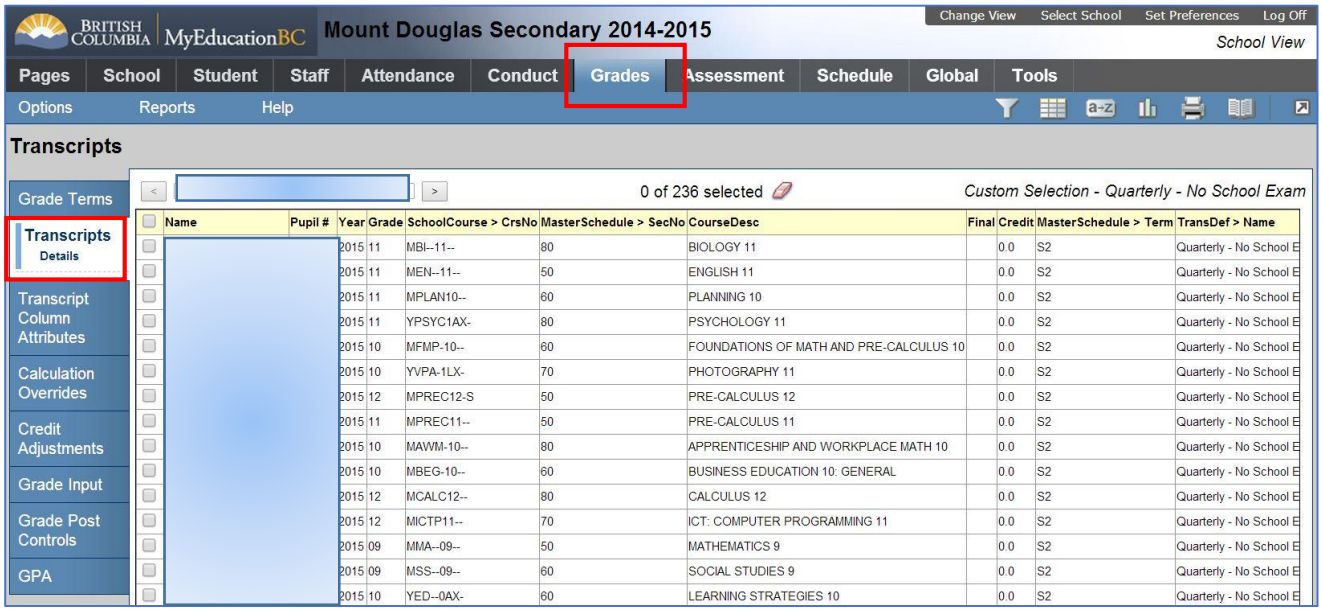
Identifying At Risk Students By Grades

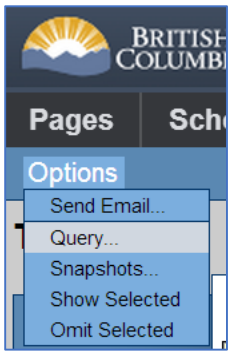
Querying and Creating a Quick Report from the ***Grades Top Tab>Transcripts Side Tab***

