	Frontline: Teacher EOY Gradebook	Date Created:	09/01/2023
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Dept. Responsible	PEIMS & Campus	Approval	JNA

Standard Operating Procedure

1. Purpose

End of the school year procedure for Teachers to be able to print a copy of their gradebook and give to the campus administration.

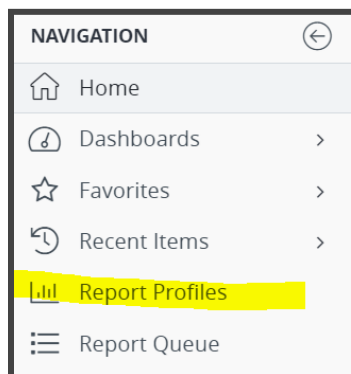
2. Scope


At the end of each school year the district is responsible for maintaining a copy of the gradebooks for the year. To collect the information in a single report to save for data retention, please follow the directions below.

3. Process

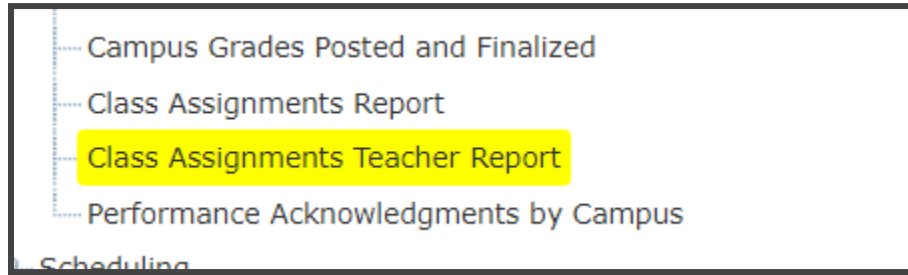
Teacher Instructions | Gradebook Report for End of Year

1. Log in to your Frontline account: [Frontline/TEAMS](#)
2. Access the Report Profiles menu in the Navigation pane on the left-hand side of the screen.




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- Under Campus and then under Grading, find the Class Assignments Teacher Report



- Complete the report with the following parameters set.
 ** Your campus name may be different than displayed**

Campus:	★ Alta Vista Elementary
Fiscal Year:	★ 2023
Calendar ID:	★ Traditional
Grade Type:	★ ALL
Student ID (ALL for all students):	★ ALL
Day Period:	★ ALL
Course:	★ ALL
Section:	★ ALL
Print Student names?:	★ Yes
Include Dropped Without Ownership Students?:	★ Yes
Omit Student ID?:	★ No
Include Grades?:	★ Yes
Only Display Running Average?:	★ Yes
Sort:	★ By Course Section
Pagebreak:	★ None

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5. Click Request Report and select PDF for the Output Type. Click OK.
6. Click on Report Queue to view the report. Once the Status says Complete, click on the name of the report to open.
7. Click the download icon and change the name of the report to the following naming convention: **Last Name,First Name & Fiscal Year ex. Doe,John2023**
8. Send a copy of your gradebook to the designated campus administrator.