

Students' Grade Reports for Parent Conferences.

This report prints out the students' grades and current averages.
Each student's grades and current average will be printed on a separate page.
(This can only be utilized if you are using the Infinite Campus Gradebook)

Directions:

- Use the "Section" pull down bar to select the class you want
- Click the + sign to the left of "Reports"
- Click on "Student Summary"
- Click on (the third choice) "Show Assignment Detail- One student per page"
- Click on any information you would like displayed
- Scroll down to select the quarters/terms you would like displayed- you can select Term Q1 and Term Q2
- Scroll down and Click on "Generate Report"
- You will notice the Adobe screen has several pages, one page for each student in your class.
- If the page displays the information that you want, click on the Printer Icon
- If the page does not meet your needs, click on the red X, and start over by clicking on "Student Summary"
- You will need to do this for each class separately.

The other two options "Student Summary Only - Multiple Students Per Page" and "Student Summary Only - One Student Per Page" will only show you the student's average in each group/folder, not each grade separately.