End of Marking Period Grade Verification

(Grades 3-12)

1. Click on **Teacher Access** and then on **My Gradebook.**

2. Click on the **Reports for All Classes** button. Scroll down to the bottom of the menu that will pop up. Under **Report Cards**, click on the **Grade Proof Sheet**.
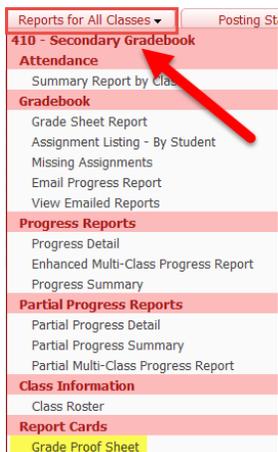
3. Click on the report called **Curr Term;All Comments** (Seq #900) and then on Print.
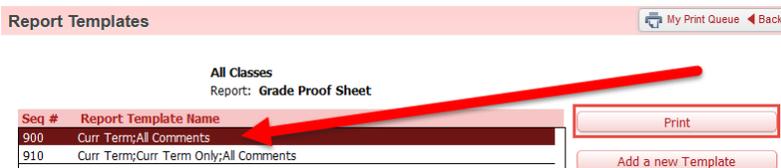
4. The report will be created in PDf format. Simply print the report, verify that the grades are correct and sign/date under your name. Turn the verified grades into the building office.