

## Missing Assignment Report

1. Go to one of your gradebooks.

2.

The screenshot shows the GradeBook interface with the 'Reports' menu open. The 'Reports' menu is circled in red, and a red arrow points to it with the text 'Click on Reports'. The 'Assignment Report' option is highlighted in the menu, and a red arrow points to it with the text 'Select Assignment Report'. The background shows a table with columns for 'Name', 'Mark', 'Standard Score', and 'Date'. The table has three rows of data, with the first row highlighted in yellow. The 'Standard Score' column shows '3/3' for all three rows. The 'Date' column shows '11/17' and '11/14' for the second and third rows respectively. The 'Assignment Report' option is also marked with a 'beta' badge.

3.

The screenshot shows the 'GradeBook Options' page. The 'Grade Filters' section is highlighted in blue, and a red arrow points to it with the text 'click on this box and change to missing'. The 'Grade Filters' section includes a 'Grades to include:' dropdown menu set to 'All' and a 'Categories' text input field. Below the 'Grade Filters' section are three expandable sections: 'Grading Period', 'Page Options', and 'Display Options'.

4. Choose "view report" or "download to PDF"