

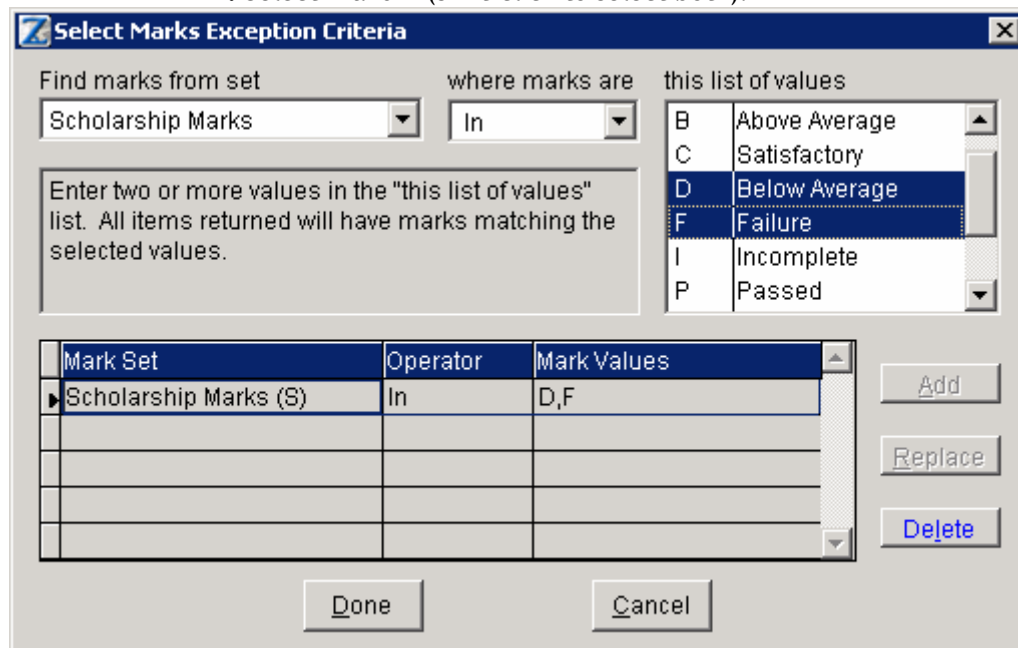
Printing a "D's and F's" Report

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D'S AND F'S BY CLASS

To print D's and F's by class, use the **Class Marks Listing Report** in the **Mark Reporting** module.

1. Enter a title, if desired. An example is "*D's and F's by Class.*"
2. Select the appropriate report period.
3. Click the **Select** tab. Double-click **Mark Value**. In the window that appears (shown below), set the screen up as follows:
 - a. **Find marks from set:** Choose **Scholarship Marks**
 - b. **Where marks are:** Choose **In**
 - c. **This list of values:** Select **D** and **F** (shift-click to select both).



Enter two or more values in the "this list of values" list. All items returned will have marks matching the selected values.

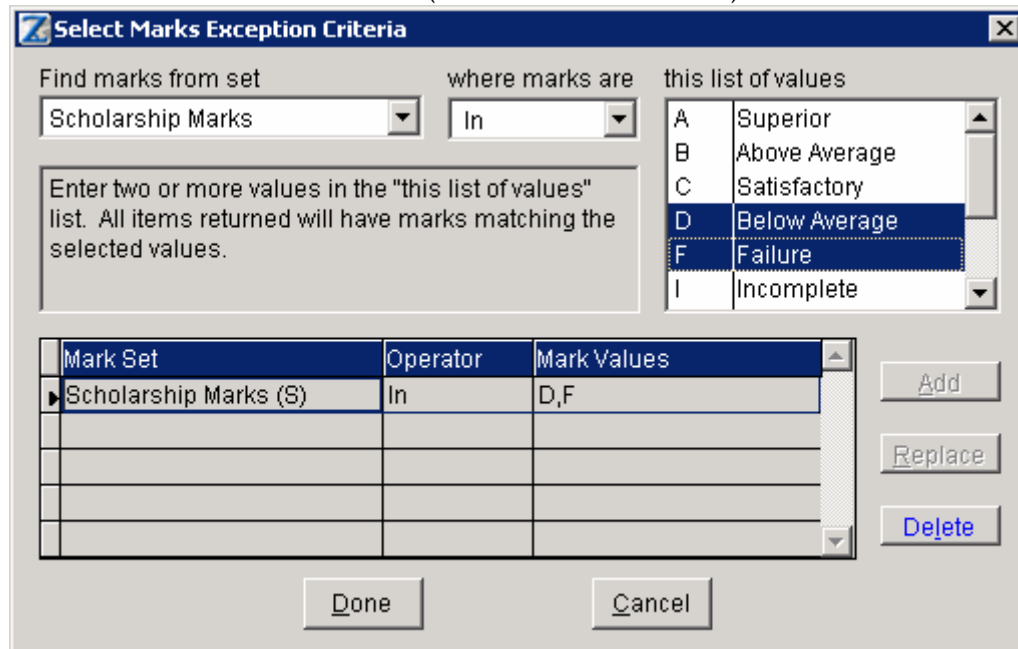
Mark Set	Operator	Mark Values
Scholarship Marks (S)	In	D,F

4. Click **Add**, then **Done**.
5. Click **Preview**. The report will be sorted by teacher. You cannot sort this report by student. To do so, you will need to use the Student Marks Listing Report (see following directions).

D'S AND F'S BY STUDENT

To print D's and F's by student, use the **Student Marks Listing Report**.

1. Enter a title, if desired. An example is *"D's and F's by Student."*
2. Select the appropriate report period.
3. Select **Only classes with marks**.
4. Click the **Select** tab. Double-click **Mark Value**. In the window that appears (shown below), set the screen up as follows:
 - a. **Find marks from set:** Choose **Scholarship Marks**
 - b. **Where marks are:** Choose **In**
 - c. **This list of values:** Select **D** and **F** (shift-click to select both).



Mark Set	Operator	Mark Values
Scholarship Marks (S)	In	D,F

5. Click **Preview**. The report will be sorted by student.

Notes:

- Another option is to run the **Marks Distribution Analysis** report, which creates an Excel Pivot Table. Run this report if you want to manipulate the data (mail merge into letters, make graphs, etc.).
- You can also use the **SDCS Student Marks** view in Query Writer to build your own query.