

## **Part IV: Report Options**

Report options apply to the Progress Reports you can email parents, students, Guidance Counselors, Case Managers and Vice Principals.

### **Set Report Options**

To set your Report options:

4. Navigate to the **Gradebook→Profiles→List** screen.
5. Locate the Profile you wish to edit and click on the P icon button.
6. Click the **Reports** tab. This brings up the **Gradebook→Profiles→Reports** screen.
7. Select your choices for each of the Report options:
  - a. **Only Show Graded Assignments:** Yes or No
  - b. **Show Teacher Signature Line:** Yes or No
  - c. **Show Parent Signature Line:** Yes or No
  - d. **Show Category Averages:** Yes or No
  - e. **Show Class Averages:** Yes or No
  - f. **Round Averages to Two Decimal Places:** Yes or No  
(always answer 'yes')
8. Click **Save** to save your choices.