Grade Sheet Report

1. From the main “My Gradebook Screen” click on “Reports for all classes.”

2. Select the “Grade Sheet Report”

   Elementary teachers should verify they are in the “Secondary Gradebook” area for numeric grades.

   The Grade Sheet Report template window will open.

3. Select report number 900, 910, or 920 (each report is the same with the only difference being the font size)

4. Click the “Print” button.

5. The report that is generated provides a list of all students, assignments, and grades for the current grading period: