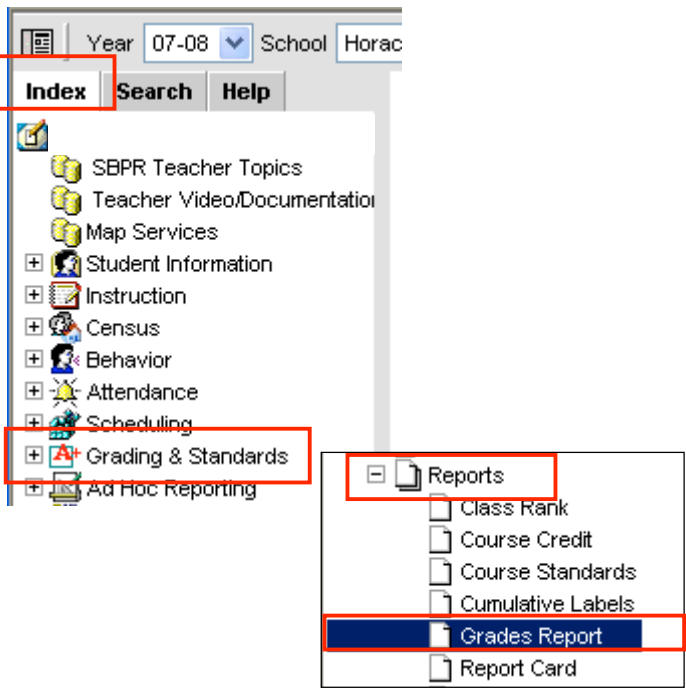
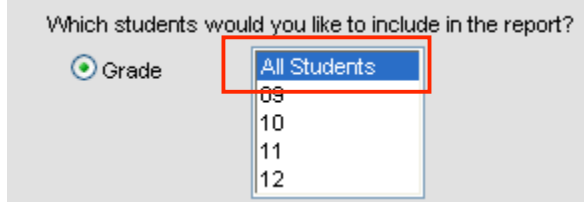


## Overview

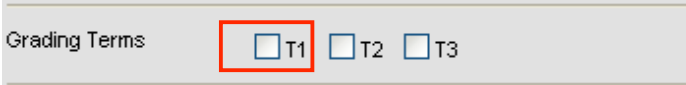

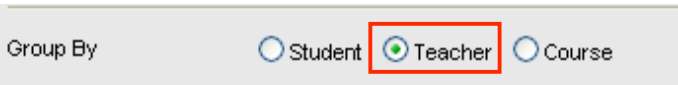
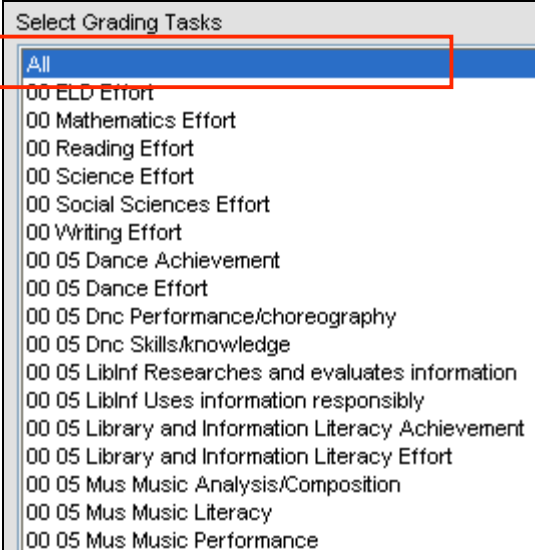
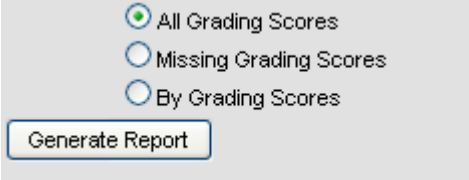
The Grades Report can be used to identify all marks entered for all students to know which scores have been entered into IC. It is used primarily while the Scoring Window is open to view marks but can also be used at any time during the school year.

## Process

The instructions below outline the steps to create a report that lists all teacher marks by course and student. It also displays all of their comments which can be reviewed for accuracy. This report should be run before closing the Scoring Window and when satisfied that all marks, missing marks and comments are accounted for, you should request the SPBR file generated by DoTS.

<b>Locating the Grades Report</b>	
 <p>The screenshot shows the Infinite Campus software interface. At the top, there are fields for 'Year' (07-08) and 'School' (Horac). Below these are three tabs: 'Index', 'Search', and 'Help'. The 'Index' tab is active, and a tree view on the left shows various categories. The 'Grading &amp; Standards' category is expanded, and a sub-menu is open showing options like 'Class Rank', 'Course Credit', 'Course Standards', 'Cumulative Labels', 'Grades Report', and 'Report Card'. The 'Grades Report' option is highlighted with a blue background.</p>	<ol style="list-style-type: none"> <li>1. <b>Index</b> → <b>Grading &amp; Standards</b> → <b>Reports</b>.</li> <li>2. Select <b>Grades Report</b>.</li> </ol>
<b>Grades Batch Report Screen</b>	
 <p>The screenshot shows a dialog box titled 'Which students would you like to include in the report?'. There is a radio button labeled 'Grade' which is selected. To its right is a dropdown menu with 'All Students' selected. Other options in the dropdown menu are '09', '10', '11', and '12'.</p>	<p><b><u>Which Students would you like to include in the report?</u></b></p> <ol style="list-style-type: none"> <li>1. Select <b>All Students</b>.</li> </ol>

## Grades Report – Viewing All Marks (Office)

	<p><b><u>Grading Terms</u></b></p> <ol style="list-style-type: none"> <li>1. Select the current Term (T1, T2 or T3).</li> </ol>
	<p><b><u>Select Teachers</u></b></p> <ol style="list-style-type: none"> <li>1. Select <b>All Teachers</b>.</li> </ol>
	<p><b><u>Group By Teacher</u></b></p> <p>Click the Teacher radio button</p>
	<p><b><u>Select Grading Tasks</u></b></p> <p>Verify <b>All</b> is selected</p>
	<ol style="list-style-type: none"> <li>1. Select <b>Generate Report</b>.</li> </ol>