Faculty Access for the Web 7

Teacher Tutorial: How To Run Reports

In *Faculty Access for the Web*, from the navigation bar, you can run reports.

- **Progress Report** – Use this report to see grade information for your students. You can use it to see only students with poor marking column grades or even view a detailed progress report for individual students. This report helps you determine how your students are performing in your classes.
- **Missing Assignments Report** – Use this report to see students with missing assignments. You can also use this report to verify that all assignments have been graded.
- **Performance Comparison Report** – Use this report to see how grades for a marking column or for an assignment/category compare from one class to other classes of the same course. You can use this report to determine how well or poorly the class performs.

When you work in reports, to save your report parameters, click **Save**.

Progress Report

General

On the **General** tab, you select the academic year, session, and marking columns for the progress report.

> If you are a teacher and an advisor, in the **Run for** field, decide whether to run the report for your students or your advisees.

In the **Report type** field, select Summary or Detail.

- To include only category averages, final averages, and final marking column grades for each student, select **Summary**.
- To additionally include assignment grades for each student, select **Detail**.

To only include students with poor performance, select only one marking column, then select **Only include students with marking column grades lower than**. Then, enter a letter or numeric grade. Students with a grade lower than your number or letter appear in the report.

Classes and Students

On the **Classes and Students** tab, select to include all or selected classes. Then, select to include all or selected students. The classes and students to include are based on the academic year, session, and marking columns you chose on the **General** tab.

Assignments

On the **General** tab, if you chose to create a detailed report, in the **Assignments** section you can select which assignments to include in the report. You can filter assignments by due date or by selection. If an assignment does not have a due date, it is not included in the report.

Format

On the **Format** tab, you decide how you want to format your report.

- Report Formatting – For the general report format, select to **Group by** Class or Student. Then, enter a report header and select if you want to print only one student per page.
- Additional Information to Include – You can choose to add additional sections to the report, such as marking column comments and attendance.
- Assignment Formatting – If you select a detailed report, you can set formatting options for assignments. Select the assignment columns to include, the assignment sort order, and if you want to include assignment comments and a section for missing assignments.

Preview

On the **Preview** tab, you view your report. To view a printer-friendly version of your report, click **Print**.

If you need to adjust the report parameters, go back to any previous section as much as you need and then return to **Preview** to see if the changes created the report you wanted.

Missing Assignments Report

General

On the **General** tab, you select the academic year, session, and marking columns for the missing assignments report. In the **Assignment sort order** field, select to sort by category or student due date. You can also select to print only one student per page.

Classes and Students

On the **Classes and Students** tab, select to include all or selected classes. Then, select to include all or selected students. The classes and students to include are based on the academic year, session, and marking columns you chose on the **General** tab.

Preview

On the **Preview** tab, you view your report. To view a printer-friendly version of your report, click **Print**.

Performance Comparison Report

General

On the **General** tab, you select the academic year, session, and marking column to compare statistics. In the **Compare statistics for** field, you choose what you want to compare across classes such as a single assignment or class categories in a single marking column.

Categories

If on the **General** tab, **Compare statistics for** field, you selected to compare class categories in a single marking column, multiple assignments at one time, or class categories in multiple marking columns, you can set parameters in the **Categories** section. In the **Categories** section, select which categories to include in the report.

Assignments

If on the **General** tab, **Compare statistics for** field, you selected to compare a single assignment or multiple assignments at one time, you can set parameters on the **Assignments** tab.

- If you select to compare a single assignment, on the **Assignments** tab, search for and select an assignment to compare across classes.
- If you select to compare multiple assignments at one time, on the **Assignments** tab, enter the assignment due dates to filter assignments. Then, select which assignments to include in the comparison. The assignments available to select depend on the academic year, session, and marking columns you selected on the **General** tab.

Format

On the **Format** tab, you decide how you want to format your report. You can select to include class average, median, highest score, and lowest score.

Preview

On the **Preview** tab, you view your report. To view a printer-friendly version of your report, click **Print**. To export the data to a spreadsheet, click **Export raw data**.