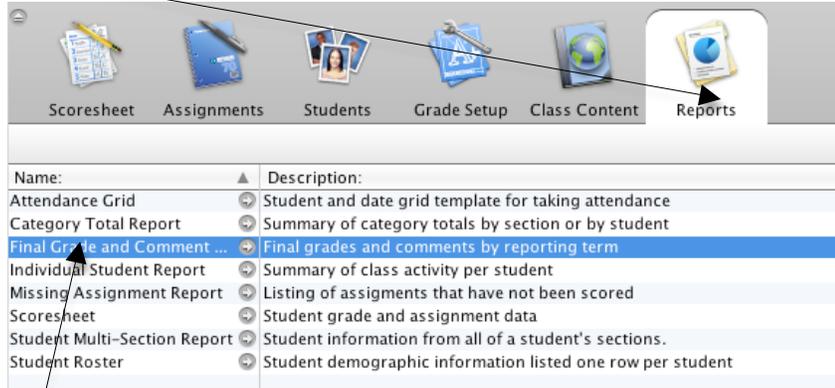


Final Grade and Comment Report To Print Citizenship Entered in Final Grade Mode

After opening the Gradebook select a class you wish to print.

Select the **Reports** tab.



Choose the **Final Grade and Comment** report.

If you wish to print only the class you have selected then choose **Selected Class**.

The screenshot shows the configuration screen for the 'Final Grade and Comment Verification' report. The 'Selected Class' radio button is selected. The 'Additional Grades' radio button is selected under the 'Include' section. The 'Points' and 'Use Comment Code' checkboxes are checked. The 'Reporting Term' is set to 'Q3'.

Name: Final Grade and Comment Verification
Description: Final grades and comments by reporting term

Output Type: PDF HTML Export (CSV)

Sections: Selected Class Active Classes

Students: Enrolled Students Selected Groups and/or Students

Student Field: Student Name Student Number Sort By: Number

Include: Course Grade Additional Grades

Points Grade Percent Comment Use Comment Code

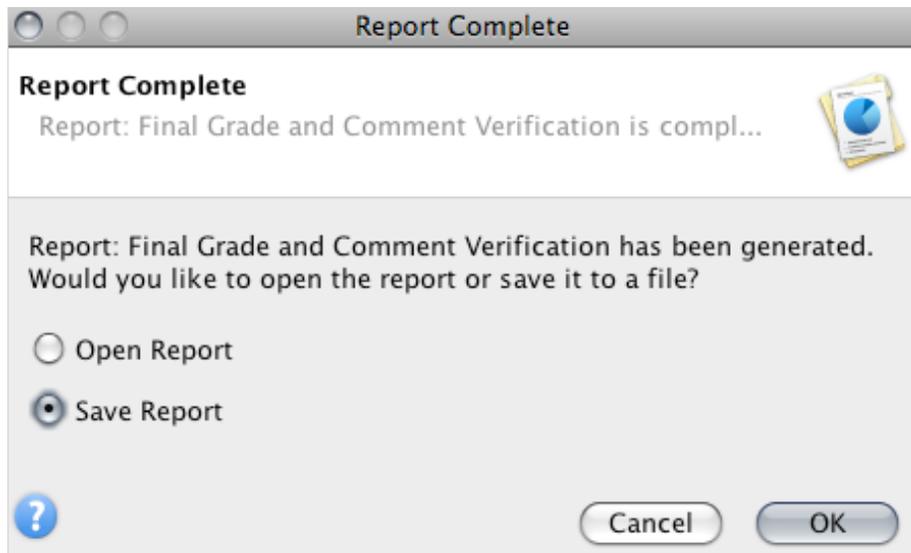
Reporting Term: Q3

If you want to print all of your classes follow these steps **IN THIS ORDER**:

1. Select the correct **Reporting Term**
2. Select **Additional Grades**
3. Select **Active Classes**
4. Remove checks beside **Grade, Percent and Comment**
5. The checks beside Points and Use Comment Code will remain but be gray.

Select **Run Report**.

You may choose **Open Report** and print the report immediately or **Save Report** for later printing.



***NOTE: You must complete the grade setup for a class in order for the citizenship to pull into the report.**