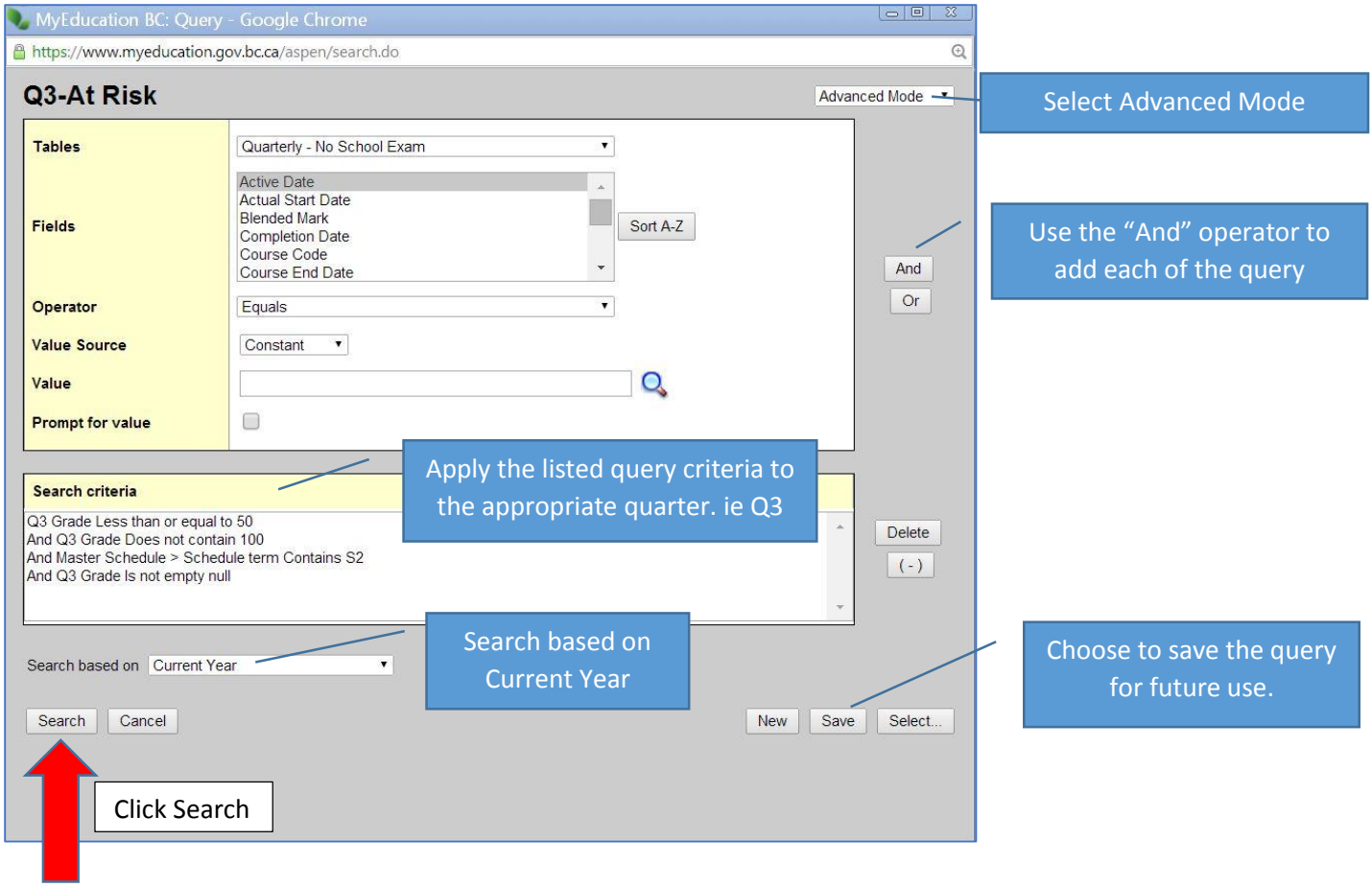


Name	Pupil #	Year	Grade	SchoolCourse > CrsNo	MasterSchedule > SecNo	CourseDesc	Final	Credit	MasterSchedule > Term	TransDef > Name
		2015	11	MBI--11--	80	BIOLOGY 11		0.0	S2	Quarterly - No School E
		2015	11	MEN--11--	50	ENGLISH 11		0.0	S2	Quarterly - No School E
		2015	11	MPLAN10--	60	PLANNING 10		0.0	S2	Quarterly - No School E
		2015	11	YPSYC1AX-	80	PSYCHOLOGY 11		0.0	S2	Quarterly - No School E
		2015	10	MFMP-10--	60	FOUNDATIONS OF MATH AND PRE-CALCULUS 10		0.0	S2	Quarterly - No School E
		2015	10	YVPA-1LX-	70	PHOTOGRAPHY 11		0.0	S2	Quarterly - No School E
		2015	12	MPREC12-S	50	PRE-CALCULUS 12		0.0	S2	Quarterly - No School E
		2015	11	MPREC11--	50	PRE-CALCULUS 11		0.0	S2	Quarterly - No School E
		2015	10	MAWM-10--	80	APPRENTICESHIP AND WORKPLACE MATH 10		0.0	S2	Quarterly - No School E
		2015	10	MBEG-10--	60	BUSINESS EDUCATION 10: GENERAL		0.0	S2	Quarterly - No School E
		2015	12	MCALC12--	80	CALCULUS 12		0.0	S2	Quarterly - No School E
		2015	12	MICTP11--	70	ICT: COMPUTER PROGRAMMING 11		0.0	S2	Quarterly - No School E
		2015	09	MMA--09--	50	MATHEMATICS 9		0.0	S2	Quarterly - No School E
		2015	09	MSS--09--	60	SOCIAL STUDIES 9		0.0	S2	Quarterly - No School E
		2015	10	YED--0AX-	60	LEARNING STRATEGIES 10		0.0	S2	Quarterly - No School E

Perform the Query

Options>Query





Search Criteria: *Customize the quarter and the percentage threshold as required*

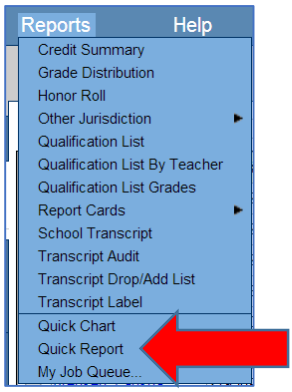
1. **Field:** Q? Grade **Operator:** Less than or equal to **Value:** 50
2. And **Field:** Q? Grade **Operator:** does not contain **Value:** 100
3. And **Field:** Master Schedule>Schedule Term **Operator:** Contains **Value:** S2
4. And **Field:** Q? Grade **Operator:** is not empty **Value:** null

The resulting query will produce a list of all students who have a mark of 50% or less in one or more courses in the designated quarter.

