

Grade Proof Sheet

| <ol style="list-style-type: none"> 1. Teacher Access 2. My Gradebook 3. Reports for All Classes dropdown menu 4. Select Report Cards – Grade Proof Sheet | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|-----------------------|----------|------|---------|--------------|----------|-------|--|--------------|--|--|--|---------------------|----|------------|-------|-----------------------|----|-----------|------|----------------------|----|------------|-------|
| <ol style="list-style-type: none"> 5. Add a new Template 6. Name the Report 7. Save | | | | | | | | | | | | | | | | | | | | | | | | | |
| <ol style="list-style-type: none"> 8. Select Term 4 to generate the report for S2 9. Select the Options for Report 10. Save | | | | | | | | | | | | | | | | | | | | | | | | | |
| <ol style="list-style-type: none"> 11. Select the Report created 12. Choose the Different Classes for the report 13. Print 14. Verify grades to be accurate | <table border="1"> <thead> <tr> <th>Course Section Length</th> <th>Terms Pd</th> <th>Days</th> <th>Teacher</th> </tr> </thead> <tbody> <tr> <td>001 SEMESTER</td> <td>03-04 02</td> <td>MTWRF</td> <td></td> </tr> <tr> <td>Gr T4 SE2 S2</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Alon, Chloé F.</td> <td>12</td> <td>(100) (EX)</td> <td>(100)</td> </tr> <tr> <td>Burton, Coley E.</td> <td>12</td> <td>(99) (EX)</td> <td>(88)</td> </tr> <tr> <td>Buller, Rory J.</td> <td>12</td> <td>(100) (EX)</td> <td>(100)</td> </tr> </tbody> </table> | Course Section Length | Terms Pd | Days | Teacher | 001 SEMESTER | 03-04 02 | MTWRF | | Gr T4 SE2 S2 | | | | Alon, Chloé F. | 12 | (100) (EX) | (100) | Burton, Coley E. | 12 | (99) (EX) | (88) | Buller, Rory J. | 12 | (100) (EX) | (100) |
| Course Section Length | Terms Pd | Days | Teacher | | | | | | | | | | | | | | | | | | | | | | |
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