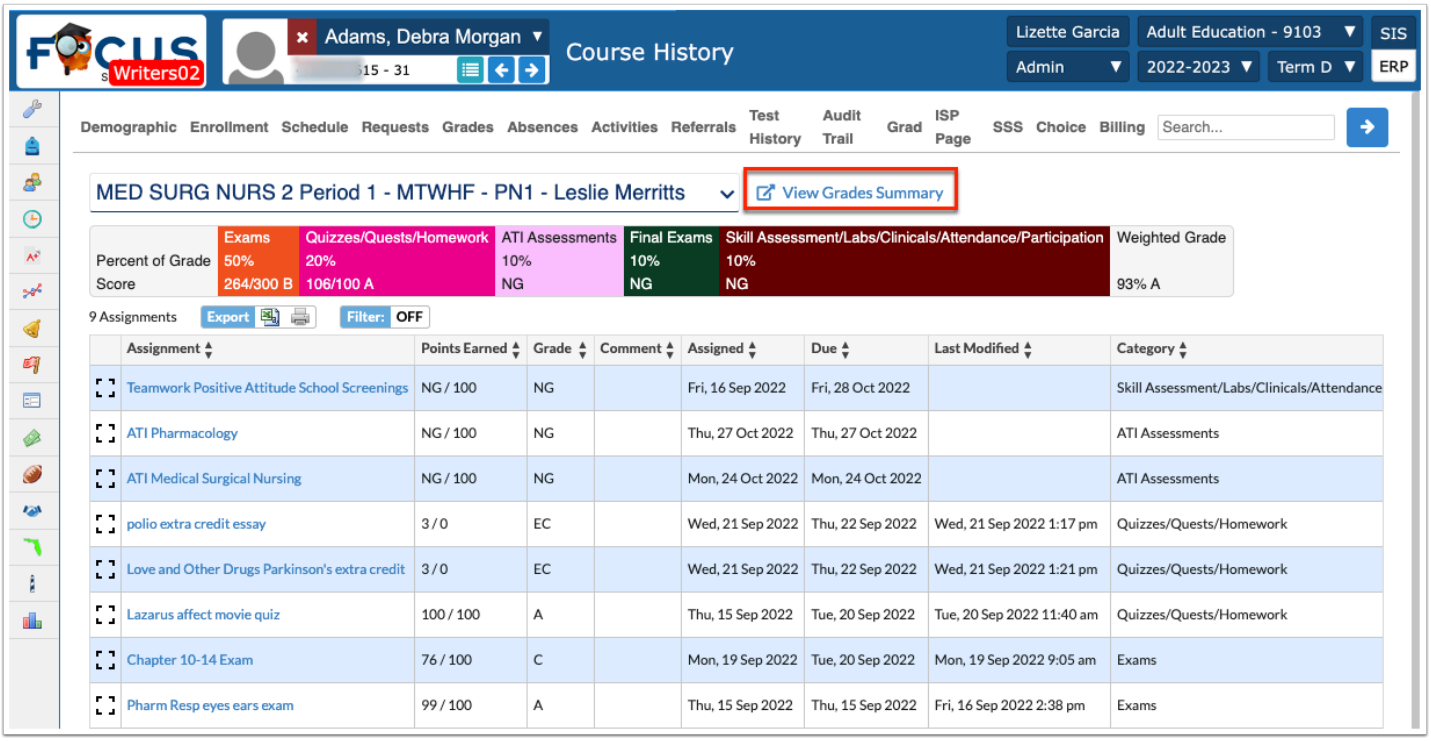
13. Click a grade to open more information as it pertains to the grade given on the [Course History (Assignments)]() screen.



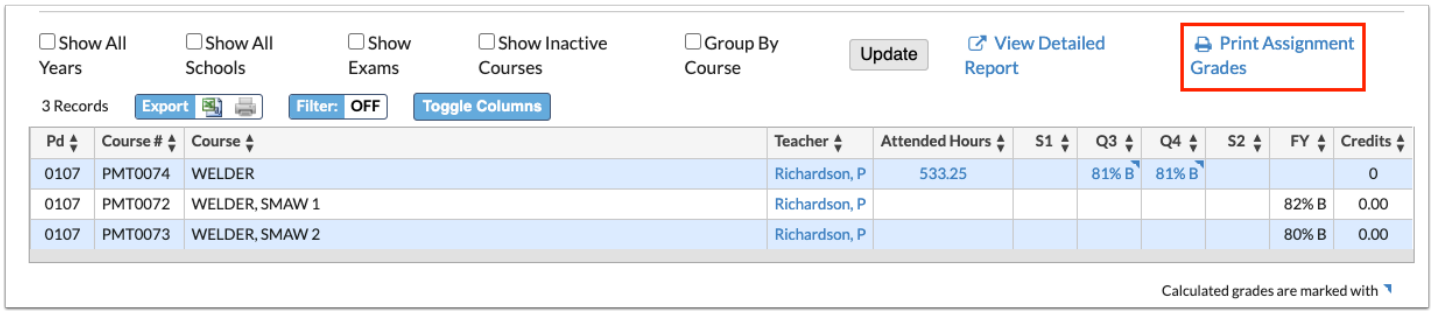


Printing & Viewing Course History (Assignments)

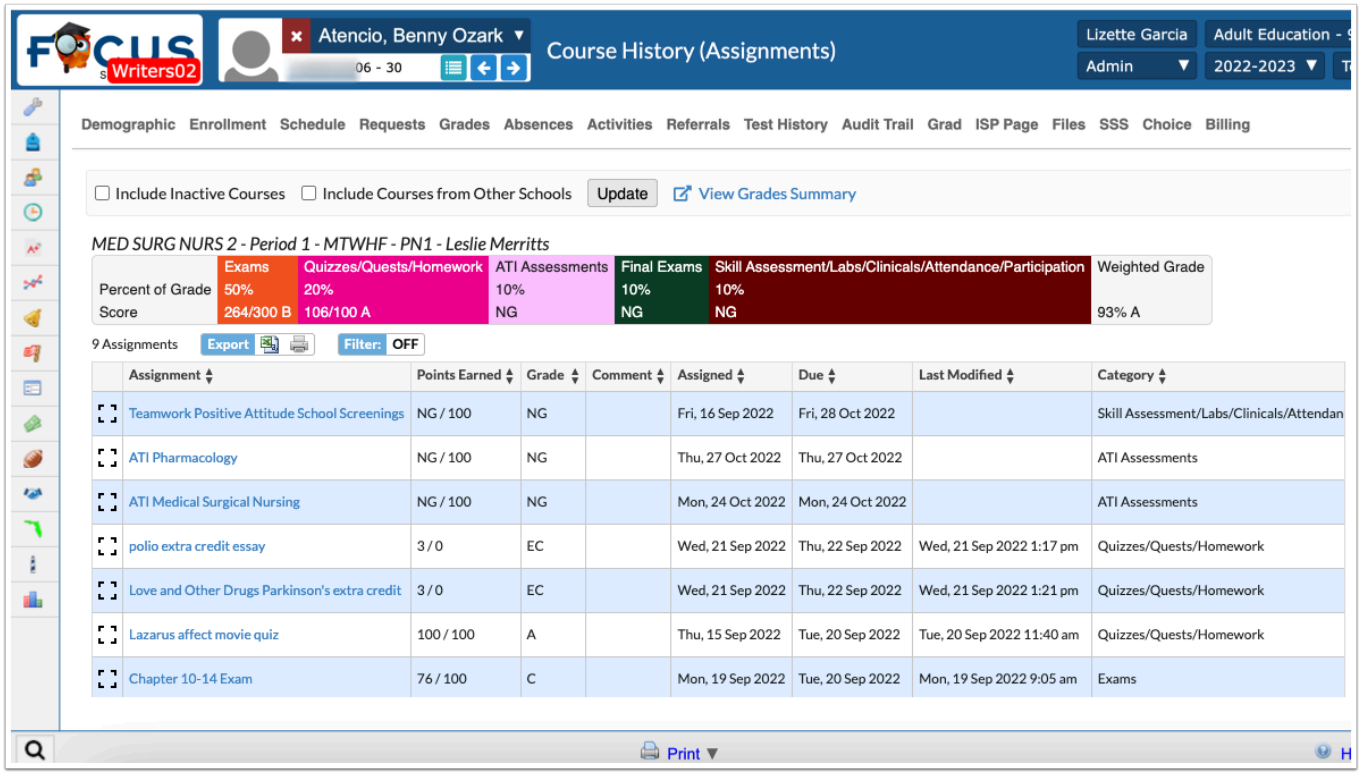
1. If the Couse History screen opens the Detailed Report, click **View Grades Summary**.