Run a Quick Report

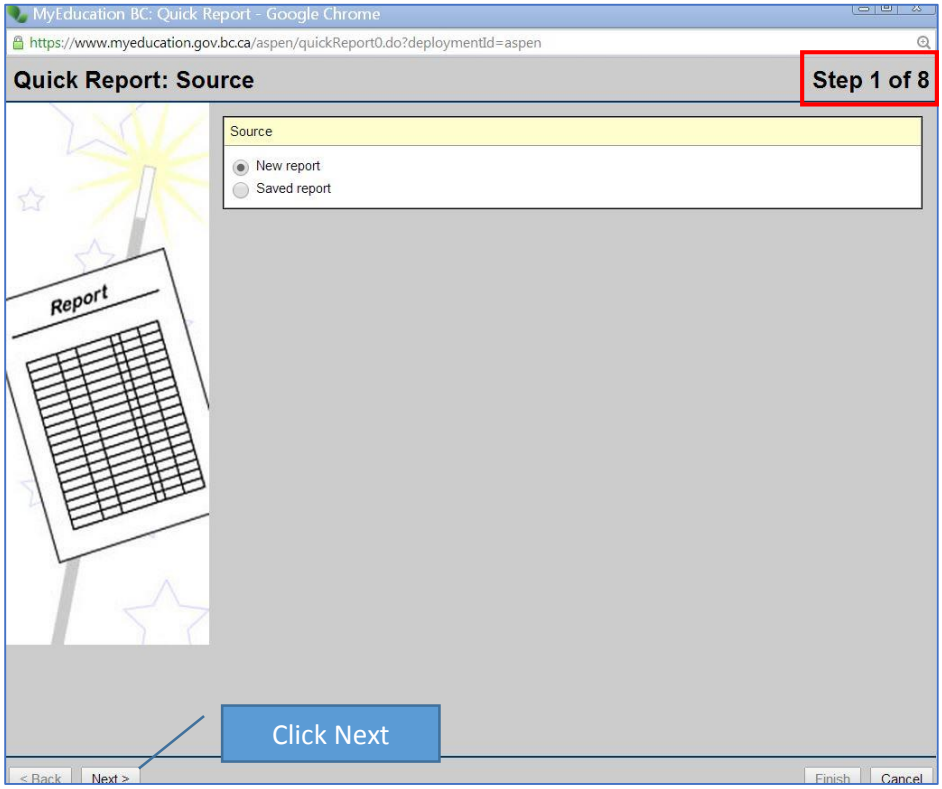
Based on the results of the above query, perform the following Quick Report to group students and courses in which they are not passing together.

Reports Drop Down Menu>Quick Report



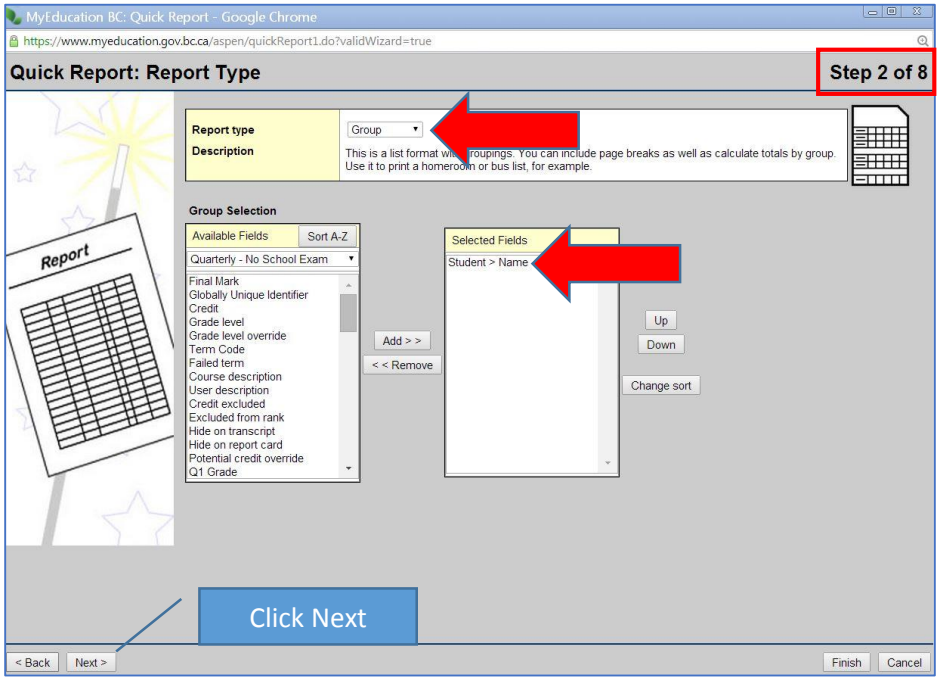
Step 1: Choose ***New report***

Note: Once you save a quick report you can select ***Saved report****, choose the desired report and click* ***Finish*** *from this screen, which allows you to skip the set up steps and produces the report immediately.*

