

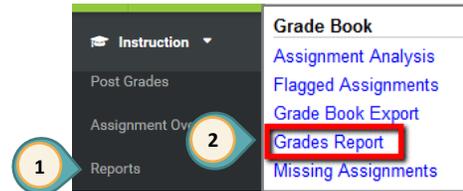
Teacher Guide to Verify Posted Grades

Grades Report

This report assists 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 teacher grade books are complete.

Grades Report

1. From the **Instruction** menu, select **Reports**.
2. Under **Grade Book**, select **Grades Report**.
3. Verify the **Term** and select the desired **Section**.
4. Leave the **Display Term Dates** and **Display Section Dates** checked.
5. Determine how you want the report organized and make a selection in the **Group By** section.
6. Choose the **Grading Term(s)** (Elementary will choose "Y").
7. 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**.
8. Place a check by each student to include in the **Select Students** section.
9. Select **Generate Report** at the top of the page.
10. Repeat for additional sections as needed.



Report Options - Grades Report

Term: Q4 (03/18/19 - 05/23/19) Section: 01) 26300002-15 Math 6 (1)

Report: Grades Report

This report will batch print student's grades.

Display Term Dates
 Display Section Dates

Group By:
 Course/Section
 Student

*Select Terms:
All (selected)
Q3
Q4

CTRL-click or SHIFT-click to select multiple

*Select Tasks/Standards:
All (selected)
Grading Tasks
Progress Grade
Quarter Grade
Citizenship
Semester Exam
Semester Grade

*Select Students:

<input type="checkbox"/>	Name ^	Student #	Grade
<input type="checkbox"/>	Student Names		06
<input checked="" type="checkbox"/>			06
<input checked="" type="checkbox"/>			06

Callout 3: Generate Report button
Callout 4: Display Term Dates checkbox
Callout 5: Group By radio buttons
Callout 6: *Select Terms dropdown
Callout 7: *Select Tasks/Standards dropdown
Callout 8: Student selection checkboxes
Callout 9: Reports button

The term for Elementary is Y.

Grading Tasks for Elementary will be Progress Grade, Semester 1, and Semester 2.

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) 031210-3 Reading 3		Teacher: Ms. Jones
Section Dates: 08/13/2018 - 05/23/2019		Term
Student	Task	Y
03 Student Name Student #: Student Number	Semester 2	B
03 Student Name Student #: Student Number	Semester 2	A