

# Mark Usage Report

**Step 1:** Path: **Menu > Mark Reporting > Entry & Reports > Report Card Reports > Mark Usage**

**Step 2:** Click on Mark Usage.

The screenshot shows the eSchoolPLUS application interface. The top navigation bar includes a home icon, a 'Menu' dropdown, and a 'Quick Search' field. A left-hand sidebar contains various icons, with a 'Mark Reporting' tooltip visible. The main content area is divided into three columns: 'Student', 'Office', and 'Progress Reports'. Under 'Student', 'Mark Usage' is highlighted in yellow. Under 'Office', 'Mark Reporting Checklist' is highlighted in yellow. Under 'Progress Reports', 'Mark Usage' is also highlighted in yellow.

**Step 3:** Select the marks you want to have on the report. Below is an example of students who earned a 69 for the 1<sup>st</sup> nine weeks:

The screenshot displays the 'Mark Usage Report' configuration screen. The 'Building' is set to 'High School' and 'Report Card Run' is set to '1'. 'Percent or Number' is set to 'Number' and 'Mark Type' is set to '9WK - NINE WEEKS GRADE'. 'Marks to Include' is set to 'Choose Individual Marks', which is circled in red with a callout box containing the text 'Choose Individual Marks'. The 'Marks' field contains '69' and 'Marks to Exclude from Average' is empty. 'Use +/- Marks' is unchecked and 'Log Statistics' is checked. Below the configuration are sections for 'Filter' (Demographic = Active), 'Sort' (Staff Building = Staff Name = Ascending), and 'Run' (Now selected).

Below is an example of how to create Mark Groups:

**Mark Usage Report**

**Prompts**

Building\* 7 - Cypress Falls High School

Report Card Run\* 1

Percent or Number\* Number

Mark Type\* 9WK - NINE WEEKS  
GRADE

Marks to Include\* Create Mark Groups **Create Mark Groups**

**Mark Groups**

Group	Marks	
A	x 100 x 99 x 98 x 97 x 96 x 95 x 94 x 93 x 92 x 91 x 90 *	
B	x 89 x 88 x 87 x 86 x 85 x 84 x 83 x 82 x 81 x 80 *	

Marks to Exclude from Average \*

Use +/- Marks

Log Statistics

**Filter**

Actions	AND/OR	#	Area	Field Name	Condition	Value
		1	Demographic	Current Status	=	Active

**Sort**

Actions	#	Area	Field Name	Sort Order
	1	Staff Building	Staff Name	Ascending

**Run**

Now  Once  Daily  
 Weekly  Monthly



**Step 4:** Click "Run".

**Mark Usage Report**

**Step 5:** Click on the Tasks/Reports button to view the Report.





Tasks (0) / Reports **Current Year 2017-2018 School Year**

**Step 6:** Click on the Report once it is under “Reports”. The Report will go from “Scheduled Tasks” to “Running Tasks” to “Reports”.

Tasks and Reports  

**Reports** 3

Total Reports:104 Using: 11.45 Mb

File Name	Modified Date ↕	Size	
Mark Usage	01/30/2018 10:41:09 AM	319.42 kb	
			
			


**Running Tasks** 2

Total Running Tasks:0

Task ↕	Start Time	Progress
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**Scheduled Tasks** 1

Total Scheduled Tasks:0

Task ↕	Run Time	Status	
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