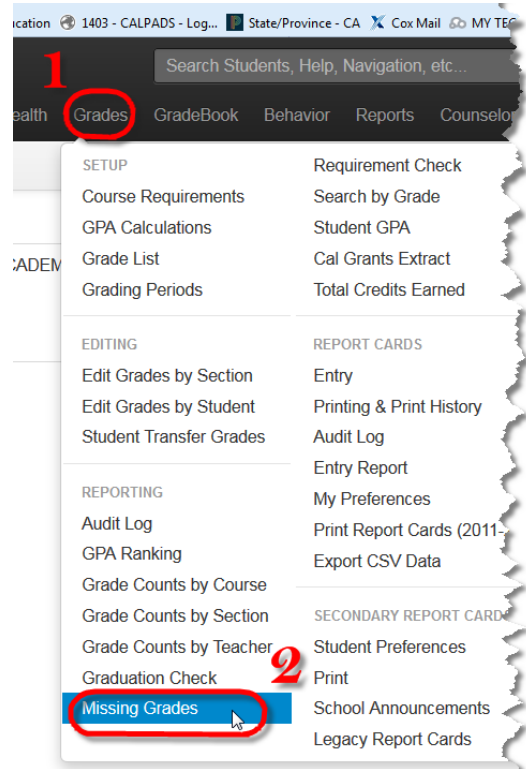


# Missing Grades Report

1. Click **Grades**
2. Under category “Reporting”, select **Missing Grades**



3. In the **Session** box, select **2017-2018 Normal**
4. Click **Submit**

A screenshot of the 'Missing Grades' report settings form. The form has a header with 'Missing Grades' and a 'Start Over' link. Below the header is a 'Report Settings' section. The 'Site' is set to 'VISTA LA MESA ACADEMY'. The 'Session' dropdown menu is highlighted with a red box and a red number '3', and it shows '2017-2018 Normal' selected. A 'Submit' button is highlighted with a red box and a red number '4'.

# Missing Grades Report

**Report Settings**

Site: VISTA LA MESA ACADEMY  
Session: 2017-2018 Normal

Submit

Grading Period: Quarter 1 Mid Qtr Progress Report (Y, ▾)

Select one, many or all teachers. Hold CTRL button and click with mouse on name of teacher to select.

Teachers

- HERNANDEZ, JOE (1322)
- JAYNES, KELLY (1383)
- KEOUGH, STACEY (1966)
- KNIGHT, MELONDY (1955)
- MAJOR, APRIL (1127)
- MARQUEZ, MELANIE (1474)
- MARSHALL, NICOLE DIANNE (1726)
- MARTINEZ, BARBARA (1672)

Select one, many or all Courses using the same method as above.


Courses


- ACADEMIC LEADERSHIP SEMINAR (ALS678)
- ACADEMIC SUPPORT (ACADSUPT)
- BEGINNING BAND (BBA6800E)
- BROADCAST (BRD68)
- CREATIVE WRITING (EVCRWRT)
- DIGITAL MUSIC (DMUSIC678)
- ENGLISH/LANG ARTS INTERVENTION (ELAINT678)
- ENGLISH LANGUAGE ARTS 6 (ELA06C00)

Modify other selections as applicable.

Rostering

- Students rostered during the grading period
- Students rostered on a date (From Date)
- Students rostered within a date range (From Date - To Date)

From Date:  

To Date:  

Report Type: Teachers ▾

After all desired selections have been made, click **Submit** to generate report.