# Teacher Section Summary Report

The teacher section summary report can be run by the teacher and emailed to the principal or saved into a shared network folder as requested. The report will show the current student assignments and grades in the Lesson Planner and Grade book. The report is run for each section taught by the teacher.
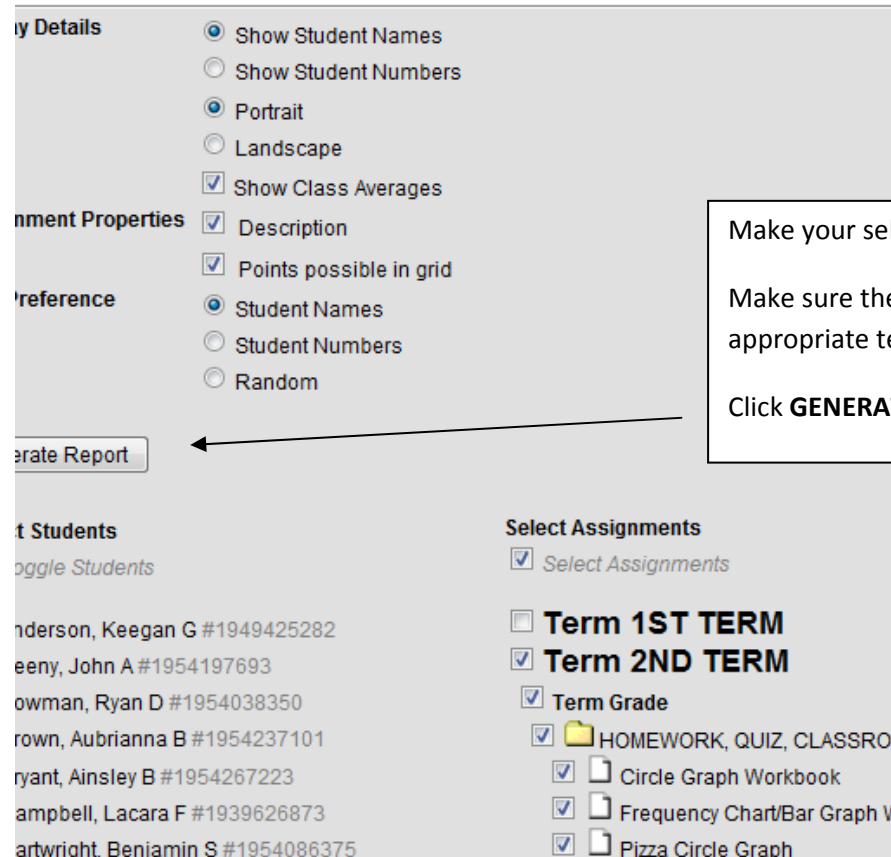
Instructions for the Teacher:

Expand **Instruction** > **Reports**.

