

## Elementary School Verification Sheets for Q4/S2/Y1:

- Print verification sheets BEFORE you have stored grades for S2 & Y1
- These verification sheets will pull Q1, Q2, Q3, Q4, S2, & Y1 grades from the gradebooks, it will pull S1 from Historical grades
- 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\  
Grade\_Level\Grade\.5\  
~(pg.final.Grade;Q1)-~(pg.final.percent;Q1)\Q1 GB\.75\  
~(pg.final.Grade;Q2)-~(pg.final.percent;Q2)\Q2 GB\.75\  
~(Historical;S1;grade)-~(historical;S1;percent)\S1 H\.75\  
~(pg.final.Grade;Q3)-~(pg.final.percent;Q3)\Q3 GB\.75\  
~(pg.final.Grade;Q4)-~(pg.final.percent;Q4)\Q4 GB\.75\  
~(pg.final.Grade;S2)-~(pg.final.percent;S2)\S2 GB\.75\  
~(pg.final.Grade;Y1)-~(pg.final.percent;Y1)\Y1 GB\.75\  
~(att;abs;Y1)\Abs\.5\  
~(att;tar;Y1)\Tar\.5\  
  
- Set margins to 0.2 for Left, Top, Right, and Bottom  
- Set Orientation, Scale to Landscape (horizontal) and 70  
- Submit