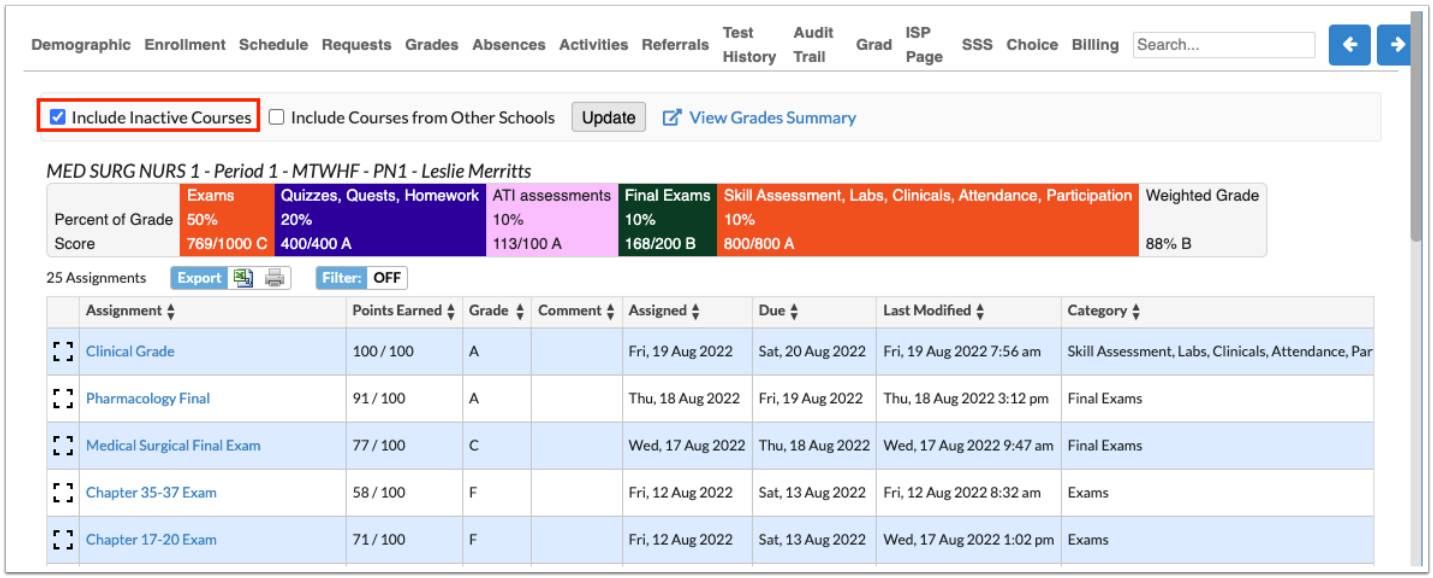
2. Click **Print Assignment Grades** to open the Course History (Assignments) screen, which displays all assignments for current courses.



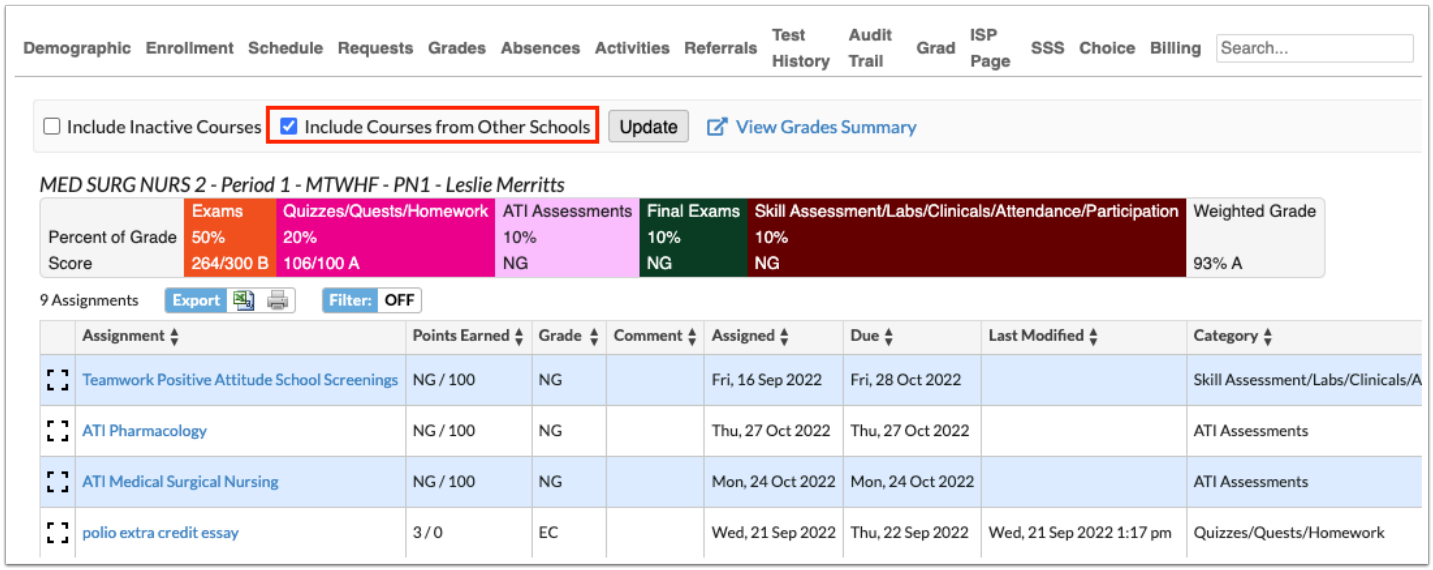
The screen displays the course name, period/time, class days, teacher's name, current grade, as well as a breakdown of grade per grade category, such as Classwork, Homework, Tests, etc., if applicable The assignments display the Assignment name, Points possible / points earned, Grade, Comments, Assigned date and time, Due date, Category, Assignment Files attached, Date Last Modified, and Student Files uploaded.



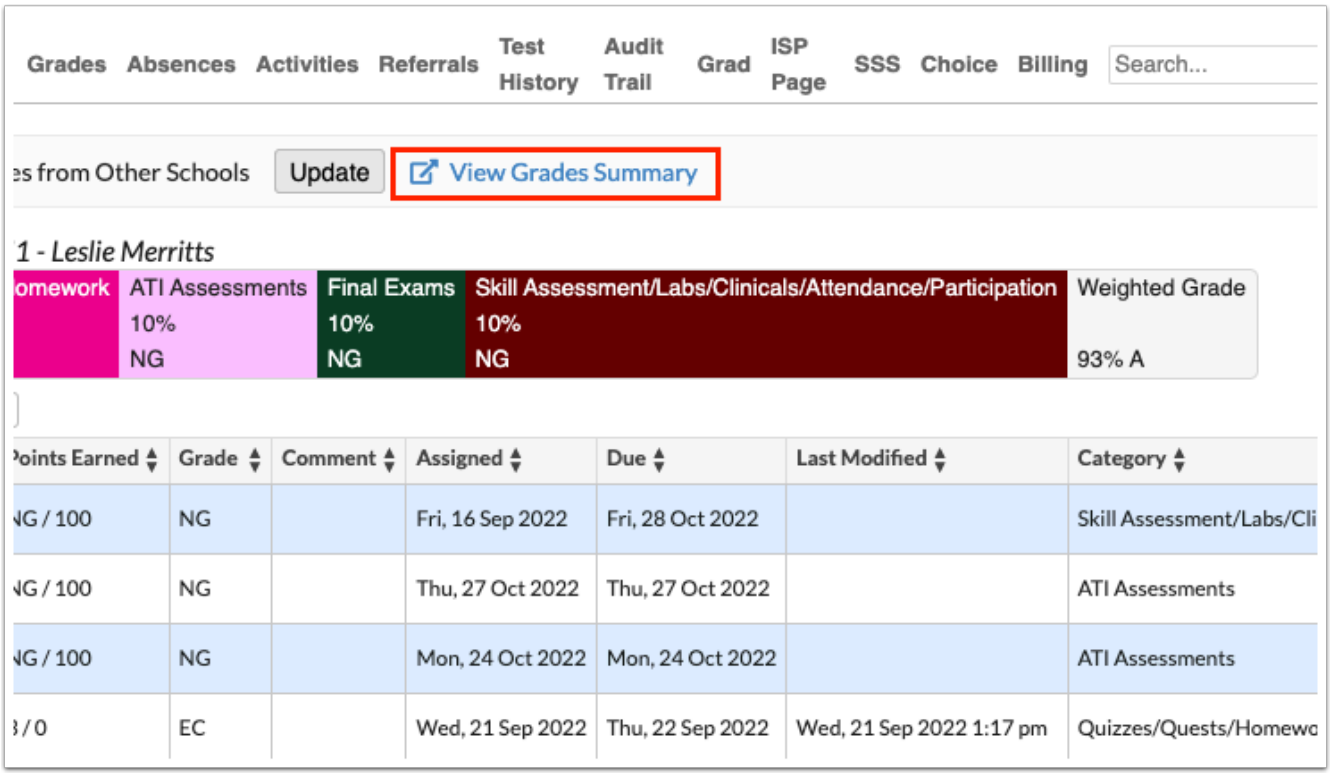
3. Select the **Include Inactive Courses** check box to display assignments for inactive courses, as well.