Click on **Section Summary.**
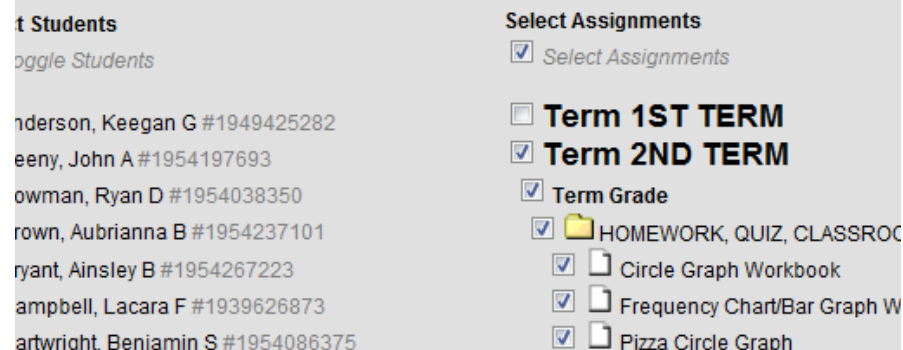
Select the Section from the top drop-down menu.
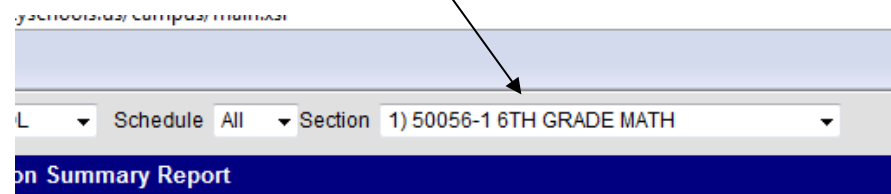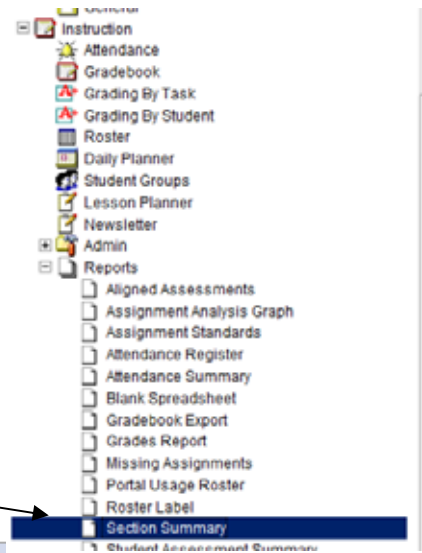
Make your selections.

Make sure the term selected below is the appropriate term.

Click **GENERATE REPORT**.

The report will look similar to the screenshot below.

Term 2ND TERM Term Grade Assignments

	Group	Abbrev	Name	Description	Due Date	Assigned Date	Multiplier	Pts Poss
1	TEST	GRTST	GRAPHING TEST		10/10/2008	10/08/2008	1.000	100
2	HOMEWORK, QUIZ, CLASSROOM ACTIVITY	CirGr	Circle Graph Workbook		10/19/2008	09/26/2008	1.000	100
3	HOMEWORK, QUIZ, CLASSROOM ACTIVITY	FC/BG	Frequency Chart/Bar Graph Workbook		10/19/2008	09/26/2008	1.000	100
4	HOMEWORK, QUIZ, CLASSROOM ACTIVITY	Pizza	Pizza Circle Graph		10/19/2008	09/26/2008	1.000	100
5	HOMEWORK, QUIZ, CLASSROOM ACTIVITY	PS	Problem Solving pg 54-55		10/19/2008	09/26/2008	1.000	100

