



How to Run Teacher Grade Post Verification Report

The Grade Post Verification report allows the gradebook manager or principal to see the status of staff for completing their grading responsibilities for the current grading window. It can be run as often as needed.

1. School View > Grades Tab
2. Click Grade Input Side-Tab
3. Choose the Grade Post Verification report from the Reports menu
4. On the report pop-up, edit as follows:

- TERM** Pick a term from the term pick list.
- POST TYPE** Choose either term or progress report from the pick list.
- GRADE COLUMN** This report is run for grading column that is found on the school transcript. On the pick list will list all terms and columns to choose from. Typically you are looking for:

PROGRESS REPORTS = GRADE CATEGORY (for the desired term)
REPORT CARDS = TERM GRADE (for desired term) [or Final Grade]

- SHOW NON-POSTS ONLY** Check off this option to display only teachers who have not posted. Uncheck to display all staff and their status.
- EXCLUDE EMPTY** Check off exclude empty so classes without students are not displayed.
- SORT RESULTS BY** Choose desired sorting option
- REPORT TYPE** Leave report type as Adobe Acrobat

CLICK RUN when done

Term	Schedule
	2(A)
YR	7(B)
YR	5(A)
YR	4(B)
YR	3(B)
YR	3(A)
YR	7(A)
YR	2(B)
YR	8(A)
YR	1(B)
YR	8(B)
YR	6(B)
YR	8(B)
YR	1(A)

