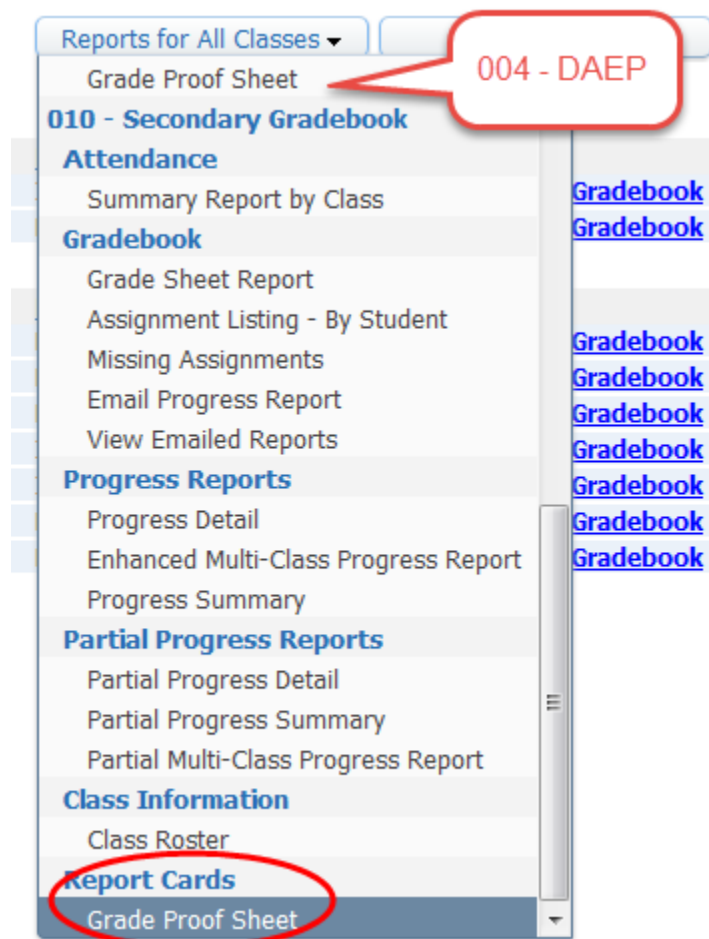


Create a Grade Proof Sheet: EOY - Report

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.

Add a new Report Template for the Grade Proof Sheet Report.

Sequence #:

Report Template Name:

Create a Grade Proof Sheet: EOY - Report

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

Grade Proof Sheet Report

110 - EOY Final Grades

Term
Current Term: 03/31/2014 - 06/06/2014

Options
Term Display: Display Only the Selected Term
Comment Display: Display Regular Comments

[Save](#)
[Undo](#)
[Back](#)

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

All Classes - KATHLEEN LEDDY
Report: **Grade Proof Sheet**

Seq #	Report Template Name
110	EOY Final Grades
900	Curr Term;All Comments
910	Curr Term;Curr Term Only;All Comments

[Print](#)
[Add a new Template](#)
[Rename Template](#)
[Modify parameters of Template](#)
[Delete Template](#)
[Clone Template](#)
[Select Different Classes](#)

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.

Course Section Length	7231b LNUTRWEL B 01 SEMESTER	Bldg 010	Room D213	Terms 03-04	Pd 01	Days 1	Teacher KATHLEEN LEDDY				
		Gr	ATH	PR3	C3	3RD	PR4	04	4TH	EX2	SM2
A	[REDACTED]	10	()	(97)	(S)	(94)	(95)	()	()	()	()
A	[REDACTED]	10	()	(96)	(S)	(96)	(94)	()	()	()	()
C	[REDACTED]	09	()	(97)	(S)	(94)	(95)	()	()	()	()
C	[REDACTED]	09	()	(92)	(S)	(84)	(82)	()	()	()	()
C	[REDACTED]	10	()	()	()	()	()	()	()	()	()
C	[REDACTED]	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