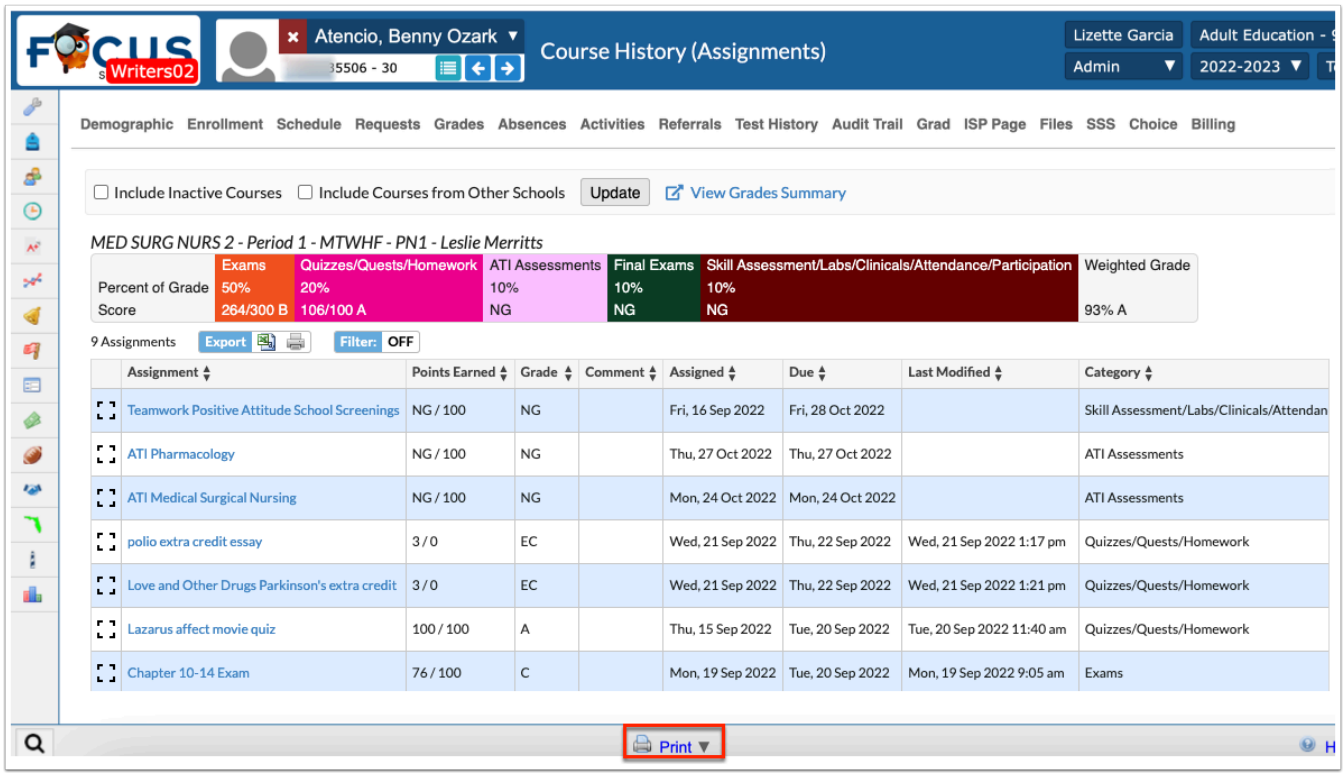
4. Select the **Include Courses from Other Schools** check box to display assignments from courses at other schools the student is enrolled.



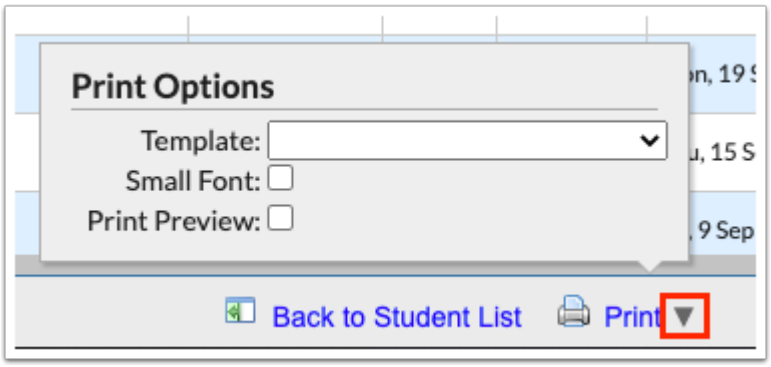
5. Click **View Grades Summary** to return to the Grades Summary screen.



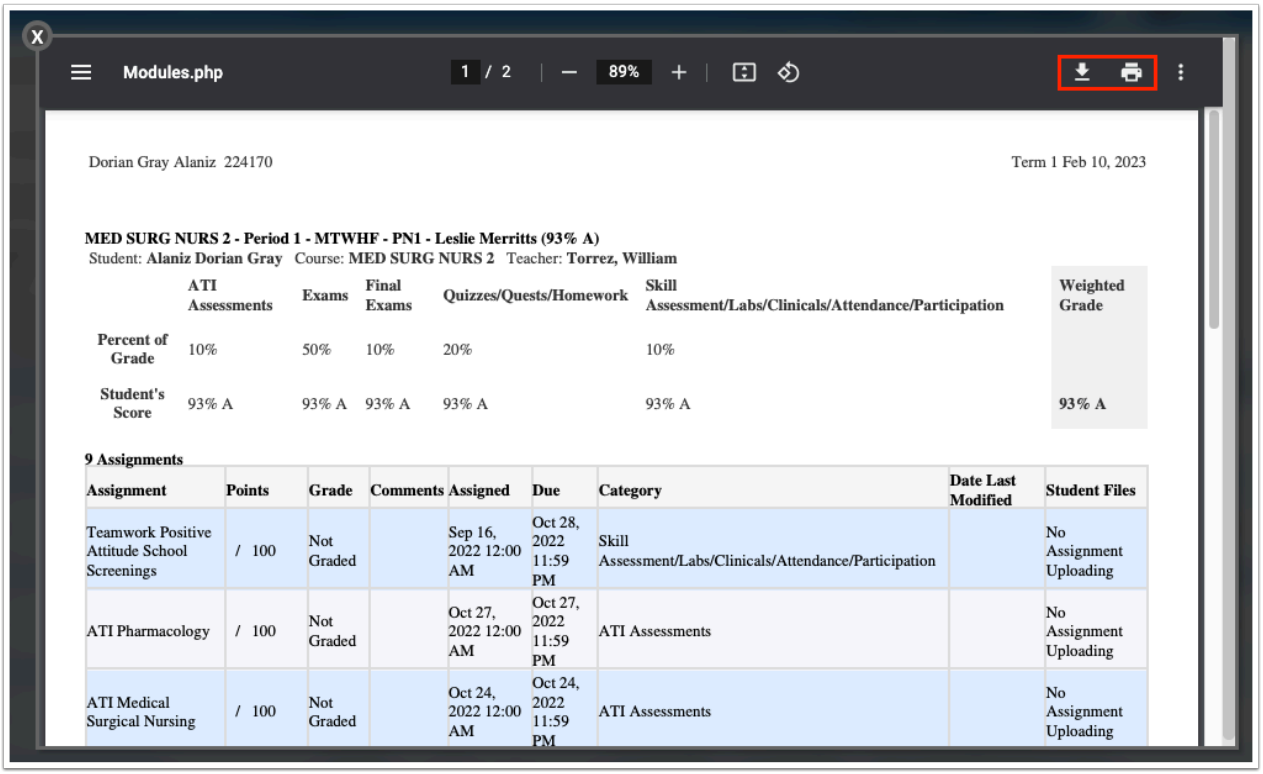
6. Click **Print** at the bottom of the screen to print the grades and assignments.



Click the Print arrow for additional options, such as Print Preview.



Upon clicking Print, the print pop-up displays. Click the Printer icon to print the grades. Click the down arrow to download the grades to your computer.



Dorian Gray Alaniz 224170 Term 1 Feb 10, 2023

MED SURG NURS 2 - Period 1 - MTWHF - PN1 - Leslie Merritts (93% A)
Student: **Alaniz Dorian Gray** Course: **MED SURG NURS 2** Teacher: **Torrez, William**

	ATI Assessments	Exams	Final Exams	Quizzes/Quests/Homework	Skill Assessment/Labs/Clinicals/Attendance/Participation	Weighted Grade
Percent of Grade	10%	50%	10%	20%	10%	
Student's Score	93% A	93% A	93% A	93% A	93% A	93% A

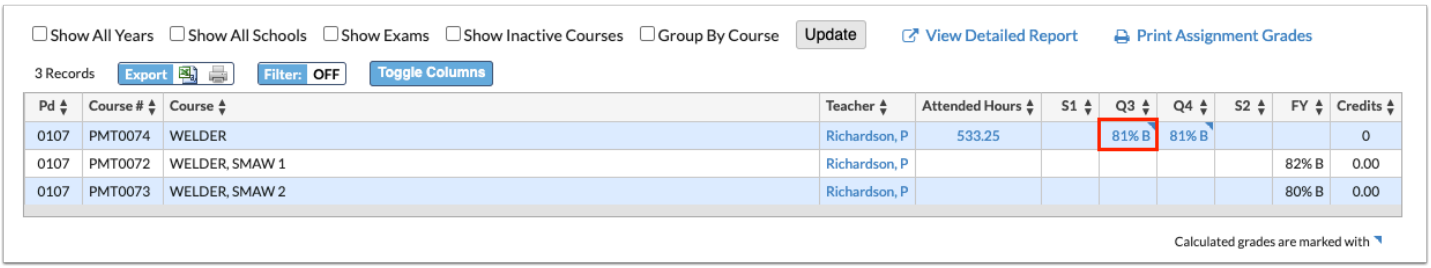
9 Assignments

Assignment	Points	Grade	Comments	Assigned	Due	Category	Date Last Modified	Student Files
Teamwork Positive Attitude School Screenings	/ 100	Not Graded		Sep 16, 2022 12:00 AM	Oct 28, 2022 11:59 PM	Skill Assessment/Labs/Clinicals/Attendance/Participation		No Assignment Uploading
ATI Pharmacology	/ 100	Not Graded		Oct 27, 2022 12:00 AM	Oct 27, 2022 11:59 PM	ATI Assessments		No Assignment Uploading
ATI Medical Surgical Nursing	/ 100	Not Graded		Oct 24, 2022 12:00 AM	Oct 24, 2022 11:59 PM	ATI Assessments		No Assignment Uploading

