

STUDENT DATA: The Grade Search Screen

A “search by grades/grading criteria” screen has been added to Genesis. This screen allows you to search by marking period, minimum, maximum, missing or failing grades. You can print a report directly from this screen or output the results to MS Excel.

Student Data→Student List→Grades Search

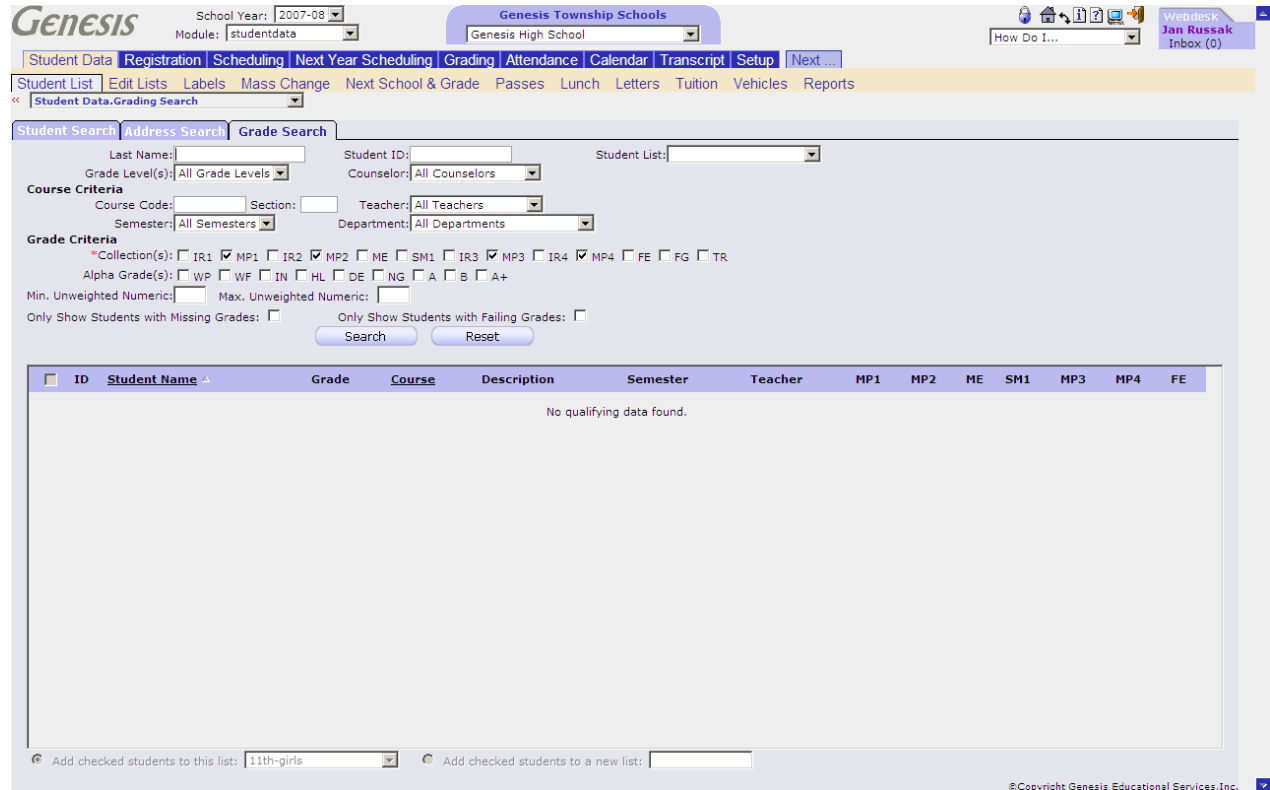


Figure 1 – The Student Data→Student List→Grade Search screen

The **Student Data→Student List→Grade Search** screen includes search criteria on courses, semesters, teacher, grading collections (i.e. Marking Period, Final Grades, etc.) and type of grade: minimum grade, maximum grade, missing grades and failing grades. As always, criteria can be combined for more precise searches.

The screen is divided into 3 types of criteria:

- Student selection criteria (Last name, Student ID, Grade Level, Counselor)
- Course selection criteria (Course code, Semester code, Teacher, Department)
- Grade selection criteria (Marking Period -“grading collection”-, Alpha grade, minimum numeric, maximum numeric, missing grade and failing grade). At least one collection must be checked.

