

Grade Verification Status, AKA Section Readiness

Before report cards can be printed teachers must verify grades for all classes that award grades. AM/PM attendance, Advisory, and Academic Success classes do NOT require grades.

To check which teachers have not verified their grades click on System Reports under the Reports menu.

Scroll to the very bottom, click on 'Section Readiness'.

Choose the reporting term to verify, change the Verified Status to 'Not Complete', then click apply.

Below you will see a grid, you can sort the results by clicking on the column header. I would suggest sorting by course name or teacher name.

You can adjust the report to show more rows by changing the 'Rows/Page' to a higher number and pressing enter.

Functions

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules
 - Reset Class Counts
 - Alert Solutions 2

Reports

- System Reports
- ReportWorks

Start P

Students

[?]

A B C

PK3 P4

Current

Custom Reports

Section Readiness

Reporting Term

Verified Status

Apply

1-10 of 58 items

Reporting Term	Teacher Name	Period/Day	Course Number	Course Name	Section Number	Verified Status	Verified Date	Teacher Status Comment
Q1	[blurred]	P1(A)	K1005	Accomplished K	K	Not Complete		
Q1	[blurred]	P1(A)	ADV	Advisory	111	Not Complete		
Q1	[blurred]	P1(A)	ADV	Advisory	99	Not Complete		
Q1	[blurred]	AM(A)	ATTAM	AM Attendance	12	Not Complete		
Q1	[blurred]	AM(A)	ATTAM	AM Attendance	34	Not Complete		
Q1	[blurred]	AM(A)	ATTAM	AM Attendance	41	Not Complete		
Q1	[blurred]	AM(A)	ATTAM	AM Attendance	56	Not Complete		
Q1	[blurred]	AM(A)	ATTAM	AM Attendance	K	Not Complete		
Q1	[blurred]	P1(A)	ELM2007	Art	12	Not Complete		
Q1	[blurred]	P1(A)	ELM3007	Art	34	Not Complete		

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