

## **Notes about PowerGrade Reports:**

All reports which print info about grades and or assignments are pulling Q1 information. The reports need to be modified in the Options area and sometimes the header area to pull assignment and grades from other terms.

### **Q1 Category Report**

The report is set to pull category grades in the Header and the code is category specific. If the teacher wants this data on the report the codes must be modified to match the categories the teacher uses in the class the report is for.

### **Roster Report**

One of the columns is shown in the PowerGrade Reports handout is Book #, this is a user defined field in the Roster of PowerGrade. All teachers may not have this field in PG, so it was removed from the template.

### **Test Score Post**

The Columns used to post the test scores must be modified to match the name of the assignment to display on the report. The Header is not coded to pull the name of the assignment or points possible it is manually typed in.

### **Missing Assignments**

In the Options the Scores count as missing area needs to be cleared or modified to match any special scores the teacher uses to indicate assignment not yet handed in. The data in the footer is not a code, but text manually typed in. Teachers will likely want to adjust this accordingly