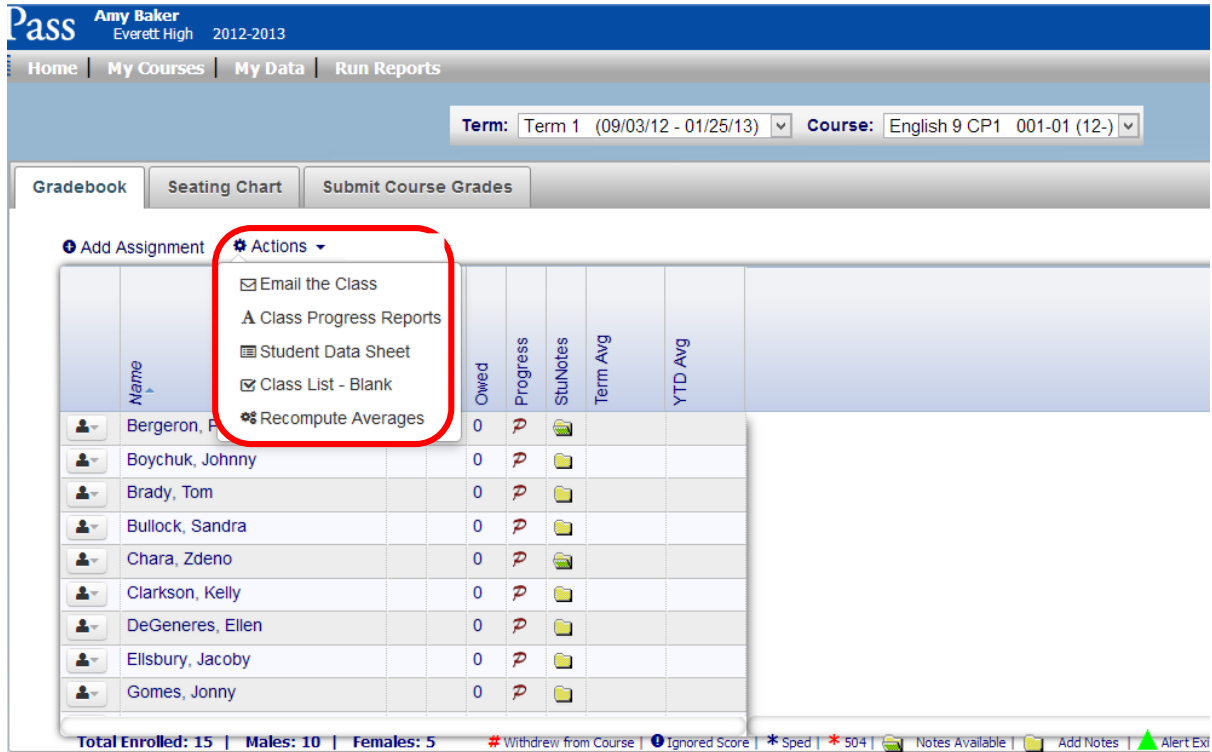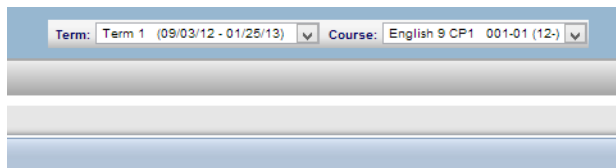# Actions

The Actions menu allows teachers to do a variety of tasks in one click. Teachers can Email the Class, generate Class Progress Reports in html, generate a Student Data Sheet or Class List or Recompute Averages.

✉ Email the Class   Selecting **Email the Class** will create an email screen:

From: By default, this is the teacher school email address as entered in iStaff Biographical. If email address is blank, go to My Data>My Preferences and enter your school email address.

Subject: Enter the subject line of your message.

To: By Default, the message is sent to the teacher school email to save.

BCC: Options are to email Students or Guardians or both. All email recipients are blind copied so that they cannot view other student or guardian email addresses. Please note: Only Students and Guardians with valid email addresses entered in iPass will receive the teacher email.

Course: Select the course to email. Hold the control key down to select multiple courses.

