How to Determine if All Teachers Have Posted Grades

Before Closing Grading Window

At this time, the following groups have access to the Grades Report:

- Principals
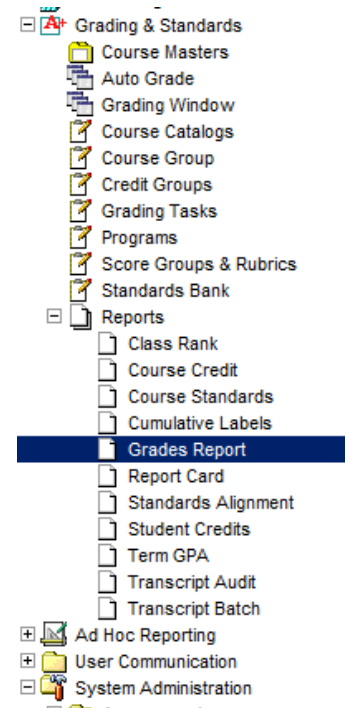- High School Registrars
- Middle and High School Counselors

Expand Grading & Standards.

Expand Reports.

Select Grade Report.

In the Grades Batch Report window, choose the following:

- Grade: All Students
- Grading Terms: Select the appropriate term.
- Select Teachers: All
- Group by: Teacher

Scroll down and select "Show available scores" next to the 'Generate Report' button.

Remove the checkmarks for everything except "Missing".

Click 'Generate Report'.

Generate Report   Hide available scores

Select grades to appear in report (All and Missing will override other check Boxes)

☐ All   ☑ Missing

☐ +	☐ -	☐ A	☐ A/100	☐ A/90	☐ A/91	☐ A/92	☐ A/93	☐ A/94
☐ A/95	☐ A/96	☐ A/97	☐ A/98	☐ A/99	☐ AL	☐ B	☐ B/80	☐ B/81
☐ B/82	☐ B/83	☐ B/84	☐ B/85	☐ B/86	☐ B/87	☐ B/88	☐ B/89	☐ BL
☐ C	☐ C/70	☐ C/71	☐ C/72	☐ C/73	☐ C/74	☐ C/75	☐ C/76	☐ C/77
☐ C/78	☐ C/79	☐ D	☐ D/60	☐ D/61	☐ D/62	☐ D/63	☐ D/64	☐ D/65
☐ D/66	☐ D/67	☐ D/68	☐ D/69	☐ F	☐ F/0	☐ F/1	☐ F/10	☐ F/11
☐ F/12	☐ F/13	☐ F/14	☐ F/15	☐ F/16	☐ F/17	☐ F/18	☐ F/19	☐ F/2
☐ F/20	☐ F/21	☐ F/22	☐ F/23	☐ F/24	☐ F/25	☐ F/26	☐ F/27	☐ F/28
☐ F/29	☐ F/3	☐ F/30	☐ F/31	☐ F/32	☐ F/33	☐ F/34	☐ F/35	☐ F/36
☐ F/37	☐ F/38	☐ F/39	☐ F/4	☐ F/40	☐ F/41	☐ F/42	☐ F/43	☐ F/44
☐ F/45	☐ F/46	☐ F/47	☐ F/48	☐ F/49	☐ F/5	☐ F/50	☐ F/51	☐ F/52
☐ F/53	☐ F/54	☐ F/55	☐ F/56	☐ F/57	☐ F/58	☐ F/59	☐ F/6	☐ F/7
☐ F/8	☐ F/9	☐ I	☐ N	☐ NA	☐ OL	☐ S	☐ U	☐ W
☐ X								