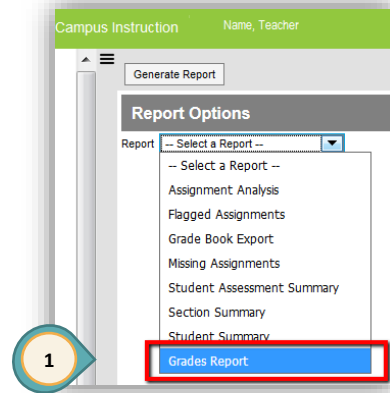


Teacher Guide: Verifying Grades Are Posted

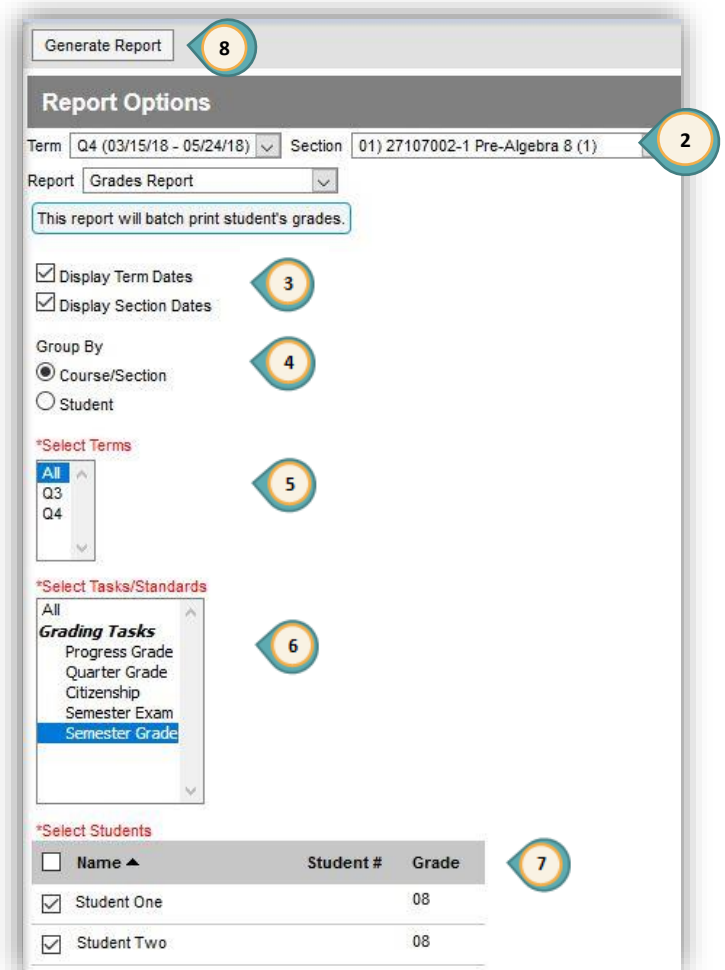
This report will assist teachers in determining if grades have posted for a desired term. At the end of the school year, this report may be especially helpful to verify teachers have closed out their grade books.



Grades Report

From **Campus Instruction**, select **Reports (Grade Book)**.

1. Use the **Report** dropdown menu and select **Grades Report**.
2. Verify the **Term** and select the desired **Section**.
3. Leave the **Display Term Dates** and **Display Section Dates** checked.
4. Determine how the report will be organized and make a selection in the **Group By** section.
5. Choose the **Grading Term(s)** (Elementary will choose "Y").
6. Select the desired **Tasks/Standards** by highlighting the appropriate **Task**. To close the school year, elementary teachers will select **Semester 2**. Secondary teachers will select **Semester Grade**.
7. Place a check by each student to view in the **Select Students** section.
8. Select **Generate Report** at the top of the page.



This example report shows these students have a posted grade in Reading for Semester 2. If a student has a missing grade, return to the grade book and post to the appropriate term.

Reading) 051210-3 Reading 5		Teacher: Mr. Jones
Section Dates: 08/29/2016 - 06/08/2017		
Student	Task	Term
05 Student, Name Student #: 1234567	Semester 2	Y
05 Student, Name Student #: 9876541	Semester 2	B
		A