# Missing Grade Report

1. **Log in to RenWeb 1**
2. **Select Report Manager**
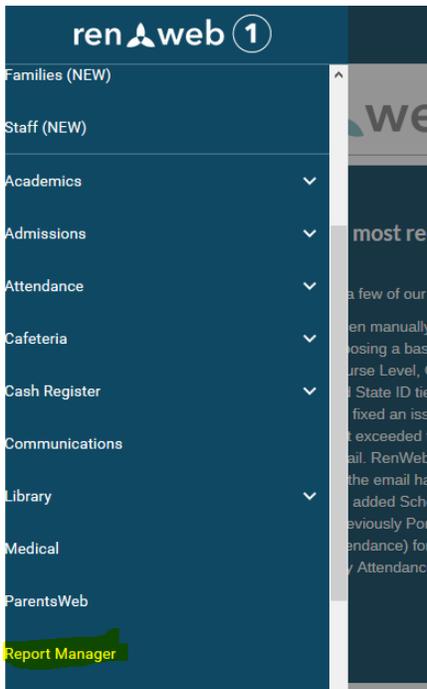


3. **Select Gradebook and  Incomplete/Missing Assignments-Student or Incomplete and Missing Assignments- Class**
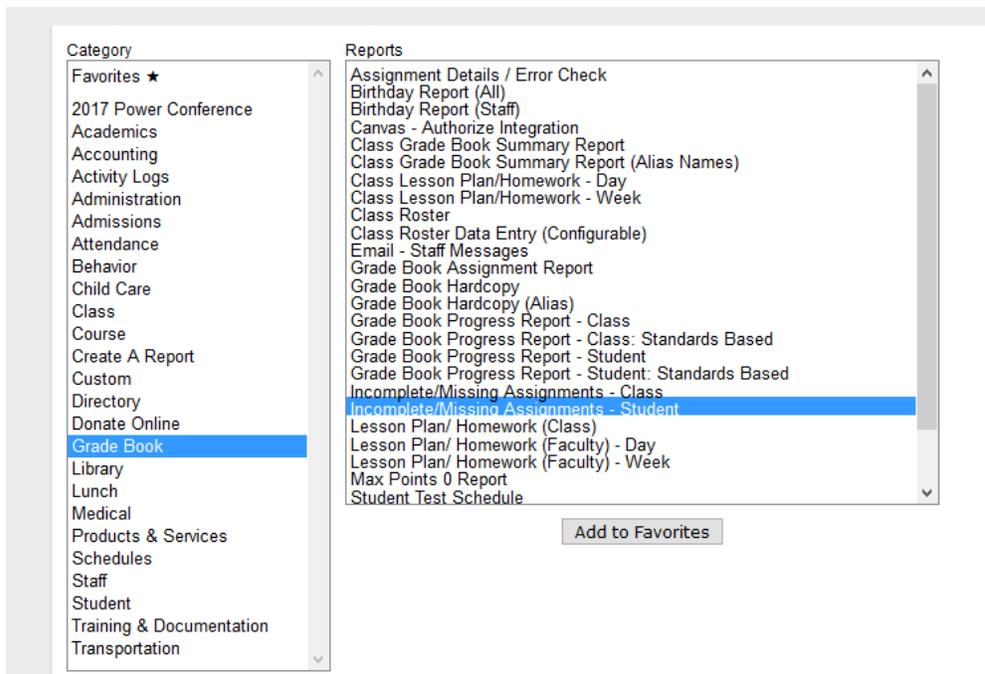
4.  **Select Term and Arrow over students**



5.  **Print**
6.  **Select Include Zeros. The report will not print if that is unselected.**

☑ Page Break
☑ Include Absent Assignments
☑ Include Dropped Assignments
☑ Include Excused Assignments
☑ Include Incomplete Assignments
☑ Include Missing Assignments
☑ Include Pending Assignments
☑ Include Zeros

7.  **Print. Report should pull up.**

# Questions

## Contact Fawn Fahrer

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