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.

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Scoresheet Assi	gnments	Students	Grade Setup	Class Content	Reports	
Name:		Description:				
Attendance Grid	٢	Student and date	e grid template fo	r taking attendan	ce	
Category Total Report	0	Summary of cate	egory totals by se	ction or by stude	nt	
Final Grade and Commen	nt 🕄	Final grades and	l comments by re	porting term		
Individual Student Report 🛛 💿		Summary of class activity per student				
Missing Assignment Report		Listing of assigments that have not been scored				
Scoresheet	٢	Student grade a	nd assignment da	ita		
Student Multi-Section Report 😳		Student information from all of a student's sections.				
Student Roster 💿		Student demographic information listed one row per student				
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Choose the Final Grade and Comment report.

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

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
Student Field:	● Student Name O Student Number Sort By: Number 🜲
Include:	O Course Grade 💽 Additional Grades
	Points Grade Percent Comment Vise Comment Code
Reporting Term:	

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.