

Grade Verification Sheets

If you have trouble printing Grade Verification Sheets from the office, there is an alternative that puts less of a strain on the servers at the Area Office. You can have the teachers print their own, and bring signed copies down to the office. This sheet of instruction picks up from the point where teachers have final marks in the SMS Quarter 1 sheet. (Not just in Gradebook but saved to the SMS Quarter 1 Score Sheet.)

1. Notice #1 in Red. This MUST be Quarter 1 or it will not print on the report card

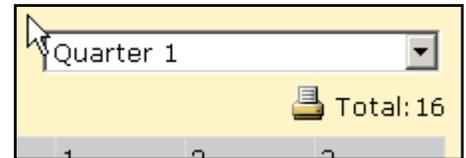
2. You will notice from the example below that the grades are entered correctly. Student in Italics like the first two in the list, are no longer in the class and grades could not be entered for them.

3. The teacher has entered comments as needed.

The screenshot shows a gradebook for 'Reading Improve 6-V5'. At the top, there is a dropdown menu set to 'Quarter 1', which is circled in red and labeled with a red '1'. Below this, the number of grade columns is set to 3. The table has three columns: '1 Course Grade', '2 Semeste 1', and '3 Standar Comment'. The first two rows of students are in italics, indicating they are inactive. A large white box with a purple border covers the student names in the first two rows. A red oval labeled '2' encompasses the 'Course Grade' column for the active students. A red oval labeled '3' highlights a comment entry in the 'Standar Comment' column for one of the active students. At the bottom, there is a legend for 'Middle Schools' grades: A - Excellent, A+ - Excellent, A- - Excellent, AW - A to date of withdrawal, and B - Good.

Student Name	1 Course Grade	2 Semeste 1	3 Standar Comment
<i>Be</i>			
<i>Bo</i>			
Ch	C		
Cc	A		
Gle	A		
GU	B-		
KU	A		
Ma	C		
Mc	A-		
Mc	A		
Mc	B+		
Sc	A		
To	B+		
TU	A-		
Wj	A		
Wj	B-		

- Then on the top of the page you will see a small printer icon. Click on the printer.
- Select all of the defaults and it will print a report like the one below. Notice that the Comments are not coming through but don't worry about that for now. Be sure that the Subject and Grading Period are correct. This could be used as a Grade Verification Sheet and will reduce the strain on the servers in Germany.



Grades

Subject: Reading Improve 6-V5
Grading Period: Quarter 1

16 total

Student Name	1 Course Grade	2 Semeste 1	3 Standar Comment
Bea			
Bob			
Chi	C		
Col	A		
Gla	A		
Gut	B-		
Kuh	A		
Ma	C		
Mc	A-		
Mc	A		
Mo	B+		
Sch	A		
Tor	B+		
Tuc	A-		
Will	A		
Win	B-		

Legend

Middle Schools

- A - Excellent
- A+ - Excellent
- A- - Excellent
- AW - A to date of withdrawal
- B - Good
- B+ - Good
- B- - Good
- BW - B to date of withdrawal
- C - Satisfactory
- C+ - Satisfactory
- C- - Satisfactory
- CW - C to date of withdrawal
- D - Needs Improvement
- D+ - Needs Improvement
- D- - Needs Improvement
- DW - D to date of withdrawal
- F - Fail
- FW - F to date of withdrawal
- I - Incomplete
- N - No Grade
- P - Pass
- WP - Passing when dropped