

## Find Teachers that Have Not Posted Grades

1. Index -> Grading & Standards -> Grades Report
2. Select the appropriate Grading Term (1<sup>st</sup> 9 week, 2<sup>nd</sup> 9 week, etc.)
3. Select “Teacher” if you want the report sorted by teacher.
4. Select the appropriate Grading Task
  - a. ELEMENTARY: select “ALL”
  - b. SECONDARY: semester average if you are printing the end of semester report card, 9 week grade if you are printing a 9 week report card, etc.
5. Select “Missing Grading Scores”
6. Uncheck “Show Dropped Students”
7. Click Generate

**Grades Batch Report**

This report will batch print student's grades. There is an option to print the report grouped by student, teacher or course. There is an option to set page break for each student or course suitable for handing out. The grades report group by Teacher will always set page break for each teacher. This is a very complex report, so try to limit the number of students run per batch. Checking page break option will make the report run faster.

Which students would you like to include in the report?

Grade  Ad Hoc Filter

All Students  
09  
10  
11  
12

Grading Terms  1st 9 week  2nd 9 week  3rd 9 week  4th 9 week

Select Teachers  All  
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Group By  Student  Teacher  Course/Section  
 Set page break for each Course/Section

Select Grading Tasks  All  
9 Week Grade  
Mid-Term Progress  
 Semester Average

All Grading Scores  
 Missing Grading Scores  Show Dropped Students  
 By Grading Scores