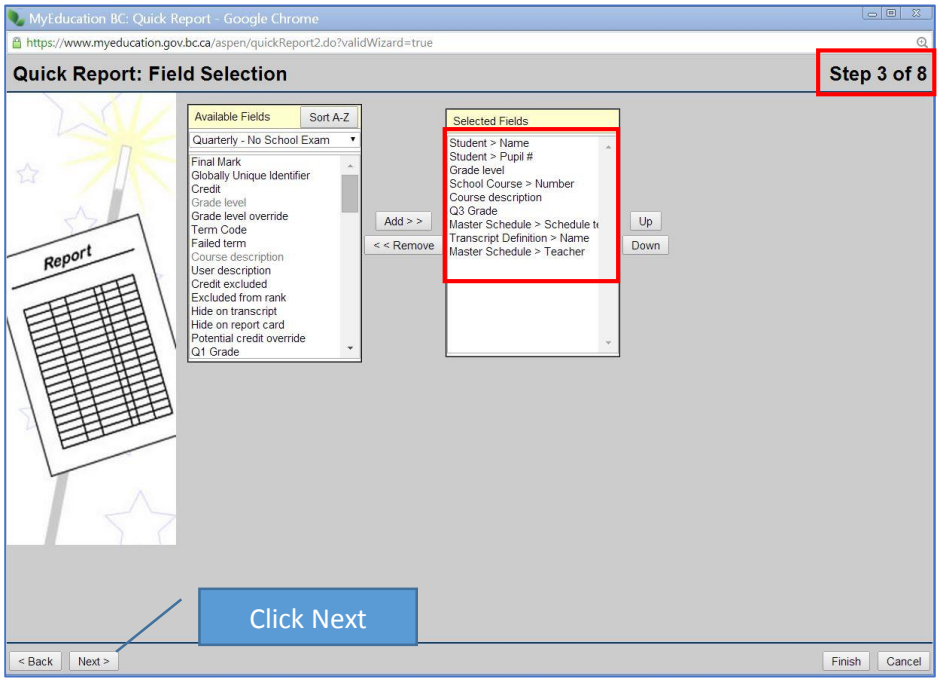


Step 2: Select ***Report Type = Group*** and the Selected Field should be Student>Name

This will group all grades and courses according to each individual student.

