Create a Grade Verification Report

1. Click on the Teacher Access tab in Educator Access Plus.

2. Select My Gradebook.

3. In the “Reports for All Classes” dropdown menu, under “Report Cards,” select “Grade Proof Sheet.”

   A new window will open.

4. Select the template.

   A. Select “900 Curr Term; All Comments”

   B. Select “Print.”

   “My Print Queue” window will open.
5. After the report has completed running, select “Display Report.”

6. Your report will look similar to this one.

   *Note: Each individual grading period and semester average need to have a grade. If a student is only in the class for one semester, there will be empty spots for the grading periods that the student was not scheduled for the class.*