Text Box: Enter your message in the text box.
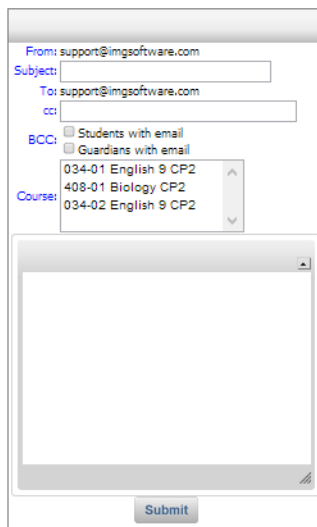
Click on [Submit] to send your message.

A Class Progress Reports

Click on **Class Progress Reports** to generate a progress report for all students in the course.

Use the [printer icon] Printer icon in the top right corner to print all student progress reports.

Term: Term 1 (09/03/12 - 01/25/13)   Course: English 9 CP1 001-01 (12-)

Student Progress Report
December 31, 2013
Term Term 1: English 9 CP1 001-01

Patrice Bergeron   Ms. Baker
Overall Grade: 0%   Everett High

Category	Weight	Overall Grade
• Class Participation	10%	0.00%

Date	Category	Assignment	Score	Grade

Past Due Assignments:

Assigned	Due	Assignment	Points	Category

Student:
student note should appear on progress report at the bottom below the past due assignment list for only the student selected.

Student Data Sheet

Click on Student Data Sheet to generate a data sheet for students in the course that includes Student Name, ID, Gender, DOB, Grade Level, Phone Number, Counselor, Liason, Sped/504 Status, Term Average and YTD Average.

Use the [printer icon] Printer icon in the top right corner to print the student data sheet.

Student Data   ✕

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Name	ID	GN	DOB	Grade	Phone	Counselor	Liaison	SN/504	Term	YTD
Patrice Bergeron	9820	M	02/10/02	09					0.00	
Johnny Boychuk	9822	M	07/17/03	10					0.00	0.00
Tom Brady	9828	M	01/06/02	11					0.00	0.00
Sandra Bullock	9837	F	06/16/01	12					0.00	0.00
Zdeno Chara	9818	M	06/16/02	09					0.00	0.00
Kelly Clarkson	9832	F	04/23/02	09					0.00	0.00
Ellen DeGeneres	9838	F	01/01/01	12					0.00	0.00
Jacoby Ellsbury	9825	M	10/31/02	10					0.00	0.00
Jonny Gomes	9829	M	04/02/03	10					0.00	0.00
Rob gronkowski	9830	M	08/18/01	12					0.00	0.00
Mark Harmon	9831	M	07/04/02	10					0.00	0.00
Jennifer Lawrence	9833	F	02/26/01	12					0.00	0.00
Jon Lester	9827	M	12/14/02	09					0.00	0.00
Jennifer Love Hewitt	9834	F	10/10/02	10					0.00	0.00
Milan Lucic	9817	M	05/01/02	10					0.00	0.00

☑ Class List - Blank

Click on Class List Blank to generate a course list with 5 blank boxes for each student.

Use the 🖨 Printer icon in the top right corner to print the Class List Blank.

	Class List						✕
							🖨
	Name						
Name	Bergeron, Patrice						
Bergeron, Patrice	Boychuk, Johnny						
Boychuk, Johnny	Brady, Tom						
Brady, Tom	Bullock, Sandra						
Bullock, Sandra	Chara, Zdeno						
Chara, Zdeno	Clarkson, Kelly						
Clarkson, Kelly	DeGeneres, Ellen						
DeGeneres, Ellen	Ellsbury, Jacoby						
Ellsbury, Jacoby	Gomes, Jonny						
Gomes, Jonny	gronkowski, Rob						
gronkowski, Rob	Harmon, Mark						
Harmon, Mark	Lawrence, Jennifer						
Lawrence, Jennifer	Lester, Jon						
Lester, Jon	Love Hewitt, Jennifer						
Love Hewitt, Jennifer	Lucic, Milan						
Lucic, Milan							

Recompute Averages

Click on Recompute Averages to recalculate averages for the course. This is necessary if course weights have been changed after assignments have been created and scored.