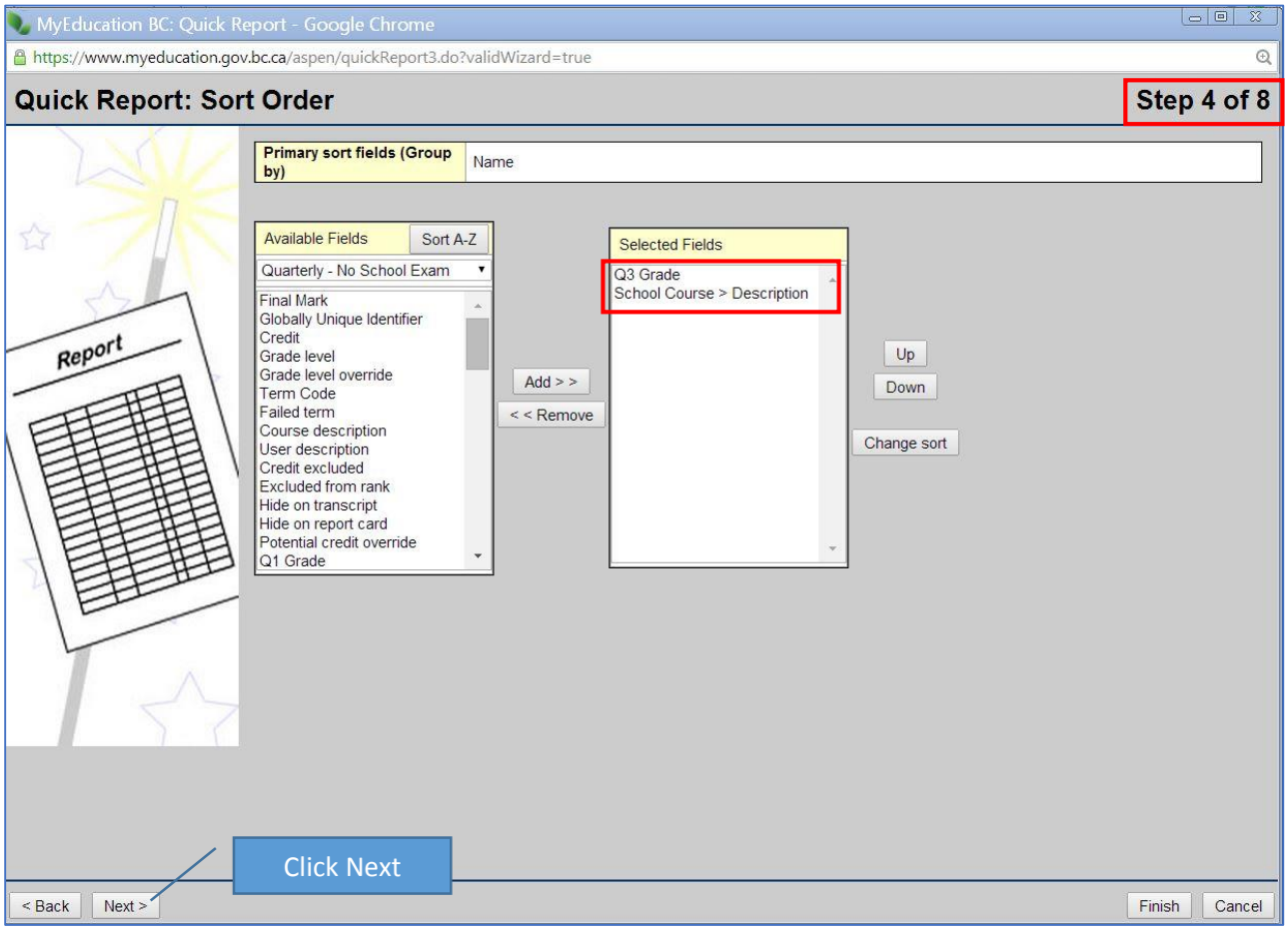


Step 3: Select the fields shown in the screen shot below. *Alter the Q3 field to reflect the desired quarter for this report and remove any irellevant fields as required.*



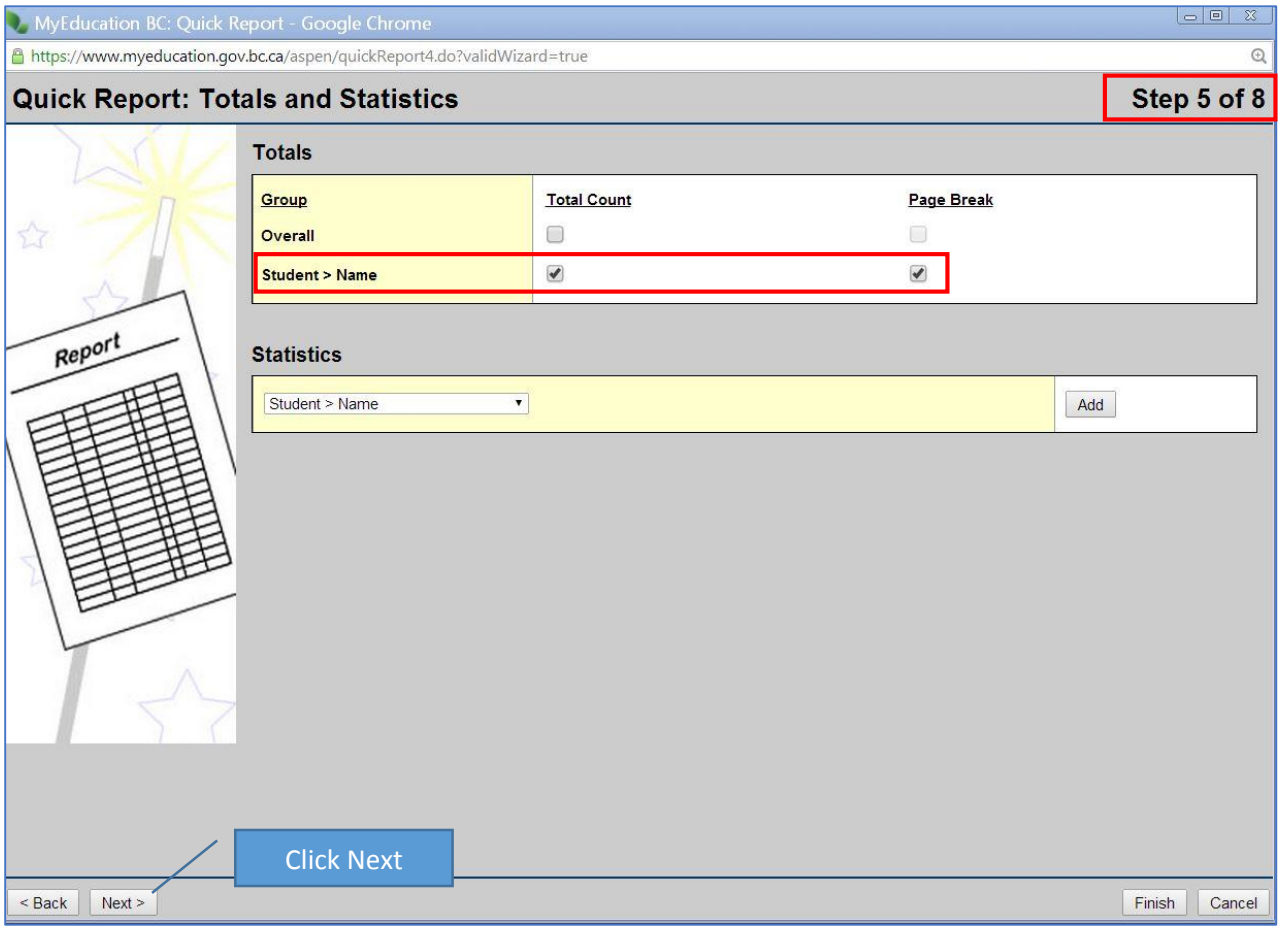
Step 4: Determine the sort order for the list.

