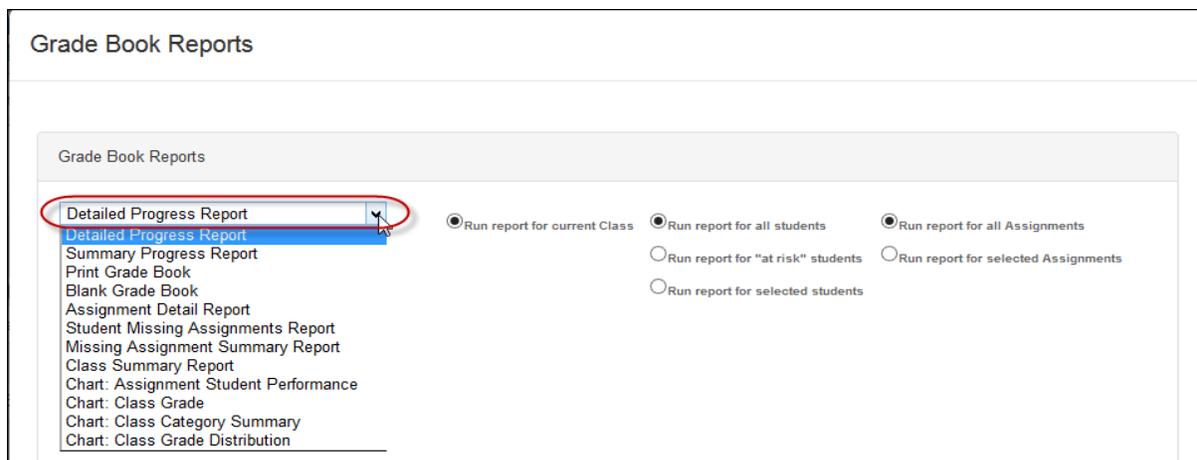
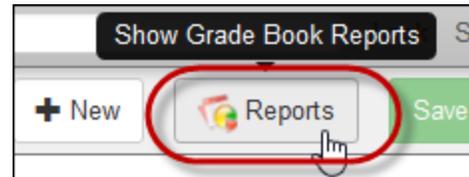


## Grade Book Reports

### Accessing Grade Book Reports

Click **Reports**.



Click the drop-down to select from the list of **Grade Book Reports**.

Each report will present a different set of options for you to use when you run the report.

Click **Run Report**.

Click **OK** to view your report.

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## Descriptions of Sample Grade Book Reports

Here are descriptions of a few of the reports that you may find in the Grade Book Reports area. This list may differ from what you will see in Synergy.

The **Detailed Progress Report** shows each student's current assignments and their overall grade. Additional details including notes and comments may be included.

The **Summary Progress Report** displays the student's current progress in class. Progress by assignment category can also be included in this report.

The **Print Grade Book Report** displays a printable version of the Grade Book. Each student is listed on the report as well as his or her performance on each assignment.

The **Blank Grade Book Report** displays a blank, printable version of the Grade Book. Each student is listed on the report as well as blank columns to add new assignments and scores.

The **Assignment Detail Report** displays each student's performance, by assignment. The students' marks, points earned/points possible, and notes are displayed in this report.

The **Student Missing Assignments Report** displays a list of all Missing or Absent Assignments, by student. The date, assignment type, assignment name, and notes are displayed for any assignment marked as "Missing" or "Absent" in the Grade Book.

The **Missing Assignments Summary Report** displays a list of all students with Missing or Absent Assignments. The student name, date, assignment type, assignment name, and notes are displayed for any assignment marked as "Missing" or "Absent" in the Grade Book.

The **Class Summary Report** summarizes each student's performance in class. Overall Grade (percentage and mark), performance in each assignment type (percentage and mark), and number of missing assignments are displayed on this report.