

# 3 Steps for Finalizing Report Cards–Middle/High School

## STEP 1:

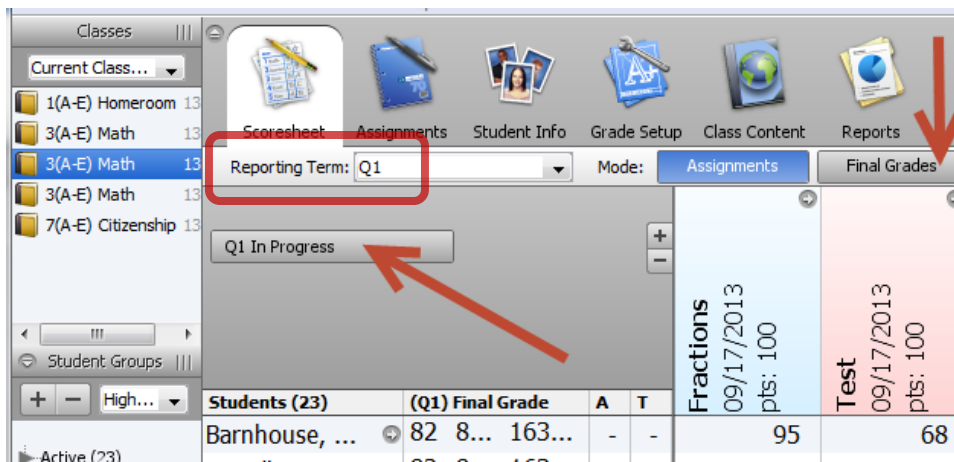
Finish entering assignments and grades for *each* class or content area

- Check for missing assignments, grades, incompletes, etc.
- Make changes
- Add Student Comments (see page 3 below, MUST BE DONE BEFORE STEP 2)
- Save changes

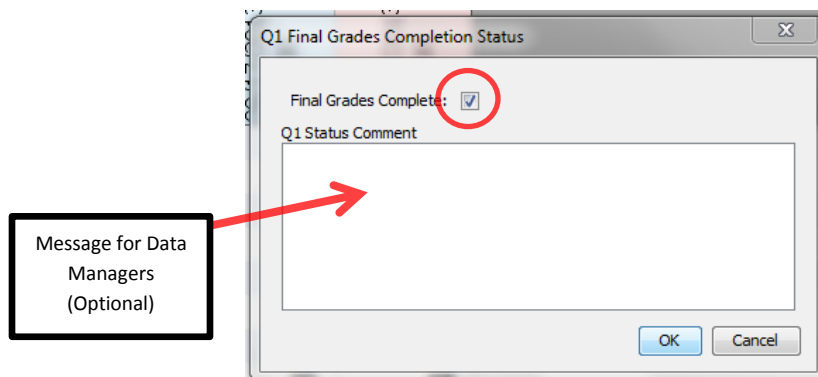
## STEP 2:

Verify “Q1 Grades are Complete”

- Highlight the content/subject area needed (upper left hand corner)
- Select the current *Reporting Term*
- Select *Final Grades* tab
- Select *Q1 in Progress*



- Check the box stating “Final Grades Complete”
- Insert a comment for your *data manager* if desired
- Select *OK*
- Repeat for all classes or content areas



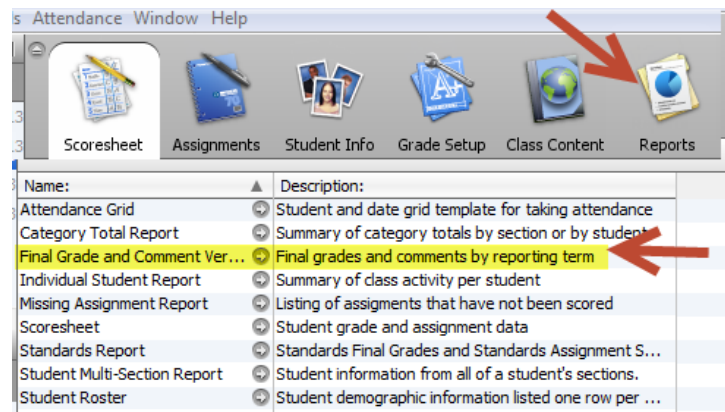
### STEP 3:

#### Run “Final Grade Comment Verification Report”

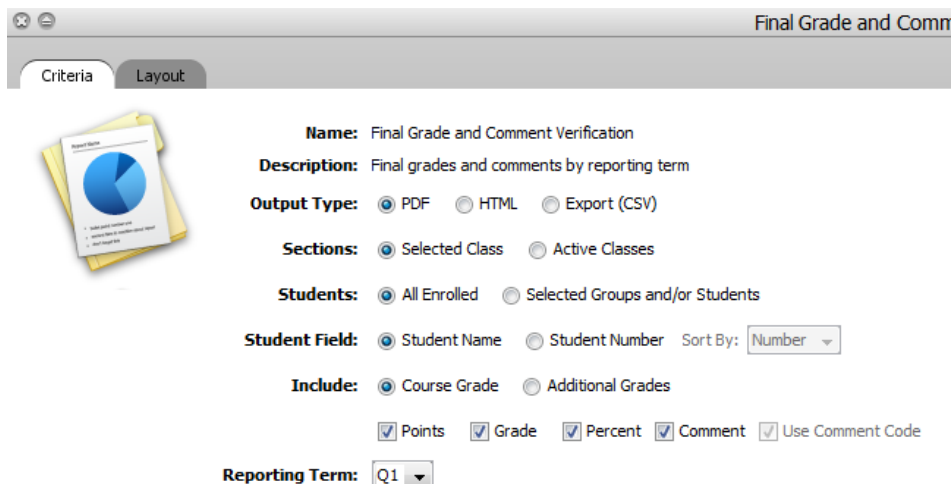
- Click on the *Reports* tab  
\*\*If Reports tab is not visible, select “View” and then select Reports\*\*



- Select *Final Grade and Comment Verification Report*



- Select *Criteria Options* as needed (settings are different at each school)
- **Run Report AND Print a verification sheet**
- Repeat process for each course/subject area
- **Sign and date**- signature indicates student grades are accurate and current
- Submit all copies to data manager by assigned deadline



## Entering Student Comments

- Highlight content/subject area needed (upper left hand corner)
- Right click in the *Final Grade* field next to student's name
- Select *Show Score Inspector*
- Manually insert a comment in the comment box OR select the *Comment* tab and select a comment from the Comment bank
- *Save* when you have entered comments for selected students

Q1 Grades Complete ✓

Students (23)	(Q1) Final Grade	A
Barnhouse, ...	82 8... 163...	-
Breedlove, Ev...	82 8... 163...	-
Chester, Olivia	82 8... 163...	-
Flores-Alvare...	82 8... 163...	-
Fuller, Mya	82 8... 163...	-
Gunn, Melanie	82 8... 163...	-
Hauk, Edward	82 8... 163...	-
Higgins, Olivia	82 8... 163...	-
Jackson-Smit...	82 8... 163...	-
Kurgat, Kellsie	82 8... 163...	-
Malone, Emma	82 8... 163...	-
Ngual, Alexa...	82 8... 163...	-
Powers, Ira	82 8... 163...	-

**Final Grade**

Student: **Barnhouse, Wesley**

Reporting Term: **Q1**

Score **Comment**

Manual Override:

Percent: 82

Grade: 82

Points: 163/200

Comment:

2048 characters left

Clear Close