**Verifying Failing Grades Report**

Open any gradebook

1. Click on the *word Reports*, remember not to choose from the drop down list.

2. Choose the **Progress Summary** Report

3. Select the **Term Dates** for the Report

4. Enter a **grade of 69** in the box, even though it states “Only print students with less than” a grade of 69 needs to be entered to get all failures listed on report.

5. Click on **Select Classes to View Report**

6. Select the **Classes** for the report

7. Print