A search returns each student and course section that meets the criteria as a separate entry in the list. If a student has multiple entries in the list, their name & id only appear on the first line of their courses:

ID	Student Name	Grade	Course	Description	Semester	Teacher	MP1	MP2	ME	SM1	MP3	MP4	FE
<input type="checkbox"/> 504495	Daily, Ed	12	10175/4	*ENGLISH 1 HON	FY	Bane, Eddie	WP	DE					
			15005/12	WORLD CULTURES	FY	Barr, Bob	IN						
			15500/1	The African -American Experience	S1	Barr, Bob	IN	DE					
			15205/6	US HISTORY 2	FY	Barr, Bob	HL						

As on the **Student Data→Student List→Student Search** screen, students can be added to a student list from this screen.

Example 1: Search by Student Name

Searching by student name returns all of that student's course sections and the associated grades.

Student Data→Student List→Grade Search – Search Criteria: Lastname=Daily, Collections=MP1, MP2

The screenshot shows the 'Grade Search' interface with the following search criteria:

- Last Name: daily
- Grade Level(s): All Grade Levels
- Course Criteria: All Semesters
- Grade Criteria: MP1, MP2

The results table is as follows:

ID	Student Name	Grade	Course	Description	Semester	Teacher	MP1	MP2	ME	SM1	MP3	MP4	FE
504495	Daily, Ed	12	10175/4	*ENGLISH 1 HON	FY	Bane, Eddie	WP	DE					
			15005/12	WORLD CULTURES	FY	Barr, Bob	IN						
			15500/1	The African -American Experience	S1	Barr, Bob	IN	DE					
			15205/6	US HISTORY 2	FY	Barr, Bob	HL						

Figure 2 – The **Student Data→Address List** screen returns all Address and Contact Information for a Student when the criteria is a student (or students) name

Search by Student Name

A search by student name returns all courses for the named student(s) that meet the Course and Grade selection criteria.

The controls at the bottom of the screen include the following:

- **Add checked students to this list** – As on the screen, this allows you to add the checked **students** to an existing student list.
- **Add checked students to a new list** - As on the screen, this allows you to create a new student list and add the checked students to it.

Printing the List

A printer icon appears when there is at least one student/course listed on this screen. Clicking the printer icon will produce a “Grades” report. An example is shown in Figure 8 below.

Exporting to MS Excel

An icon and link appear to the upper right of the results when there is at least one student/course listed on this screen. Clicking the link icon exports the results to MS Excel.

Example 2: Failing Grade Report: Search by Grade Level, Marking Period and Failing Grades

Searching for a **Failing Grade** returns all courses in which a selected student has a failing grade.

Student Data→**Student List**→**Grade Search** – Search Criteria: “Only Show Students with Failing Grades”, Collections=MP1, MP2

The screenshot shows the 'Grade Search' interface in the Genesis Student Information System. The search criteria are set as follows:

- Grade Level(s): 12
- Course Criteria: Course Code: , Section: , Teacher: All Teachers, Semester: All Semesters, Department: All Departments
- Grade Criteria: *Collection(s): IR1 MP1 IR2 MP2 ME SM1 IR3 MP3 IR4 MP4 FE FG TR
- Alpha Grade(s): WP WF IN HL DE NG A B A+
- Min. Unweighted Numeric: , Max. Unweighted Numeric: , Only Show Students with Failing Grades:

The search results table is as follows:

ID	Student Name	Grade	Course	Description	Semester	Teacher	MP1	MP2	ME	SM1	MP3	MP4	FE
<input type="checkbox"/> 105394	Baker, Jack	12	15500/1	The African -American Experience	S1	Barr, Bob	IN						
<input type="checkbox"/> 504495	Daily, Ed	12	15500/1	The African -American Experience	S1	Barr, Bob	IN	DE					
			15005/12	WORLD CULTURES	FY	Barr, Bob	IN						
			15205/6	US HISTORY 2	FY	Barr, Bob	HL						
			10175/4	"ENGLISH 1 HON	FY	Bane, Eddie	WP	DE					
<input type="checkbox"/> 1012786	Floyd, Gavin	12	10525/1	Composition/Mythology	FY	Ables, Harry		89					

6 courses qualified for 3 students.

Figure 3 – A search by Grade Level, Grading Collection (MP1 & MP2) and Failing Grades

Search by Failing Grades: Failing Grades Report

A search by checking the “**Only show Students with Failing Grades**” checkbox returns every student who meets the other selection criteria (Grade Level, Course Code, Teacher, Department) and has a failing grade. Every course section which meets the criteria (Course Code, Teacher, Department) and has a failing grade is included. So a student (e.g. Ed Daily in Figure 3 above) may have more than one course listed.