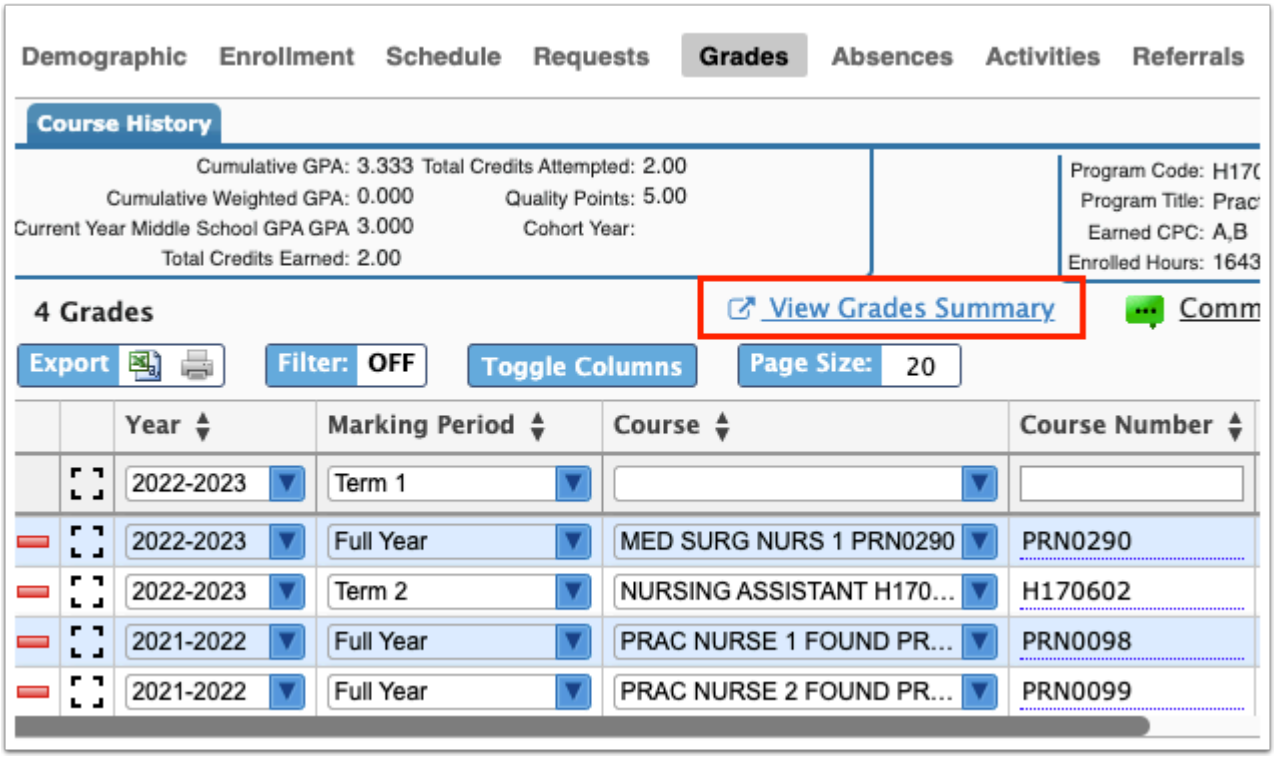
a. When finished, click **X** to close the pop-up window.

Course History (Assignments) per Course

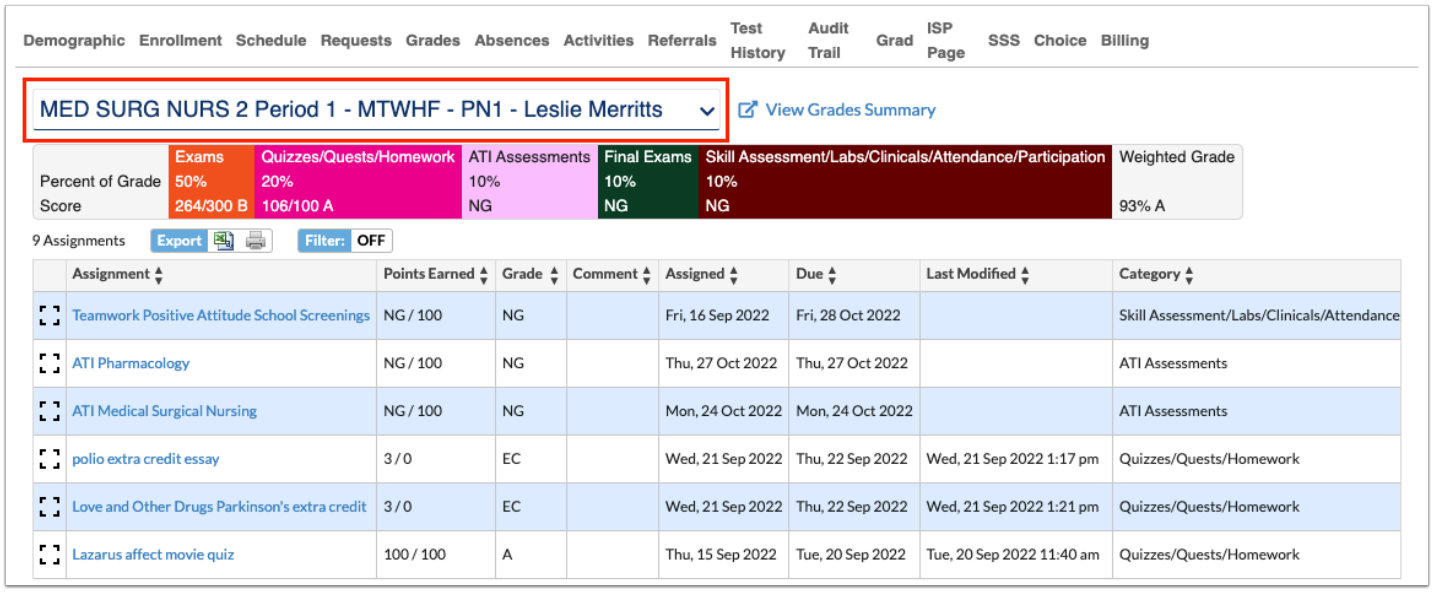
1. From the Course History screen, while on the Grades Summary screen, click the letter and/or percent grade link.



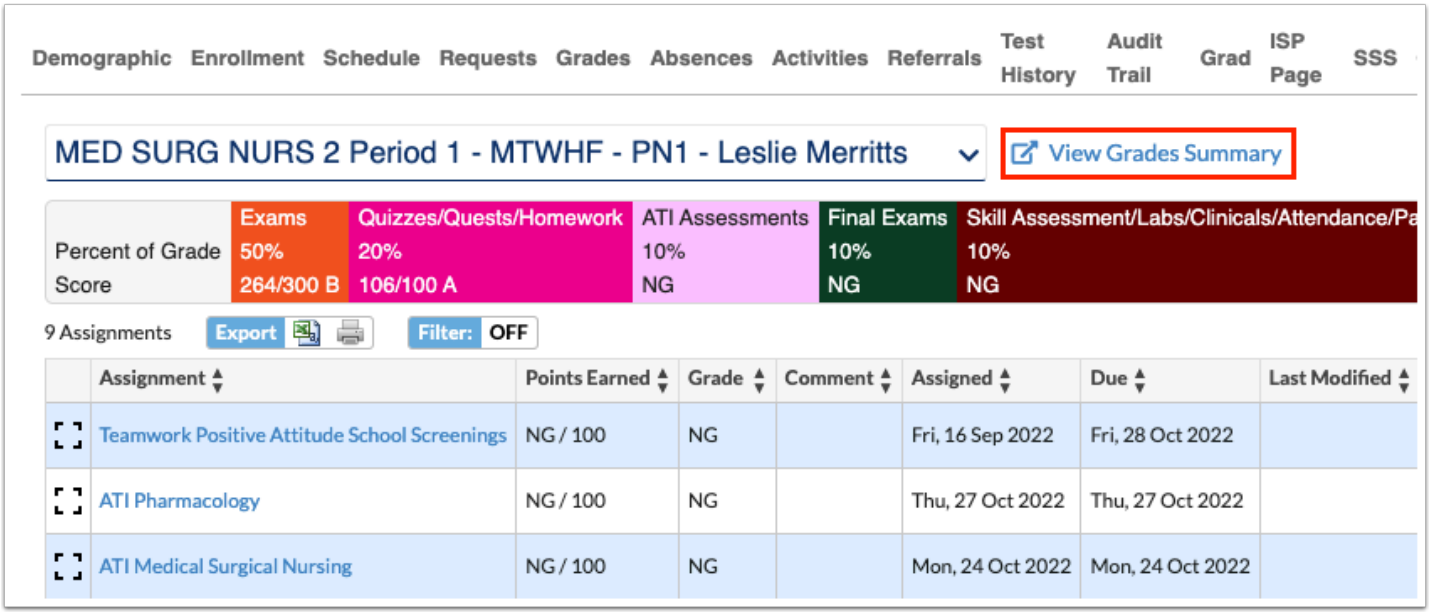
If on the Detailed Report screen, click the **View Grades Summary** link to open the Grade Summary screen.



