

## 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

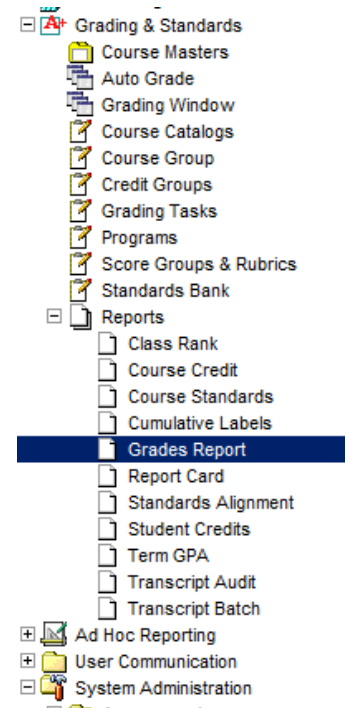
Expand Grading & Standards.

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



**Grades Batch Report**

This report will batch print student's grades. There is an option to print the report grouped by student, teacher or course. There is an option suitable for handing out. The grades report group by Teacher will always set page break for each teacher. This is a very complex report, batch. Checking page break option will make the report run faster.

Which students would you like to include in the report?

Grade  Ad Hoc Filter

Grade:  (14, 97, 98, 99)

Enrollment Effective Date:

Grading Terms:  1ST TERM  2ND TERM  3RD TERM  4TH TERM

Select Teachers:  (Anderson, J'nora K, Arnett, Bridget A, Bauer, Steven M, Boswell, Linda F, Brown, Susan, Clark, Diane, Clark, Lyndee E)

Group By:  Student  Teacher  Course

Select Grading Tasks:  (Accepts and respects, Arts & Humanities, Attentive / listens with, Completes assignments, Computer Lab, Controls talking, Follows directions, Handles books correctly, Library, Music, Observes classroom, Participates, Plays / cooperates with, Respects rights and property, Responsible for personal, Returns folder, homework, Works independently, Applies age appropriate, Applies age appropriate, Applies phonics skills, Arts & Humanities, Asks appropriate questions)

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

Generate Report

Show available scores

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