Search by Missing Grades: Missing Grades Report

A “Missing Grades Report” can be produced by searching with the “**Only show Students with Missing Grades**” checkbox checked. This returns every student who meets the other selection criteria (Grade Level, Course Code, Teacher, Department) and has a **missing** grade. Every student/course section which meets the criteria (Course Code, Teacher, Department) and has a **missing** grade for one of the selected Grade collections (e.g. MP1, MP3) is listed.

Example 3: Search by Specific Alpha Grade

Searching by a specific Alpha Grade returns all students/courses with that grade. You must always specify which 'grading collections' (e.g. MP1, MP2) you wish to look for grades.

Student Data → Student List → Grade Search – Search Criteria: Collections=MP1, MP2, Grade=DE

The screenshot shows the 'Grade Search' interface in the Genesis Student Information System. The search criteria are set to Collections=MP1, MP2 and Grade=DE. The results table shows two courses for student 504495: 'The African -American Experience' (Grade 12, Course 15500/1) and '*ENGLISH 1 HON' (Grade 12, Course 10175/4).

ID	Student Name	Grade	Course	Description	Semester	Teacher	MP1	MP2	ME	SM1	MP3	MP4	FE
<input type="checkbox"/>	504495 Daily, Ed	12	15500/1	The African -American Experience	S1	Barr, Bob	IN	DE					
<input type="checkbox"/>			10175/4	*ENGLISH 1 HON	FY	Bane, Eddie	WP	DE					

Figure 4 – A search by specific Alpha grade returns all students/courses who received that grade in the selected grading collections

Search by Specific Alpha Grade

A search by Alpha grade locates all the students/courses that received that grade – in the grading collections (i.e. Marking Periods) which are selected. You **must** always specify at least one grading collection in which to search.

Please note that if you searching for a specific course, the course code must be an exact match.

Example 4: Search by Department

Searching by **Department** returns all grades for all courses linked to the selected Department.

Student Data→**Student List**→**Grade Search** – Search Criteria: Department=Social Studies, Collections=MP1, MP2

The screenshot shows the 'Grade Search' interface. Under 'Course Criteria', 'Department' is set to 'Social Studies'. Under 'Grade Criteria', 'Collection(s)' has 'MP1' and 'MP2' checked. The search results table is as follows:

ID	Student Name	Grade	Course	Description	Semester	Teacher	MP1	MP2	ME	SM1	MP3	MP4	FE
1004346	Autry, Al	09	15005/12	WORLD CULTURES	FY	Barr, Bob	WF						
105394	Baker, Jack	12	15500/1	The African -American Experience	S1	Barr, Bob	IN						
1000845	Beard, Dave	09	15005/3	WORLD CULTURES	FY	Barr, Bob	WF						
1000973	Brumfield, Jacob	09	15005/12	WORLD CULTURES	FY	Barr, Bob	IN						
504495	Daily, Ed	12	15500/1	The African -American Experience	S1	Barr, Bob	IN	DE					
			15005/12	WORLD CULTURES	FY	Barr, Bob	IN						
			15205/6	US HISTORY 2	FY	Barr, Bob	HL						

Figure 5 – A search by Department returns all grades for courses in that Department

Search by Department

A search by Department returns grades for all students for all courses associated with the selected department. To search instead for all missing grades in courses taught by the department, check the “Missing Grades” checkbox. To locate all failing grades in any course taught by the department, check the “Failing Grades” checkbox.

Sorting by Course Code

To sort by the course code, click the “**Course**” column header. This sorts the listed students/courses by ascending or descending course code order (click multiple times to toggle the list direction):

ID	Student Name	Grade	Course	Description	Semester	Teacher	MP1	MP2	ME	SM1	MP3	MP4	FE
504495	Daily, Ed	12	15500/1	The African -American Experience	S1	Barr, Bob	IN	DE					
105394	Baker, Jack	12	15500/1	The African -American Experience	S1	Barr, Bob	IN						
504495	Daily, Ed	12	15205/6	US HISTORY 2	FY	Barr, Bob	HL						
			15005/12	WORLD CULTURES	FY	Barr, Bob	IN						
1000973	Brumfield, Jacob	09	15005/12	WORLD CULTURES	FY	Barr, Bob	IN						
1004346	Autry, Al	09	15005/12	WORLD CULTURES	FY	Barr, Bob	WF						
1000845	Beard, Dave	09	15005/3	WORLD CULTURES	FY	Barr, Bob	WF						

You can sort by student’s last names by clicking the “**Student Name**” column header.