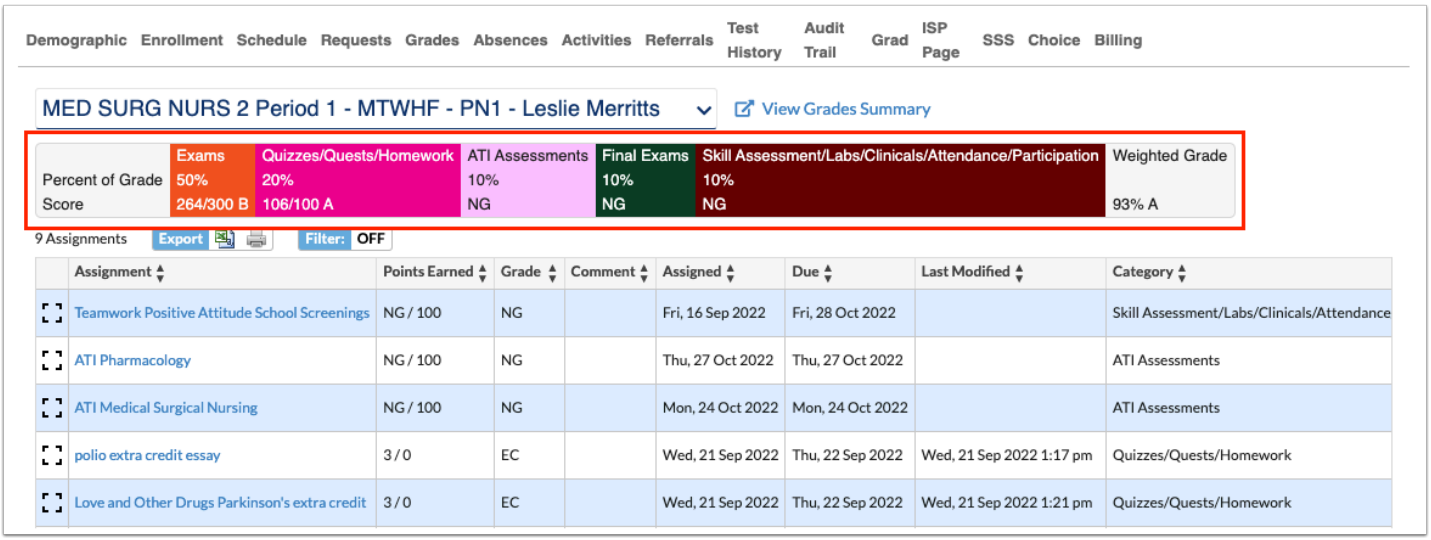
2. The course name, period, section, teacher's name, and current grade are displayed in a pull-down. Click the pull-down to select another active course.



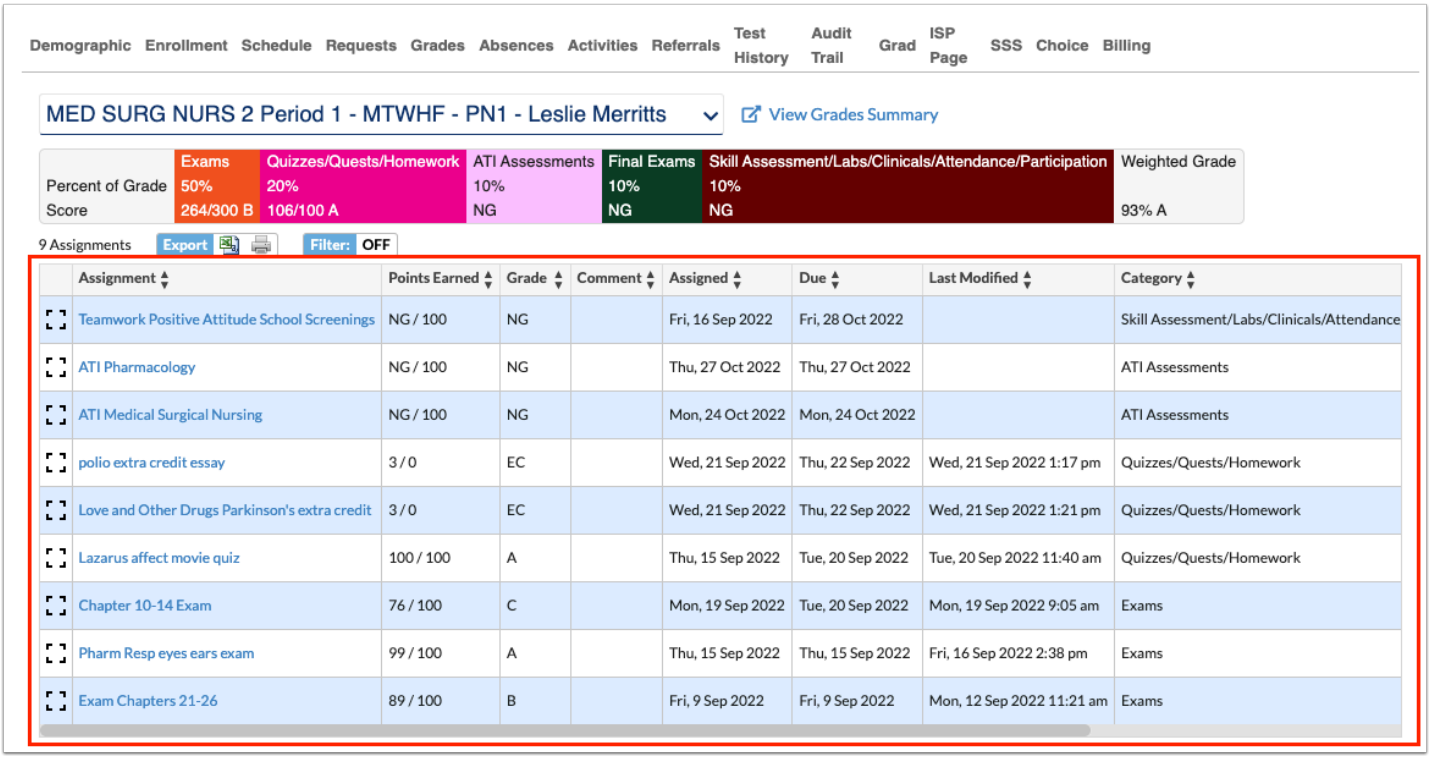
3. Click **View Grades Summary** to return to the corresponding screen.



A breakdown of grades per grade category, such as Classwork, Homework, Tests, etc., if applicable, is displayed at the top of the screen, as well as the student's Current grade in class.

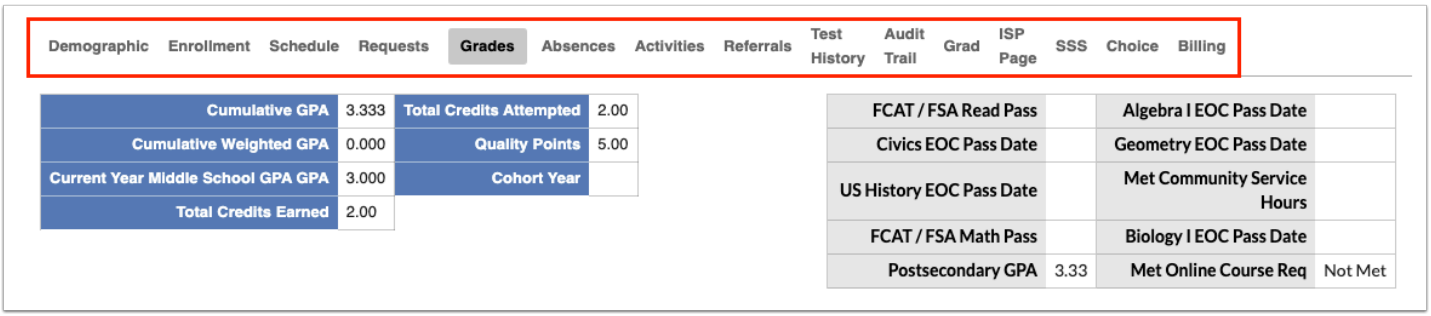


The screen displays the Assignment name, Points possible / points earned, Grade, Comments, Assigned date and time, Due date and time, Category, Assignment Files attached, Date Last Modified, and Student Files uploaded.

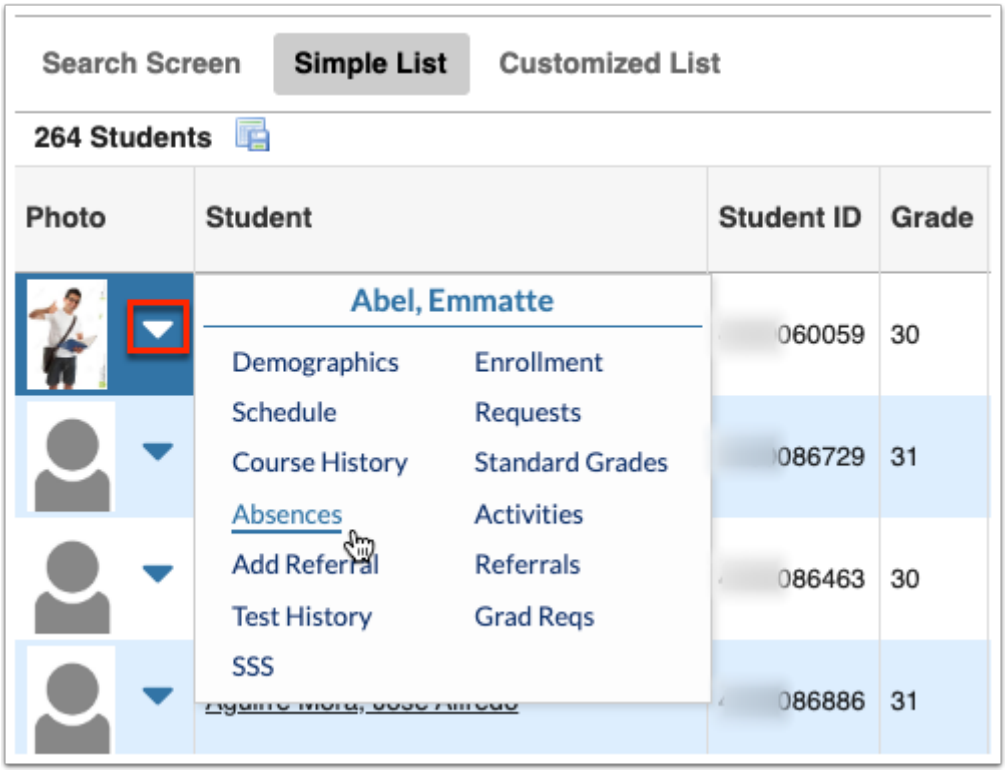


Additional Features

You have the ability to navigate to other sections of student information using the tabs at the very top, such as Demographic, Enrollment, Schedule, etc.

