

# INSTRUCTIONS FOR GRADE REPORTS

With each Grade Verification at the end of each NINE weeks there will be three (3) required reports to be attached to each class. Your Grade Verifications (PEIMS Clerk will print these) will be put in your box at the end of each NINE weeks by 10:00 the day after grades are due. You must sign, date and verify the Grade Verification (that PEIMS Clerk prints) and attach the following reports for each period:

1. Cycle Grade
  - In Gradebook
  - Click on Grades
  - Click on Cycle Grades
  - Click on Print in the upper right corner, or right click and select print
2. Assignment Grades
  - In Gradebook
  - Click on Reports
  - Click on Assignment Grades
  - Select “view student names”
  - Select sort by Student Name
  - Click Generate
  - Click Print in the upper right corner.
3. Administer Assignments
  - In Gradebook
  - Click Settings
  - Click Administer Assignments
  - Choose File
  - Choose Print