Example 5: Print the List of Students/Courses/Grades

The list of returned students and their grades can be printed via the Printer Icon that appears once a list is displayed.

Student Data→Student List→Grade Search – Search Criteria: Last Name=B*, Department=Social Studies, Collections=MP1, MP2

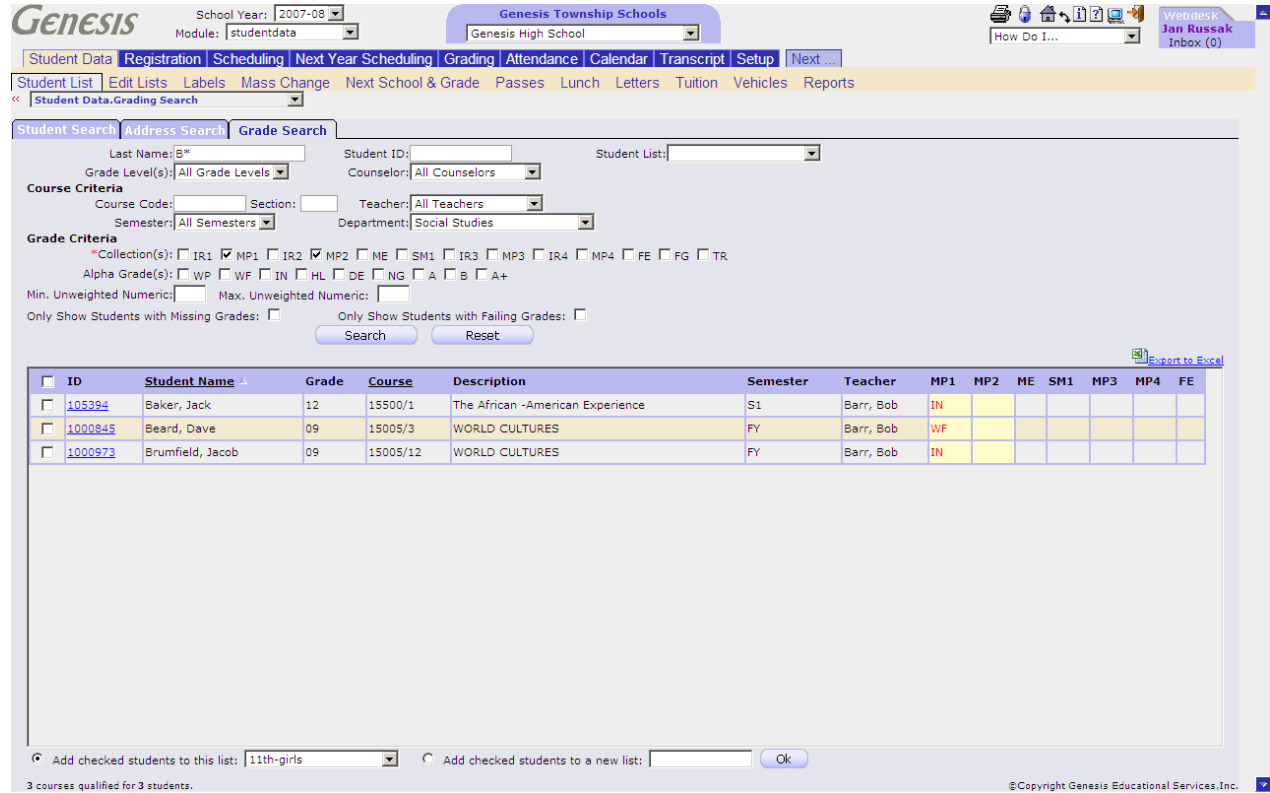


Figure 6 – The usual Printer Icon appears when a list of students/courses appears

Printer Icon Report

A sample report is shown in Figure 8 below.

Student Data→Student List→Grade Search Report

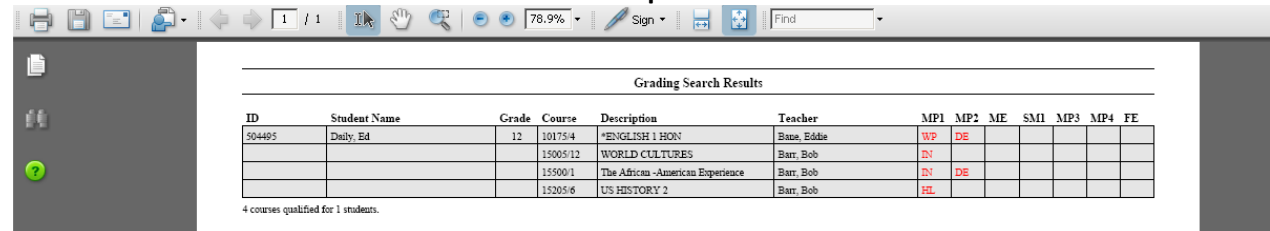


Figure 7 – The Grade Search Results Printer Icon Report

Example 6: Export the List of Students/Courses/Grades to MS Excel

A tool is included to quickly export the list of returned students and their grades to MS Excel.

