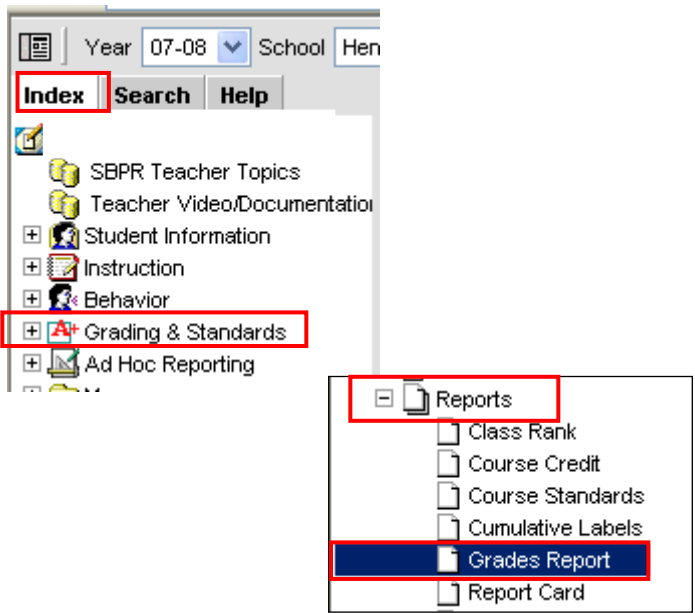
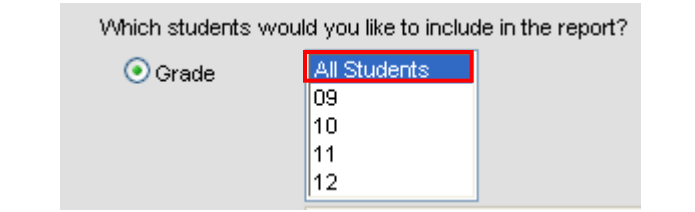
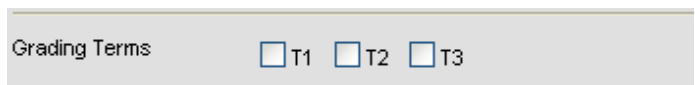


## Overview

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. It is recommended that this report be viewed electronically and not printed, as it is not intended to be distributed and can be very long.

## Process

By following the steps below you will generate a report that lists all marks by course and student. It also displays all of your comments which can be reviewed for accuracy. Teachers should repeat the steps below until all missing marks are accounted for.

<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>3. Select <b>All Students.</b></li> </ol>
	<p><b><u>Grading Terms</u></b></p> <ol style="list-style-type: none"> <li>4. Select <b>the current Term (T1, T2 or T3).</b></li> </ol>

<div style="border: 1px solid #ccc; padding: 5px;"> <p>Select Teachers</p> <div style="border: 1px solid #ccc; padding: 2px;"> Minton, Laura  Peetz, Reed  Pines, David  Revis, Judith  Ribera, Dorothy  <span style="border: 2px solid red; padding: 2px;">Roberts, Paul W</span>  Rommelmann, Kathryn  Segura, Roberta F </div> </div>	<p><b><u>Select Teachers</u></b></p> <p>5. Select <b>Your Name</b>.</p>
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Select Grading Tasks</p> <div style="border: 1px solid #ccc; padding: 2px;"> <span style="border: 2px solid red; padding: 2px;">All</span>  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 LibInf Researches and evaluates information  00 05 LibInf 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 </div> </div>	<p><b><u>Select Grading Tasks</u></b></p> <p>6. Verify <b>All</b> is selected.</p>
<p>Group By</p> <p style="text-align: center;"> <input type="radio"/> Student <input checked="" style="border: 2px solid red;" type="radio"/> <b>Teacher</b> <input type="radio"/> Course </p>	<p><b><u>Group By Teacher</u></b></p> <p>7. Click the <b>Teacher</b> radio button.</p>
<div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: 0 auto;"> <span style="border: 2px solid red; padding: 2px 10px;">Generate Report</span> </div>	<p>8. Select <b>Generate Report</b>.</p>

**Example of the All Marks report**

Course/Section	Student	Task	Term GPA	Term
				T1
90000-108 KG Reading Students: 17		00 Rdg Reads and understands a variety of materials		1
		00 Rdg Applies thinking skills to reading, writing, speaking, listening, a		3
		00 Rdg Locates and uses information from a variety of sources		3
		00 Rdg Reads and recognizes literature as a record of human experience		3
		00 Rdg Reading Level (English)		BEL
		00 Reading Effort		1
		00 Rdg Reads and understands a variety of materials		3
		00 Rdg Applies thinking skills to reading, writing, speaking, listening, a		3
		00 Rdg Locates and uses information from a variety of sources		3
		00 Rdg Reads and recognizes literature as a record of human experience		3
		00 Rdg Reading Level (English)		ATL
		00 Reading Effort		2