

# Printing the Final Grade and Comment Verification Report Grades 3<sup>rd</sup> – 12th

*Printing out a final grade and all assignment scores is done by creating a Scoresheet Report. You can print out this report and turn it into your building secretary at the elementary schools and to your counselor at the secondary schools.*

## Final Grade and Comment Verification Report:

1. Click on the Reports icon from within PowerTeacher Gradebook.

2. Click on the Final Grade and Comment Verification Report

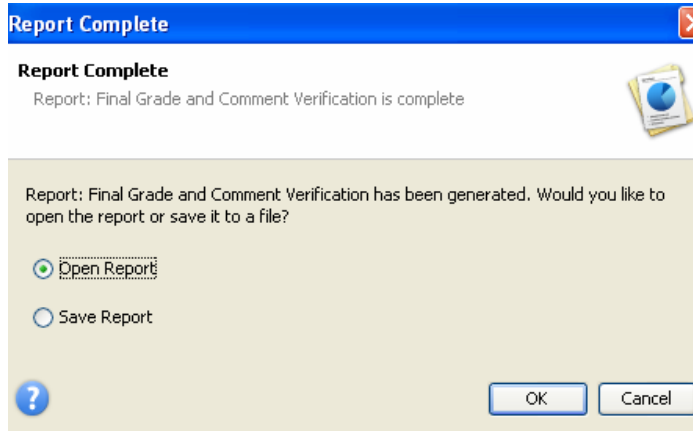
3. Make sure you see the bottom "pane" that contains all of the printing options. If you don't see it, drag it open by clicking on the bottom bar.

4. Choosing Active Classes will print the report for all classes.

5. Click on **Run Report**. (bottom right)

The screenshot displays the PowerTeacher Gradebook interface. At the top, a navigation bar includes icons for Scoresheet, Assignments, Students, Grade Setup, Class Content, and Reports. The Reports icon is highlighted. Below this, a list of report types is shown, with 'Final Grade and Comment Verification' selected. The configuration pane for this report is open, showing options for Output Type (PDF, HTML, Export (CSV)), Sections (Selected Class, Active Classes), Students (Enrolled Students, Selected Groups and/or Students), Student Field (Student Name, Student Number), and Include (Course Grade, Additional Grades). The Reporting Term is set to ALL.

6. You will then have the option to either save the report or print it out. If you choose to open the report, you can still save it after it's opened.



7. Once it's open, you may print and/or save the report! File, Print.

You will want to print a report for each 3<sup>rd</sup> – 12<sup>th</sup> grade class that you teach. If your secretary or counselor requests this report, please give your reports to the requester.

Final Grade and Comment Verification			Physical Education 11
Term: Q1			Teacher Name: Donna Geiger
Name	Pts. Earned / Pts. Possible	Final Grade	Comment
Abekah	S	90%	
Adota	S	90%	
Ajella	S	90%	
Aler	S	90%	
Aria	S	90%	
Michael	S	90%	
Amiah	S	90%	
Ar, Xavior	S	90%	
Ash	S	90%	
Ace	S	90%	
Ac	S	90%	
ackenna	S	90%	