*Note: the Primary sort field is **Name**, therefore the report will be sorted by name, but for each student this screen determines the sort order for the list.*



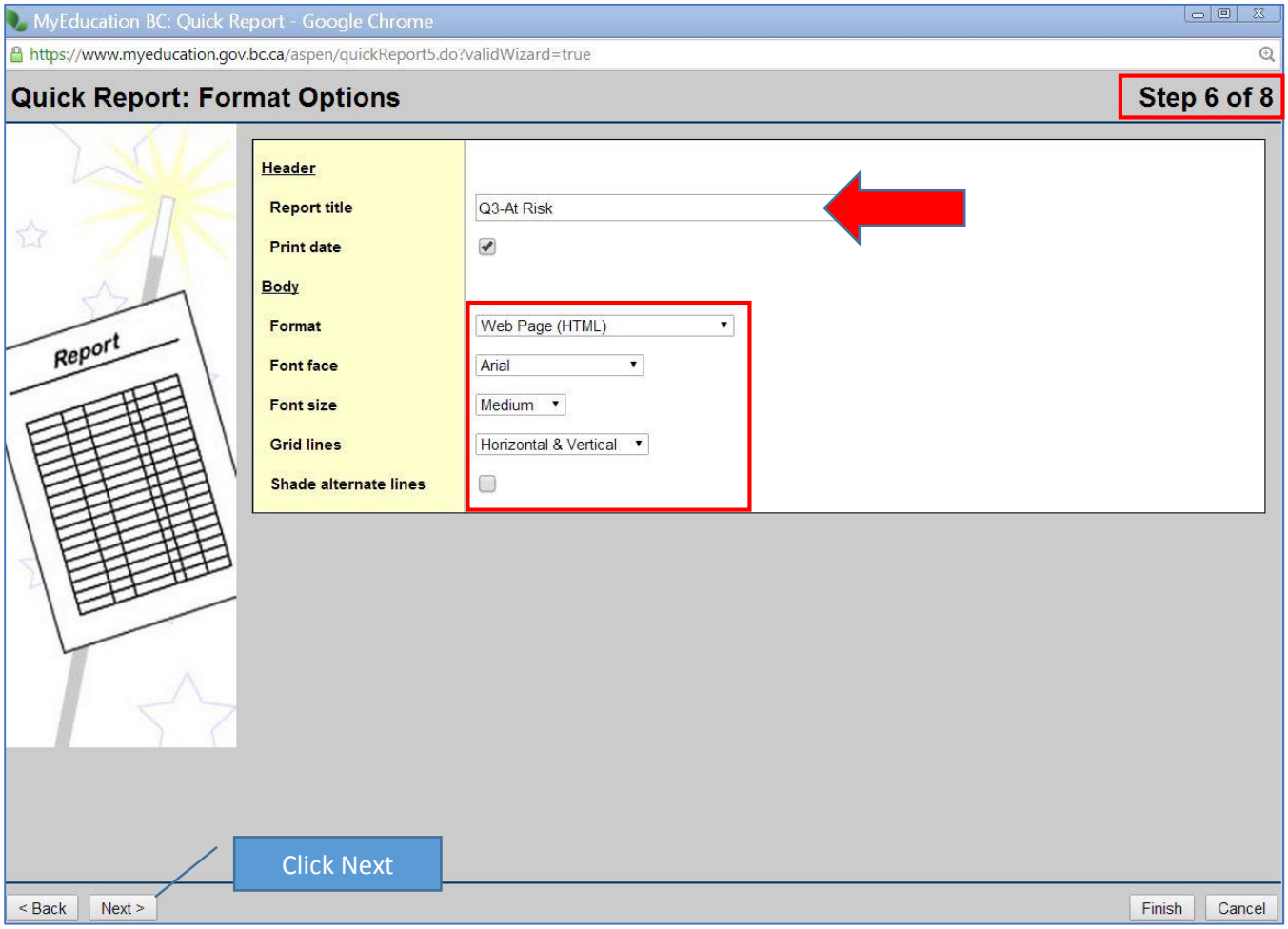
Step 5:

Select the check boxes for ***Student>Name Total Count and Page Break***. This will insert a page break after each student and total the number of students at the end of the report. Other statistics can be added to this report from this step as desired.

