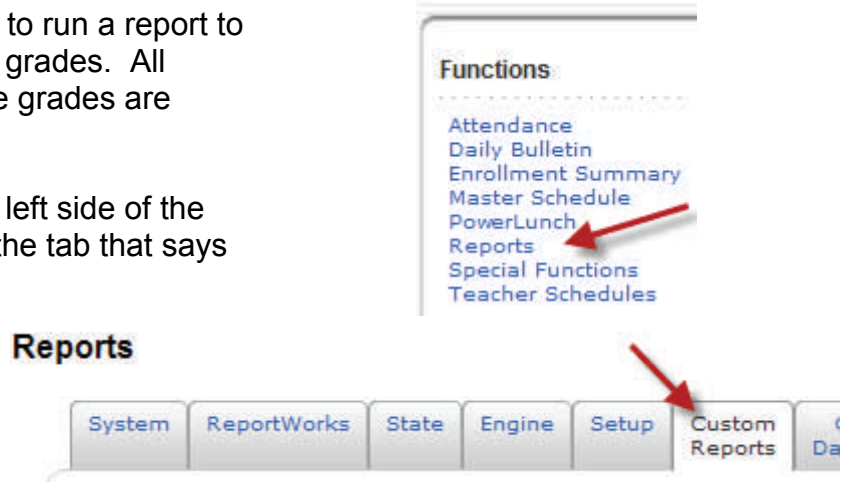


Grade Verification Report

This guide will walk you through the steps to run a report to see which teachers have not verified their grades. All teachers need to verify their grades before grades are stored and report cards can be run.

Log into PowerSchool Admin, then on the left side of the page click 'Reports'. From there click on the tab that says 'Custom Reports'.



In the Grades & Grading section there is a report called 'New Report! Gradebook Verification Report', click it.



Tell the report to find 'Only Unverified Sections', then select the store code for the term that has just ended. Then click submit.

The results will show ALL classes (elem, MS, and HS) and depending on what term has ended you only need to look at specific classes.

The image shows a screenshot of the report search form. It has two dropdown menus: 'Find:' with 'Only Unverified Sections' selected, and 'Store Code:' with 'Q3' selected. Below the dropdowns is a blue 'Submit' button.

For example, at the end of Q1 and Q3 you only need to check that Elem and MS classes are verified. Click on the top row of the report, 'Course #', to sort the column by course, this will make it easier to locate which Elem and MS classes are not verified.

When S1 or S2 ends you only need to check that HS courses are verified.

If a class has no students it does not need to be verified, the 'Size' column indicates how many students are in the class.

Teacher	Expression	Term	Course # ↓	Course	Sec #	Room	Size	Verified
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