In the new window that opens, select the SAVE icon.
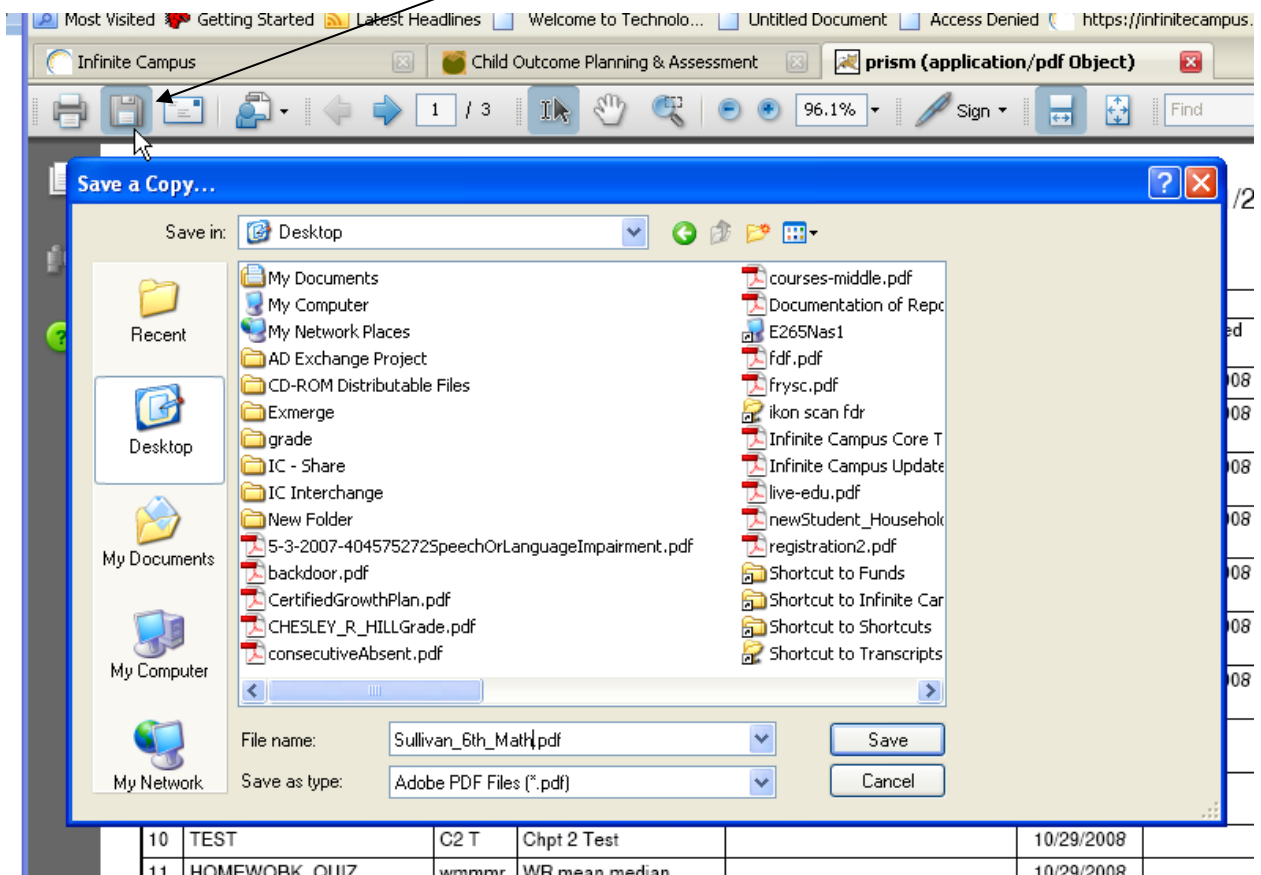
Save the file to a folder or to your desktop. Name it appropriately (For example, Teacher Name with Course).

Attach the files for each section to an email to your principal OR drop the files in a shared network folder.
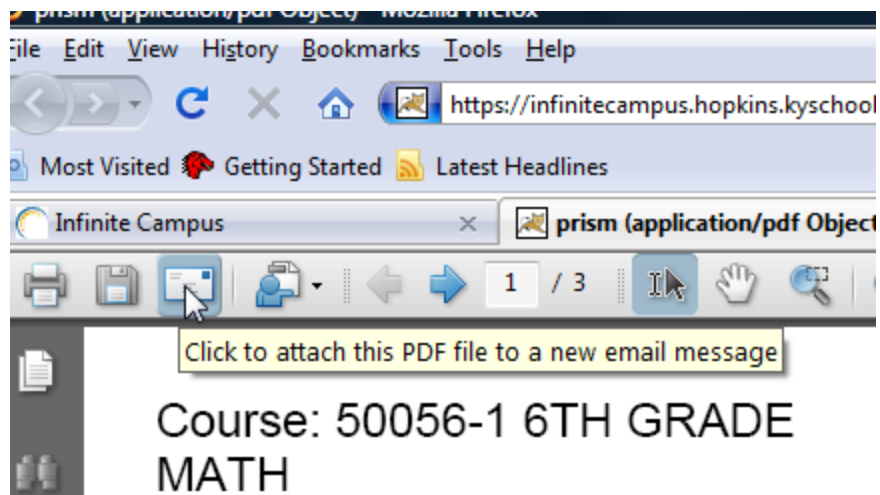
Click the **Send Copy** button.