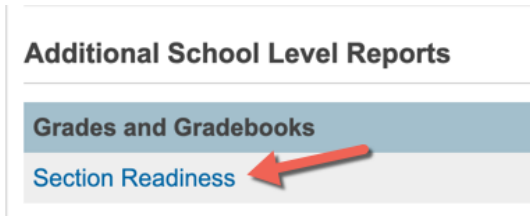


Grade Verification (Section Readiness)

Before grades are stored teachers must verify grades for all classes that award grades. AM/PM attendance, Advisory, and Homeroom classes do NOT need to be verified.

To check which teachers have not verified their grades click on System Reports under the Reports menu then scroll to the very bottom, under Additional School Level Reports click on 'Section Readiness'.



Choose the reporting term to verify.

***You will use Q1/Q2/Q3/Q4 for Elementary and MS classes.**

***You will use S1 and S2 for HS classes (use S1 at the end of Q1/Q2, use S2 at the end of Q3/Q4).**

Change the Verified Status to 'Not Complete', then click apply.

The image shows a form for configuring the report. It has two dropdown menus: "Reporting Term" set to "Q1" and "Verified Status" set to "Not Complete". There is a blue "Apply" button to the right of the form.

A list of classes will appear with the name of the teacher, you can sort the results by clicking on the column header. I would suggest sorting by either course name or teacher name.

1-20 of 20 items

Reporting Term	Teacher Name	Period/Day	Course Number	Course Name	Section Number	Verified Status
Q1	[blurred]	P1(M-F)	PK105	PK Inupiat Culture Development	4YR	Not Complete
Q1	[blurred]	P1(M-F)	PK104	PK Approaches to Learning	4YR	Not Complete
Q1	[blurred]	P1(M-F)	PK103	PK Social & Emotional Development	4YR	Not Complete
Q1	[blurred]	P1(M-F)	PK102	PK Phys Well-Being, Health & Motor Devt	4YR	Not Complete

If you are running the report using a Quarter reporting term ignore any HS classes listed.

If you are running the report using a Semester reporting term ignore any MS classes listed.