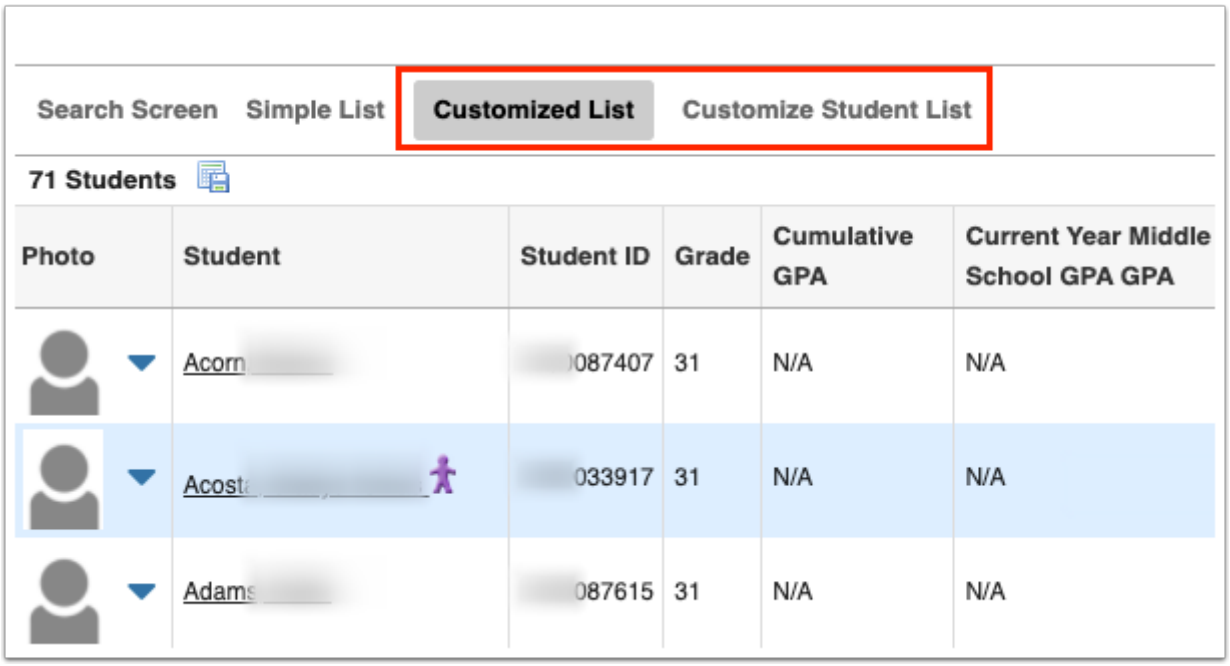


Click the **down arrow** next to the student Photo to open the category menu, which includes quick links to the following screens/information, most of which can be accessed by Student Info: Demographics, Schedule, Grades or Course History, Absences, Add Referral, Test History, SSS, Enrollment, Requests, Standard Grades, Activities, Referrals, and Grad Reqs.

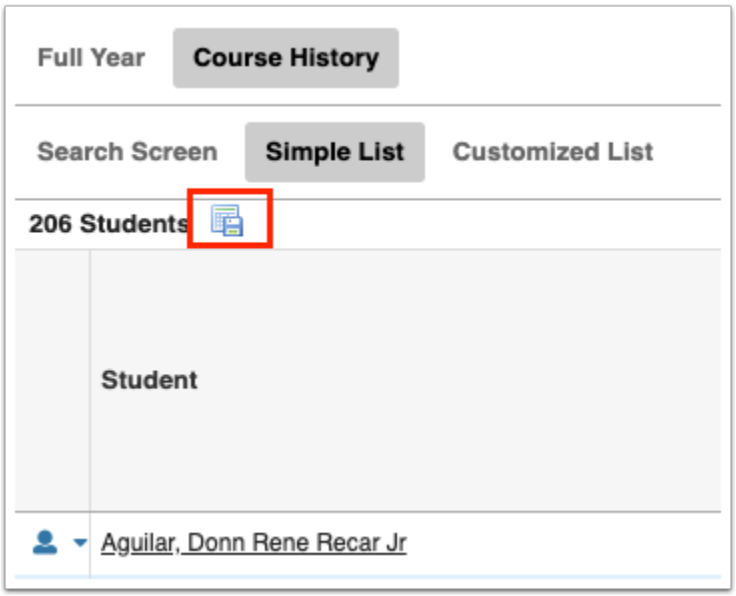


You can also view the listed students in a **Customized List**, click on the tab. This will display the same list of students with your customized information.

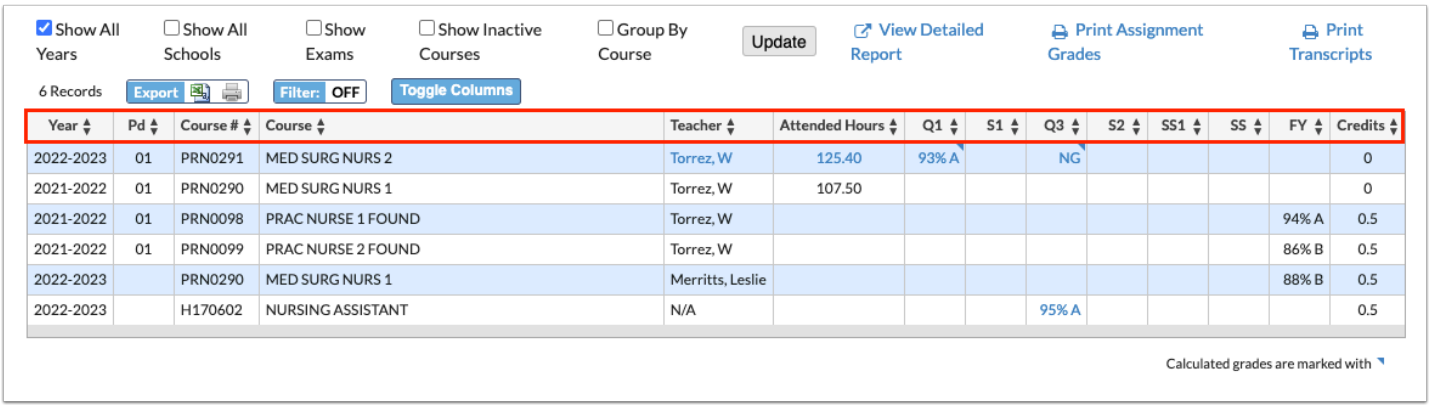
The information/columns displays in the Customized List is set up via Users > My Preferences > Columns in Student Lists. This screen is also accessible via the **Customize Student List** tab on the Course History screen.



Click the **floppy disk** icon to export the listed data to an Excel spreadsheet.



You can also sort data by clicking on any of the headers. Click once for ascending results; click twice for descending results.



Year	Pd	Course #	Course	Teacher	Attended Hours	Q1	S1	Q3	S2	SS1	SS	FY	Credits
2022-2023	01	PRN0291	MED SURG NURS 2	Torrez, W	125.40	93% A		NG					0
2021-2022	01	PRN0290	MED SURG NURS 1	Torrez, W	107.50								0
2021-2022	01	PRN0098	PRAC NURSE 1 FOUND	Torrez, W								94% A	0.5
2021-2022	01	PRN0099	PRAC NURSE 2 FOUND	Torrez, W								86% B	0.5
2022-2023		PRN0290	MED SURG NURS 1	Merritts, Leslie								88% B	0.5
2022-2023		H170602	NURSING ASSISTANT	N/A				95% A					0.5

To make the list full screen, click on the **expansion** icon (four arrows) next to the Search text box. Once in full screen mode, click the icon again to exit full screen.

