End of Marking Period Grade Verification

(Grades 3-12)

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

Home		Teacher Access	
	0		
ſ	- T	eacher Access	
	M	y Gradebook	(
	My	y Students	1
	My	y Classes	1
4	My	y Lesson Scheduler	1
	Po	ost Daily Attendance	(
	My	y Students With Disabiliti	es 🕤

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.

Report	Templates	👘 My Print Queue ┥ Back
	All Classes Report: Grade Proof Sheet	
Seq #	Report Template Name	Print
900	Curr Term;All Comments	
910	Curr Term;Curr Term Only;All Comments	Add a new Template

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.