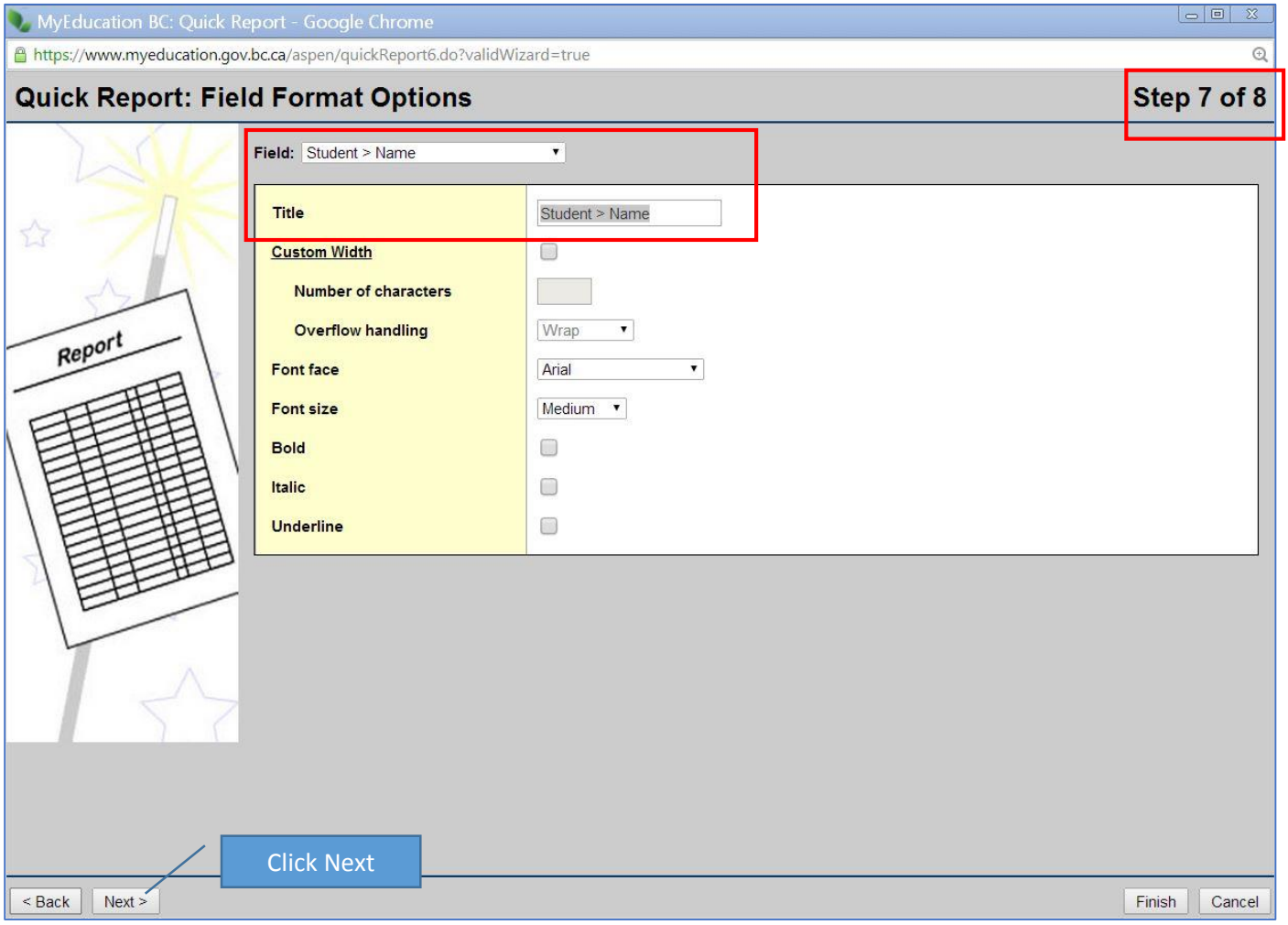


Step 6:

