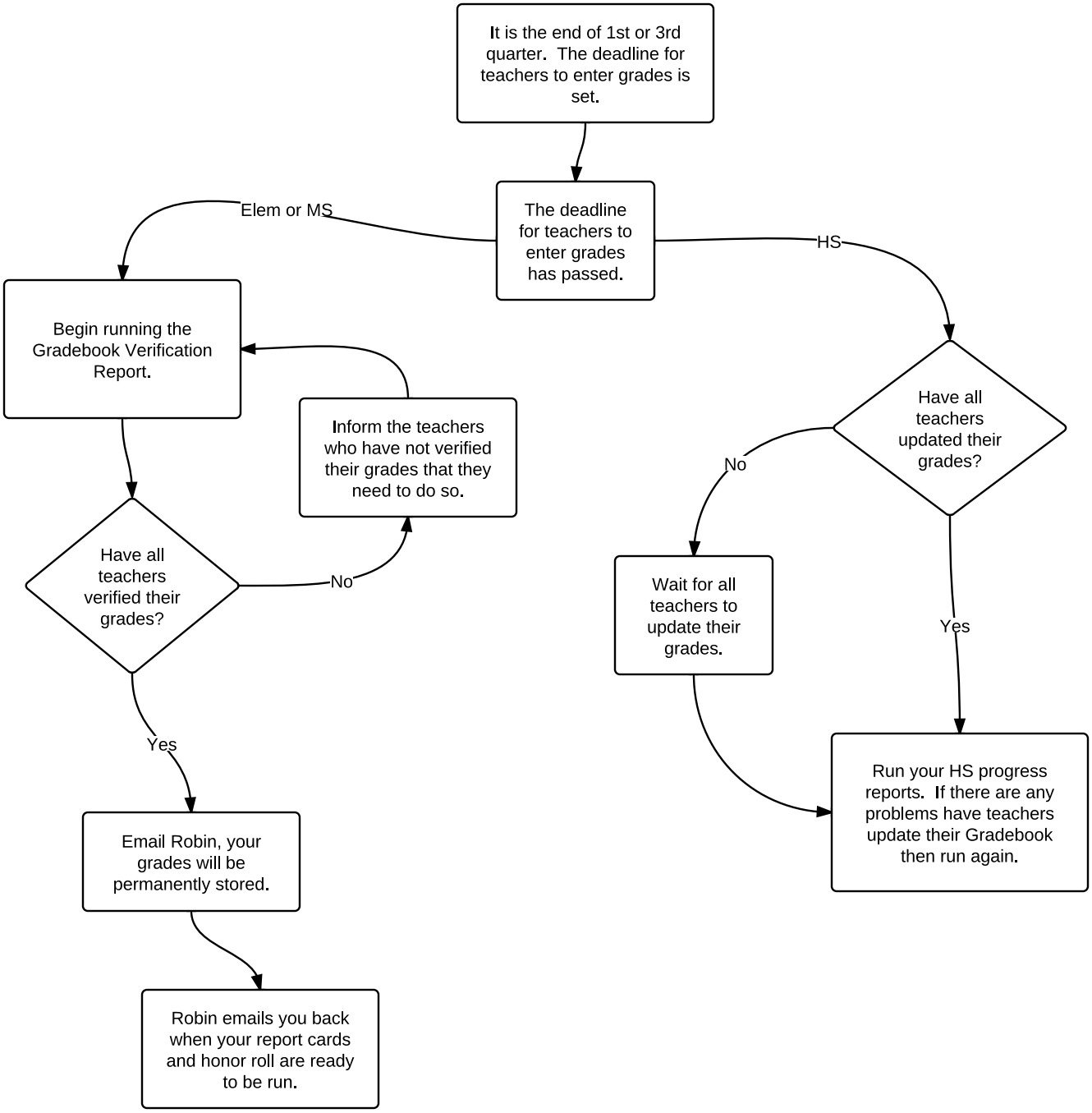
It is the end of 1st or 3rd quarter. The deadline for teachers to enter grades is set.
The deadline for teachers to enter grades has passed.
Elem or MS
HS
Begin running the Gradebook Verification Report.
Inform the teachers who have not verified their grades that they need to do so.
Have all teachers verified their grades?
No
Yes
Email Robin, your grades will be permanently stored.
Robin emails you back when your report cards and honor roll are ready to be run.
Have all teachers updated their grades?
No
Yes
Wait for all teachers to update their grades.
Run your HS progress reports. If there are any problems have teachers update their Gradebook then run again.