Student Data → Student List → Grade Search – Search Criteria: Collections=MP1, MP2

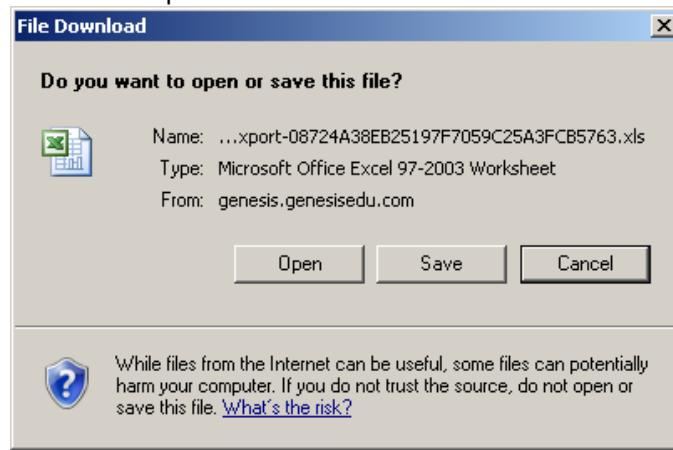
The screenshot shows the 'Grade Search' results page in the Genesis Student Information System. The search criteria are set to 'Collections=MP1, MP2'. The results table is as follows:

ID	Student Name	Grade	Course	Description	Semester	Teacher	MP1	MP2	ME	SM1	MP3	MP4	FE
1004346	Autry, Al	09	15005/12	WORLD CULTURES	FY	Barr, Bob	WF						
105394	Baker, Jack	12	15500/1	The African -American Experience	S1	Barr, Bob	IN						
1000845	Beard, Dave	09	15005/3	WORLD CULTURES	FY	Barr, Bob	WF						
1000973	Brumfield, Jacob	09	15005/12	WORLD CULTURES	FY	Barr, Bob	IN						
504495	Daily, Ed	12	15500/1	The African -American Experience	S1	Barr, Bob	IN	DE					
			15005/12	WORLD CULTURES	FY	Barr, Bob	IN						
			15205/6	US HISTORY 2	FY	Barr, Bob	HL						

Figure 8 – An MS Excel Icon appears when a list of students/courses appears

Exporting to MS Excel

Click on the link to export the results to MS Excel. A standard file dialog is displayed:



A sample of the resulting spreadsheet is shown below in Figure 9.

	A	B	C	D	E	F	[Formula Bar]	H	I	J	K	L	M
1	Student ID	Student Name	Grade Level	Course Code	Description	Teacher	MP1	MP2	ME	SM1	MP3	MP4	FE
2	1004346	Autry, Al	09	15005/12	WORLD C	Barr, Bob	WF						
3	105394	Baker, Jac	12	15500/1	The Africa	Barr, Bob	IN						
4	1000845	Beard, Dav	09	15005/3	WORLD C	Barr, Bob	WF						
5	1000973	Brumfield,	09	15005/12	WORLD C	Barr, Bob	IN						
6	504495	Daily, Ed	12	15500/1	The Africa	Barr, Bob	IN	DE					
7	504495	Daily, Ed	12	15005/12	WORLD C	Barr, Bob	IN						
8	504495	Daily, Ed	12	15205/6	US HISTO	Barr, Bob	HL						
9													
10													

Figure 9 – Sample MS Excel spreadsheet as exported from the Grade Search screen

The columns in the spreadsheet include:

- Student ID – CAVEAT: leading zeros will be truncated.ⁱ
- Student Name – Last name, first name format
- Grade level
- Course code and section # in code/section format (e.g. 15005/1)
- Course description
- Teacher name in last name, first name format
- A column for each “Grading collection” in which a “grade” is collected. Typically:
 - MP1, MP2, MP3, MP4
 - ME, FE – Exams
 - SM1 – Semester 1 grade for full year courses
 - FG – Final grade

ⁱ MS Excel automatically truncates leading zeros; Genesis has no control over this.