
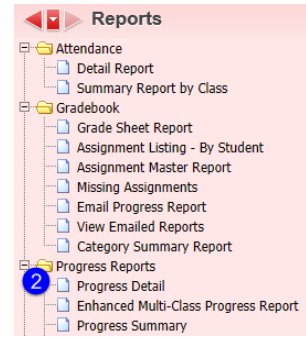
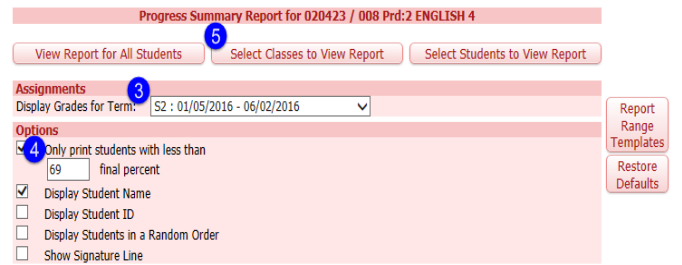


Verifying Failing Grades Report

<p>Open any gradebook</p> <ol style="list-style-type: none"> 1. Click on the <i>word</i> Reports, remember not to choose from the drop down list. 	
<ol style="list-style-type: none"> 2. Choose the Progress Summary Report 	
<ol style="list-style-type: none"> 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. 	
<ol style="list-style-type: none"> 5. Click on Select Classes to View Report 	