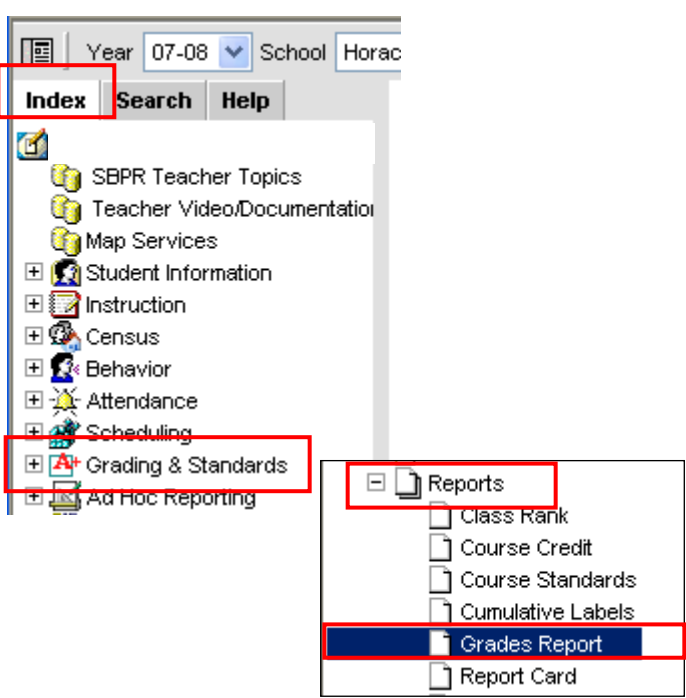
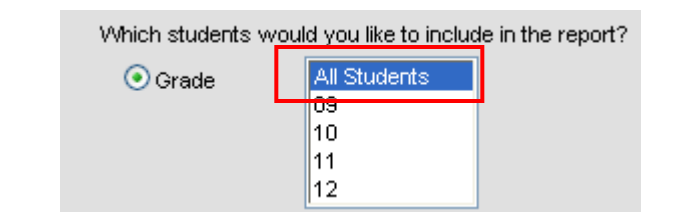


### Overview

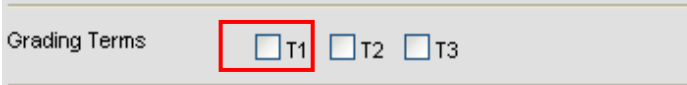

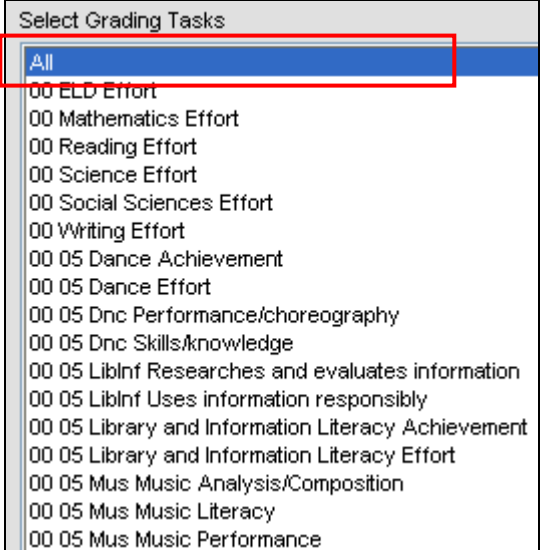
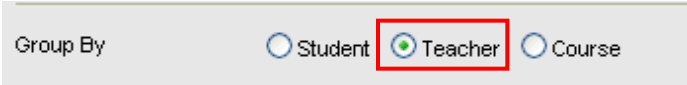
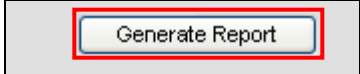
The Grades Report can be used to identify all marks entered for all students so teachers know which scores they have entered into IC. It is used primarily while the Scoring Window is open to view marks but can also be used at any time during the school year.

### 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 distributed to the teachers until all missing marks are accounted for or entered (it may not be necessary to print and distribute hard copies if your teachers are running the report for themselves). When you are satisfied that all missing marks are accounted for, you should request to have the Scoring Window be closed and the SPBR file generated by DoTS.

<p><b>Locating the Grades Report</b></p> 	<ol style="list-style-type: none"> <li>1. <b>Index → Grading &amp; Standards → Reports.</b></li> <li>2. Select <b>Grades Report.</b></li> </ol>
<p><b>Grades Batch Report Screen</b></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>Grading Terms <input checked="" type="checkbox"/> T1 <input type="checkbox"/> T2 <input type="checkbox"/> T3</p>	<p><b><u>Grading Terms</u></b></p> <ol style="list-style-type: none"> <li>1. Select the <b>current Term (T1, T2 or T3)</b>.</li> </ol>
 <p>Select Teachers: All, Abraham, Denise, Ahlstrand, Melissa, Ahnen, Gina, Aldrich, Rachel, Alieva, Auganista K, Allen-Hatcher, Elizabeth, Aubert, Kathleen</p>	<p><b><u>Select Teachers</u></b></p> <ol style="list-style-type: none"> <li>1. Select <b>All Teachers</b>.</li> </ol>
 <p>Select Grading Tasks: All, 00 ELD Effort, 00 Mathematics Effort, 00 Reading Effort, 00 Science Effort, 00 Social Sciences Effort, 00 Writing Effort, 00 05 Dance Achievement, 00 05 Dance Effort, 00 05 Dnc Performance/choreography, 00 05 Dnc Skills/knowledge, 00 05 Liblnf Researches and evaluates information, 00 05 Liblnf Uses information responsibly, 00 05 Library and Information Literacy Achievement, 00 05 Library and Information Literacy Effort, 00 05 Mus Music Analysis/Composition, 00 05 Mus Music Literacy, 00 05 Mus Music Performance</p>	<p><b><u>Select Grading Tasks</u></b></p> <p>Verify <b>All</b> is selected</p>
 <p>Group By <input type="radio"/> Student <input checked="" type="radio"/> Teacher <input type="radio"/> Course</p>	<p><b><u>Group By Teacher</u></b></p> <p>Click the Teacher radio button</p>
 <p>Generate Report</p>	<ol style="list-style-type: none"> <li>1. Select <b>Generate Report</b>.</li> </ol>

Note: This report will print one report per class, per teacher.

- All grades are reflected; give the report to the teacher to view.
- This report will include comments that have been entered by the teacher.