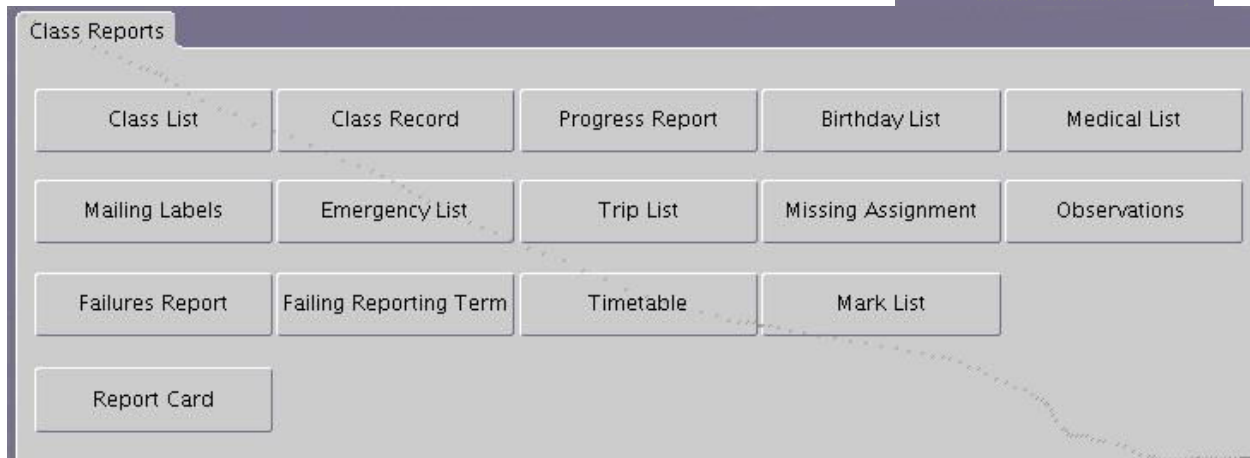
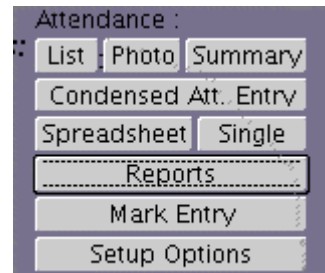


# SD #73 BCeSIS Secondary Teacher Assist Resource Manual

## Reports Menu

This takes you to a menu list of several reports you can print out. Many will open to a parameter screen so you can put in your report requirements and criteria before printing.



Class List	List of students, student numbers, phone #, etc. for each or all classes
Class Record	Create a list of students in a class with up to 11 column headings that you can have typed in at the top of the report.
Progress Report	Progress Reports for individual or all students showing assignment marks and other academic progress. One page per student
Birthday List	Birthday list for students in your classes
Medical List	List of students in your class with medical conditions on file.
Mailing Labels	Create mailing labels for your students
Emergency List	Emergency contact information for your students
Trip List	List of students taken on a field trip with all their relevant information – emergency contacts, medical issues, Card Card # etc.
Missing Assignment	List of students with missing assignments – you can sort, select and filter the options to be included on the report.

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Observations	In the Student Demographics screen there is a tab “Observations” which can be used to record teacher observations, follow up reminders, alerts etc. This report will print out all the observations on file for the student(s) selected. See Above under Student Demographics section.
Failures Report	List of assignments with failing marks for each student selected etc.
Failing Reporting Term	A report listing the failing students for the reporting term and course requested
Timetable	Print students’ timetables – one page per student and only for the students you teach.
Mark List	Class list with marks, attendance and comment bank number. Work habits are missing, but a good report for quickly checking what is being put on the report cards.
Report Card	Printing of report card verifications or report cards for your students. See instructions below on how to print a report card verification report using this option.

