How to Print Selected Grades Report

Run the Blank Grades Report prior to printing Progress/Report Cards to make sure all grades have posted. This report can also be used as a failure report after grades have posted.
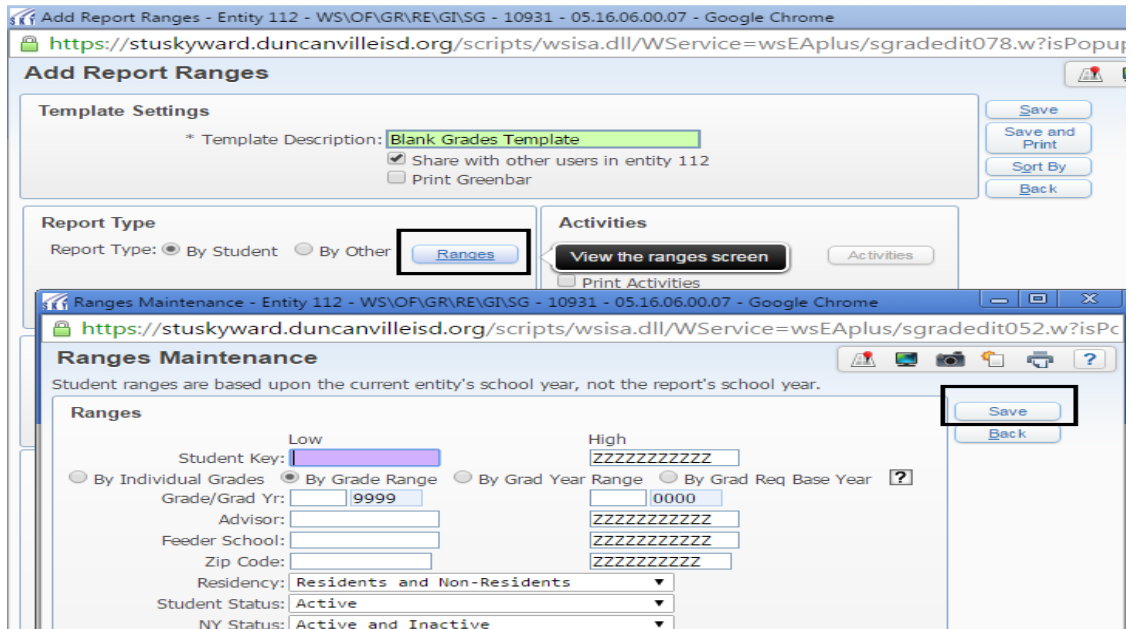
Begin in Student Management **Click:** Office (OF) **Click**: Grading (GR) **Click**: Reports (RE) **Click:** Grade Information/Analysis (GI) **Click:** Selected Grades (SG)	
Click: Add **Template Settings:** Name Template **Report Type:** **By Student**: Ranges: Student Status Active **OR** **By Other:** You can select Teacher Name or Course Number **Click:** Save NOTE: Elementary campuses, Grade/Grad Yr select 01 to 04/05. If you do not select grade ranges, all PK and KG students will print on report	

Report Options:
School Year: Current School year
Student ID to Print: Other ID
Put a **Check Mark** in Only Print Selected Grade Marks

Course Ranges:
Student Class Status: Enrolled
Class Record Type: Current Year

Grade Marks Selection:
Select Blank Grade Bucket
Grade Buckets:
Select the appropriate grade buckets (Progress or Report Card Term)
Click: Save and Print

NOTE: This report can also be used for a failure report. Select all grade marks 69 and below or the specific grade marks you need.