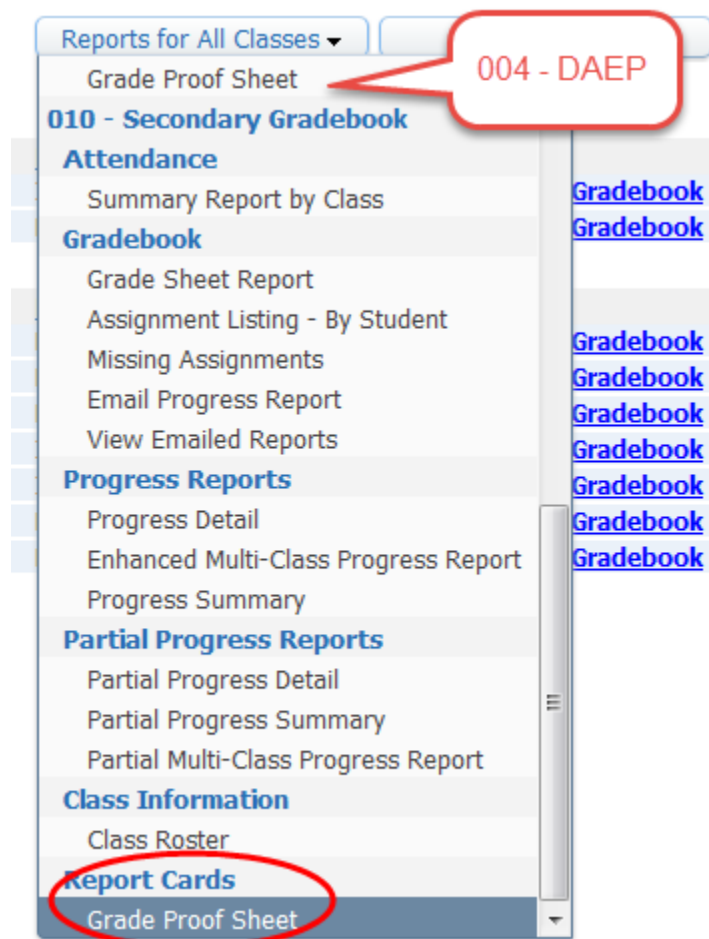# Create a Grade Proof Sheet: EOY - Report

1. From the **My Gradebook** page, choose **Reports for All Classes** > **Grade Proof Sheet**. If you have students at AEP, you'll have to generate TWO reports. Scroll all the way down to select your Dubiski classes from 010.

2. If you already have an **EOY** (End of Year) Report listed, select it and choose the "*Modify parameters of Template*" button. Otherwise, click the "*Add a new Template*" button. Ignore the **Sequence #** and add *EOY Report*. **Save** it.

Create a Grade Proof Sheet: EOY - Report

3. The **4ᵗʰ Nine Weeks** should be selected. **Save** it.

4. **Print** your report for exporting.

Create a Grade Proof Sheet: EOY - Report

5. After you click **Display Report**, double check to ensure ALL of your classes queued in the report. If all classes have been posted and "*Marked All as Completed*," the highlighted columns will be filled.

```
1sogra12.p 64-2                    DUBISKI CAREER HS              05/20/14        Page:1
05.14.02.00.00                     Grade Proof Sheet                             11:26 AM


Course        7231b LNUTRWEL B         Bldg  Room  Terms Pd Days      Teacher
Section       01                       010   D213  03-04 01 1         KATHLEEN LEDDY
Length        SEMESTER

                                  Gr  ATH  PR3  C3   3RD   PR4  4  4TH  EX2  SM2
A                         ........ 10 (   )(97 )(S  )(94 )(95 )    )(   )(   )(   )
A                         ........ 10 (   )(96 )(S  )(96 )(94 )    )(   )(   )(   )
C                         ........ 09 (   )(97 )(S  )(94 )(95 )    )(   )(   )(   )
C                         ........ 09 (   )(92 )(S  )(84 )(82 )(   )(   )(   )(   )
C                         ........ 10 (   )(   )(   )(   )(   )    )(   )(   )(   )
C                         ........ 09 (   )(84 )(S  )(70 )(78 )(   )(   )(   )(   )
```

6. Save the .pdf as **Lastname 2014** to the following Dubiski folder on the Z: The path is shown below at the top of the image. If you have an AEP report to save, name it **Lastname 2014 AEP**

7. If you can't access the Z: for whatever reason, enter a work order to have it corrected, **or plan to have someone else save your file for you!**

Create a Grade Proof Sheet: EOY - Report