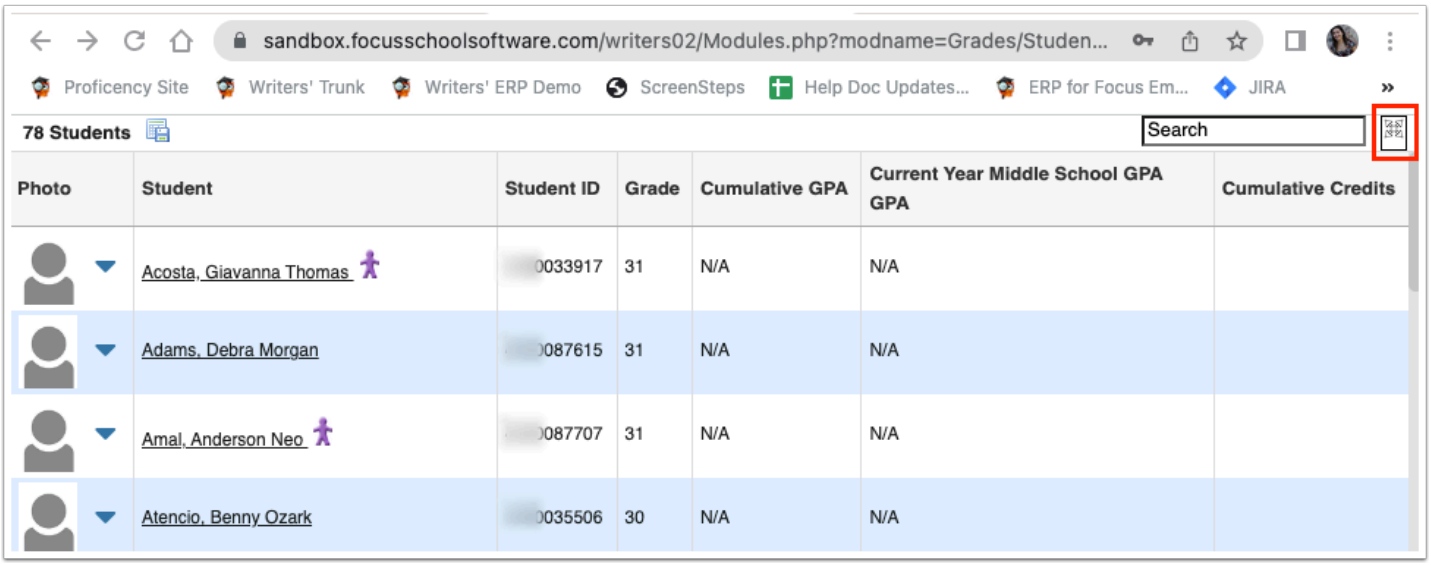
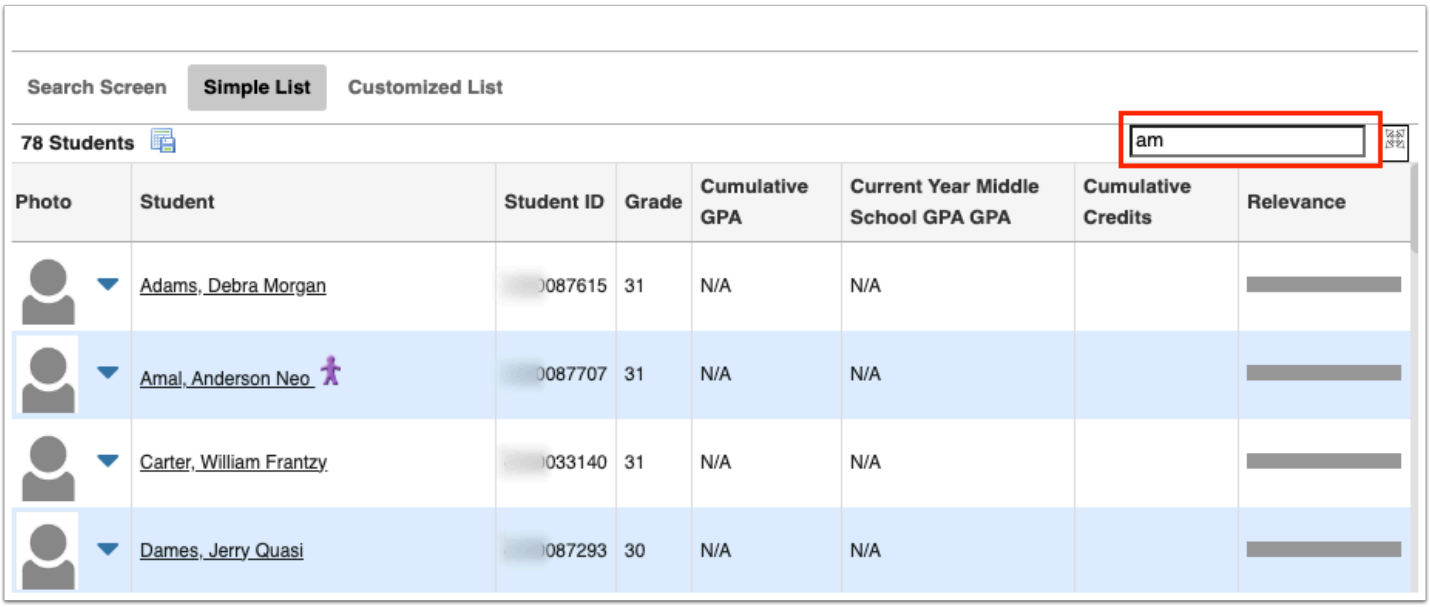
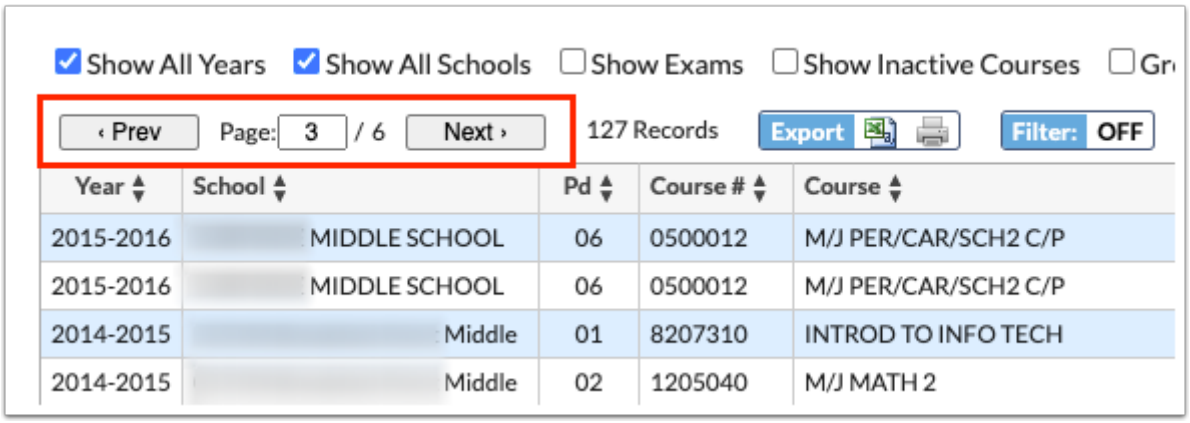


Photo	Student	Student ID	Grade	Cumulative GPA	Current Year Middle School GPA GPA	Cumulative Credits
	Acosta, Giavanna Thomas	033917	31	N/A	N/A	
	Adams, Debra Morgan	087615	31	N/A	N/A	
	Amal, Anderson Neo	087707	31	N/A	N/A	
	Atencio, Benny Ozark	035506	30	N/A	N/A	

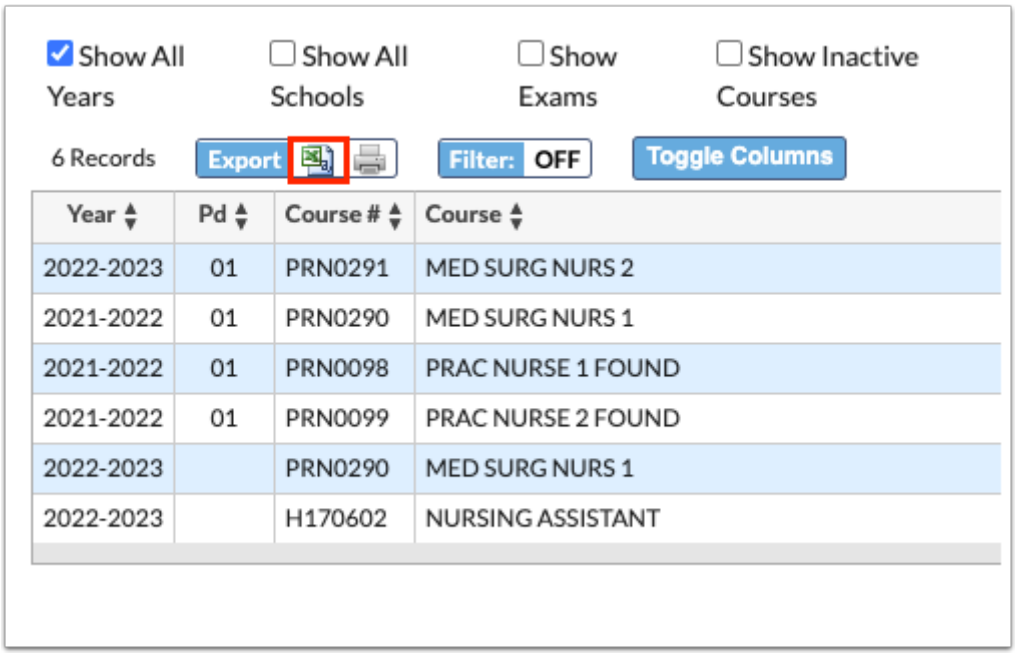
If looking for specific information housed within the resulting students, type the information in the **Search** text box provided and press **Enter**.



If the chart contains several pages of information, **Page** numbers will displays along with **Prev** and **Next** buttons. Utilize these buttons to sift through pages. Click the **Page** text box to enter a page number. Press **Enter** to jump to that page.

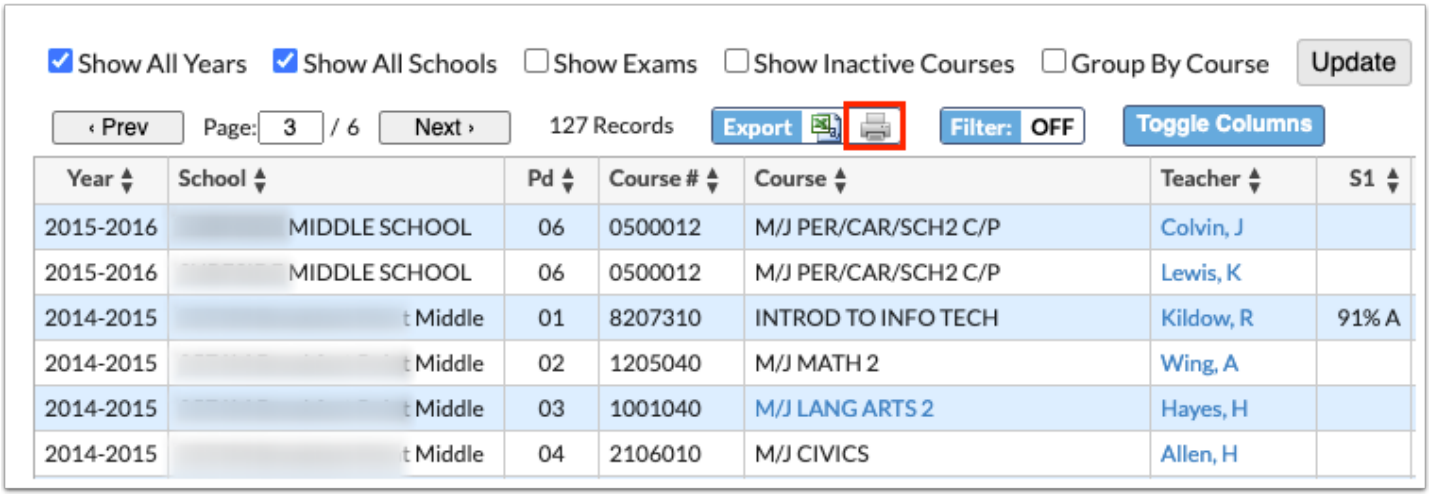


To export data to an Excel spreadsheet, click on the **Excel** icon in the **Export** section.