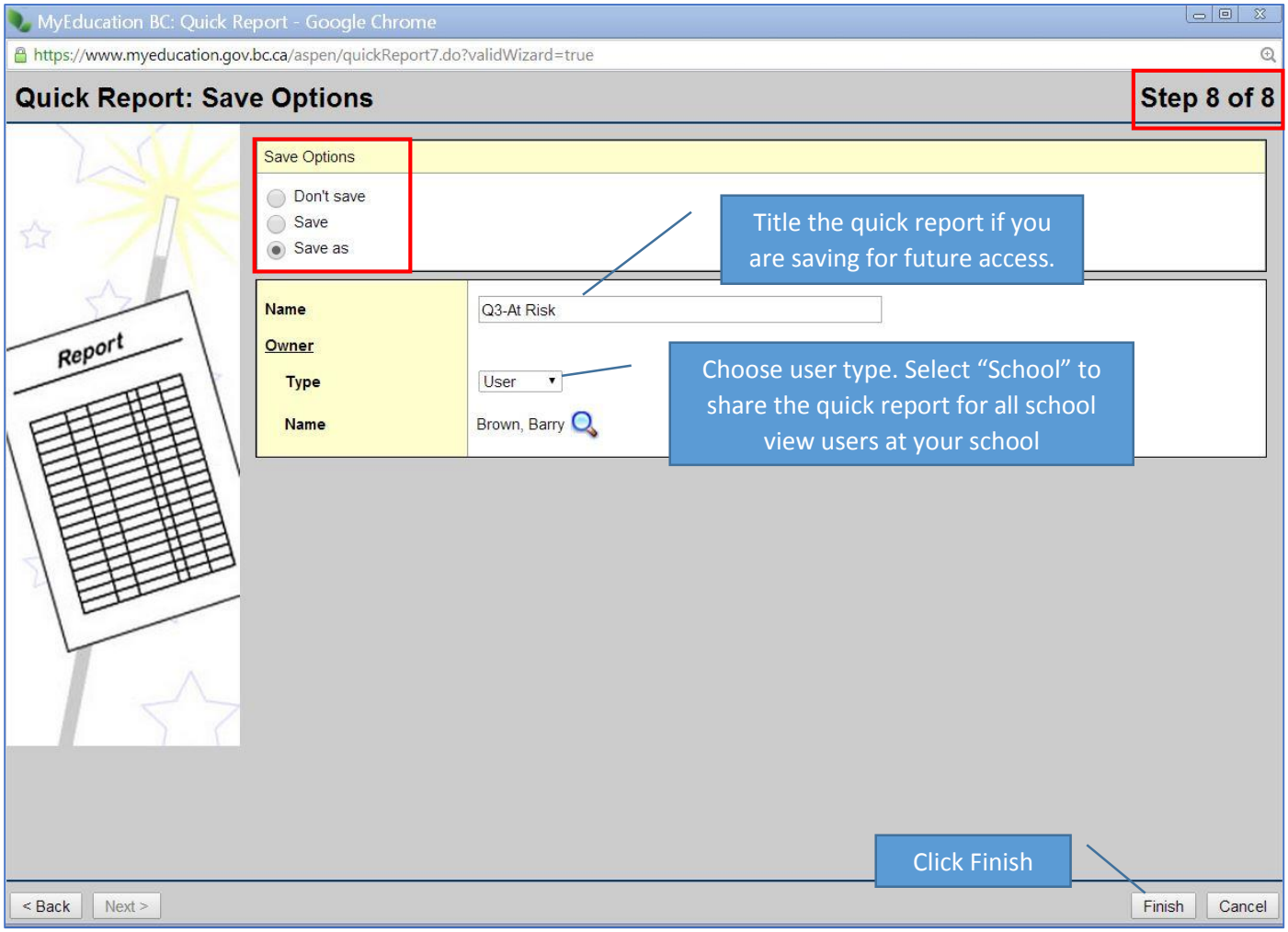
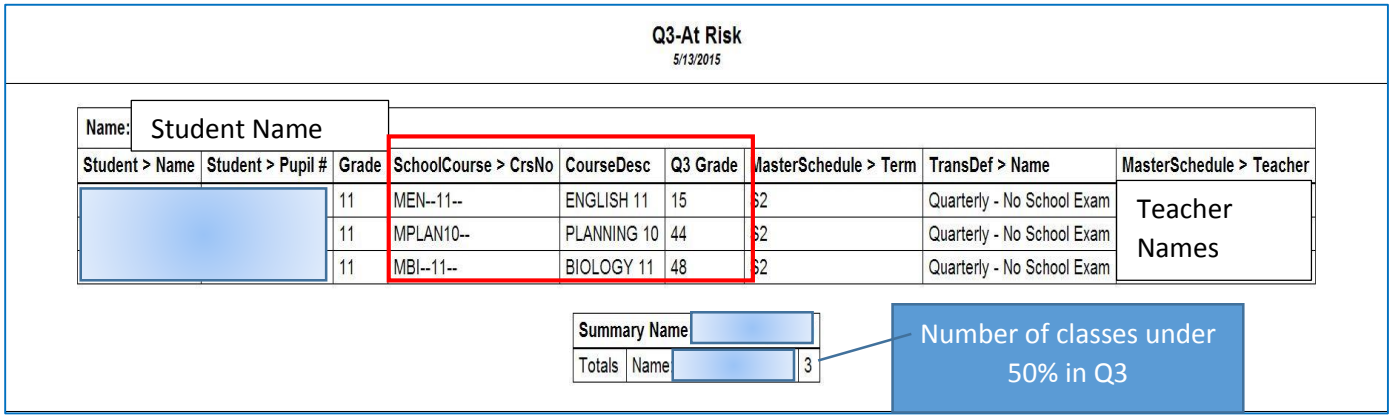
Title the report and select the output format as indicated in the screen shot below.



Step 7: Choose to alter the title for each field if desired.



Step 8: Choose to save the report for future use.



Below is an example of the results of this quick report; a list of students and the courses for which they received 50% or less in Q3.