

Middle/High School Verification Sheets for Q1:

- These verification sheets will pull Q1 grades from the gradebooks
- Click System Reports from PS home page
- Select Class Rosters(PDF) under the Student Listings section
- Select your teachers from the list next to Print rosters for: (hold CTRL to select multiple teachers)
- Uncheck all boxes next to Meeting(s) to select all
- Select the radio button to Include students who “are currently enrolled in class”.
- Copy & Paste the following into the Heading text box:
Teacher: ~(teachername)
Period: ~(Expression), ~(termabbr)
Course Title: ~(coursename)
Course Section: ~(Course_Number).~(Section_Number)
Total: ~(No_of_students)
Signature: _____ Date: _____
- Copy & Paste the following into the Roster columns box:
LastFirst\Name\2\l
Grade_Level\Grade\.5\c
~(pg.final.Grade;Q1)-~(pg.final.percent;Q1)\Q1 GB\.75\l
~(att;abs;Y1)\Abs\.5\c
~(att;tar;Y1)\Tar\.5\c
- Set margins to 0.2 for Left, Top, Right, and Bottom
- Set Orientation, Scale to Landscape (horizontal) and 70
- Submit