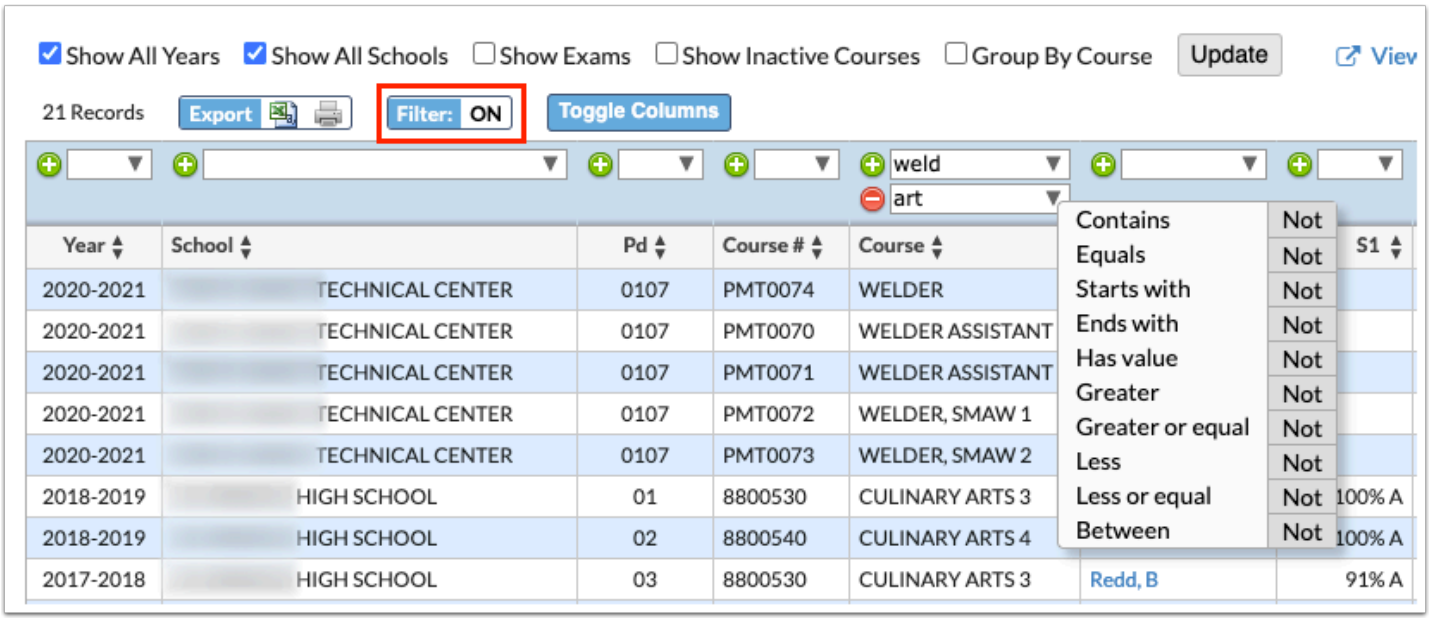
Year	Pd	Course #	Course
2022-2023	01	PRN0291	MED SURG NURS 2
2021-2022	01	PRN0290	MED SURG NURS 1
2021-2022	01	PRN0098	PRAC NURSE 1 FOUND
2021-2022	01	PRN0099	PRAC NURSE 2 FOUND
2022-2023		PRN0290	MED SURG NURS 1
2022-2023		H170602	NURSING ASSISTANT

To print data, click on the **Printer** icon in the **Export** section.



Year	School	Pd	Course #	Course	Teacher	S1
2015-2016	MIDDLE SCHOOL	06	0500012	M/J PER/CAR/SCH2 C/P	Colvin, J	
2015-2016	MIDDLE SCHOOL	06	0500012	M/J PER/CAR/SCH2 C/P	Lewis, K	
2014-2015	Middle	01	8207310	INTROD TO INFO TECH	Kildow, R	91% A
2014-2015	Middle	02	1205040	M/J MATH 2	Wing, A	
2014-2015	Middle	03	1001040	M/J LANG ARTS 2	Hayes, H	
2014-2015	Middle	04	2106010	M/J CIVICS	Allen, H	

Click **Filters** to further breakdown data.



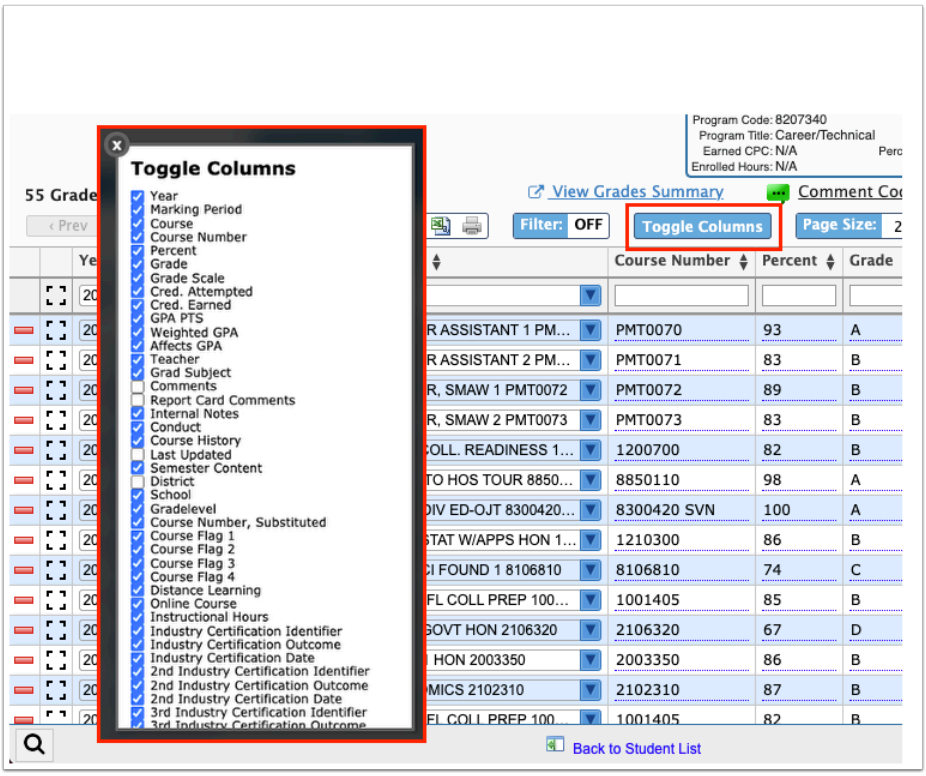
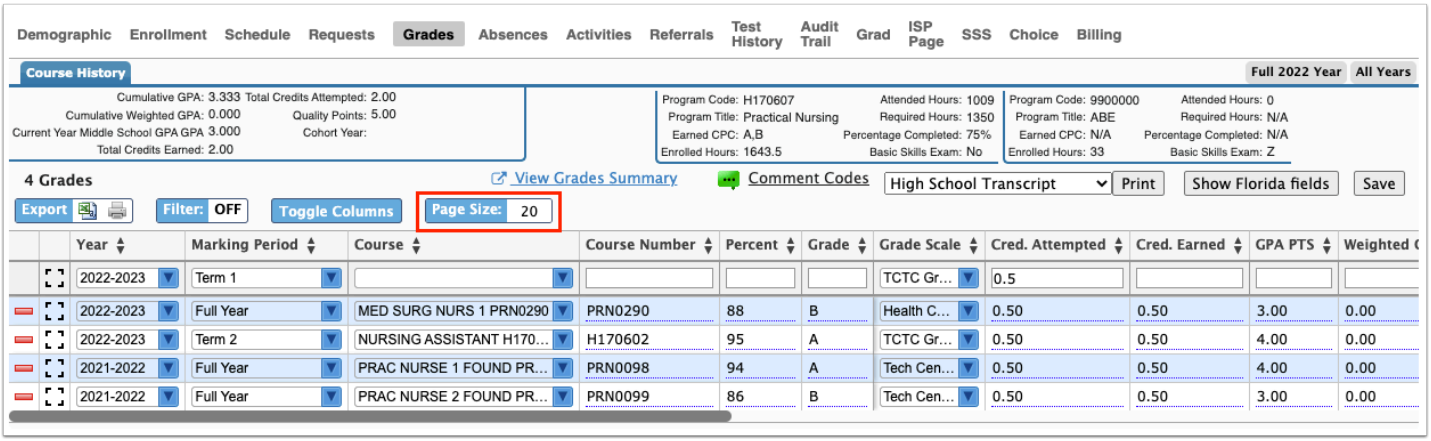
a. To add more than one filter to a column, click on the **green plus sign**.

b. To delete an added filter, click on the **red minus sign**.

c. Select the **gray arrow** for more filtering options.

For more information, see Filters.

Click **Toggle Columns** to customize the columns displayed. For a complete list of columns, be sure **Show [State] fields** is selected, then you can clear the selection for any columns you do not want displayed.



To change the amount of grade records displayed, click in the text field for **Page Size**. This is defaulted at 20 records a page. Enter the number of records you would like displayed per page and press **Enter**.