

To view a student's current progress & grade details:

1. Click on the **Reports** tab (normal view is the Summary tab)
2. Make sure and check the **Print Assignments Detail** box
3. Make sure and NOT check the **Print Incomplete and Unscored Assignments Only**
4. Make sure and check the **Print Grades Detail** box
5. Click on **Print**



The screenshot shows the 'Reports' tab selected in the top navigation bar, indicated by a red arrow and the number '1.'. Below the navigation bar, the 'Report' dropdown is set to 'Progress Report'. In the top right corner of the report area, there are links for 'Print', 'Report Viewer', 'Set As Default Criteria', and 'Delete Default Criteria'. A yellow arrow points to the 'Print' link, labeled with the number '5.'. On the left side, under the 'Progress Report' section, there are four checkboxes: 'Print Attendance Detail' (unchecked), 'Print Assignments Detail' (checked, with a blue arrow and '2.'), 'Print Incomplete And Unscored Assignments Only' (unchecked, with a green arrow and '3.'), and 'Print Grades Detail' (checked, with a purple arrow and '4.').

6. Wengage will generate a report similar to the one below. You will be able to see individual assignments, dates assigned, and points received.
7. The **current course average** is labeled as the “current” Nine Weeks Progress.
8. The **semester average** (which is the combined score of the 1st & 2nd 9 weeks or the 3rd & 4th 9 weeks together) is labeled FIRST SEMESTER GRADE OR SECOND SEMESTER GRADE *determined by which semester is current.

Notebook: Characterization	Daily Work	10/28/2020	10	10.00	A+/100
Spelling Workbook Lesson 10	Daily Work	10/26/2020	100	100.00	A+/100
Reading Lit Assessment Lessons 5/6	Test	10/23/2020	100	80.00	B-/80
Spelling Lesson 9 Test	Test	10/23/2020	100	100.00	A+/100
Vocabulary Lesson 9 Test	Test	10/23/2020	100	100.00	A+/100
Notebook: Lesson 6 Character Traits	Daily Work	10/21/2020	10	10.00	A+/100
Spelling Workbook Lesson 9	Daily Work	10/20/2020	100	79.00	C+/79
Virtual Learning EP	Daily Work	10/14/2020	50	50.00	A+/100
Notebook: Lesson 5 Story Devices	Daily Work	10/12/2020	10	10.00	A+/100

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Grades Detail

Grading Period	Grade	Comment	Category	Category Name
SECOND NINE WEEKS PROGRESS	A-/92(est)	 7.	Section	
*ELIG 2ND 9 WKS	A/94(est)		Section	
SECOND NINE WEEKS GRADE	A-/92(est)		Section	
FIRST SEMESTER GRADE	A/94(est)	 8.	Section	