

GradeSpeed Quarter End Reports

This is intended for the grades verification procedure for the end of the quarter. **You will print two reports:** one detailed report with individual assignment grades and only a percentage quarter grade and a second report with only the quarter letter grades for each student.

1. Click on the *Reports* icon.
2. Select *Grade List* under reports
3. Click on the *Yes to Print All Classes*.
4. Click *Generate*.
5. Print and close that report. This will give you a detailed report of every assignment in your grade book, including the overall percentage each student earned for the quarter.
6. Review the report for accuracy, **sign and date it**. This will serve as a record AND a hard copy backup should anything happen to the database.
7. Now you need to print the list of letter grades you expect for each student. From the *Reports* window, click on the *GradeSpeed Monitor* link. This will print all letter grades for all of your students.
8. Print that report with *File, Print*.
9. Review that report for accuracy, **sign and date it**.
10. Send the registrar an Email that you have finished grading for the quarter. She will then “*Verify*” your grade books which will set it in stone, preventing any changes. If you need to change a grade after that, the registrar or ET will need to *Unverify* (unlock) your grade book. After 4pm on the teacher work day, all grade changes for that quarter will need to be made manually in SMS by the registrar.
11. **Bring both signed and dated reports to the registrar for verification and filing.**

The screenshot shows the GradeSpeed software interface. At the top, there is a navigation bar with icons for Categories, Assignments, Grades, Progress Reports, Reports, Cumulative, and Seating. The 'Reports' icon is circled in red with a red arrow pointing to it from step 1. Below the navigation bar, the 'Class' dropdown is set to 'Drama-Theater-1 (DRA301/1) Pd P2'. The 'Generate' button is circled in red with a red '4' next to it. The 'Teacher Reports' section is visible, with 'Grade List' circled in red with a red '2' next to it. The 'Report Options' section is also visible, with the 'Print All Classes' section circled in red with a red '3' next to it, and the 'Yes' radio button selected. The 'Administrative Reports' section is visible at the bottom, with 'GradeSpeed Monitor' circled in red with a red '7' next to it.