Quick Guide
iTeacher – Grade Verification Report

HARRIS School Solutions

Go to iTeacher > Grade Verification
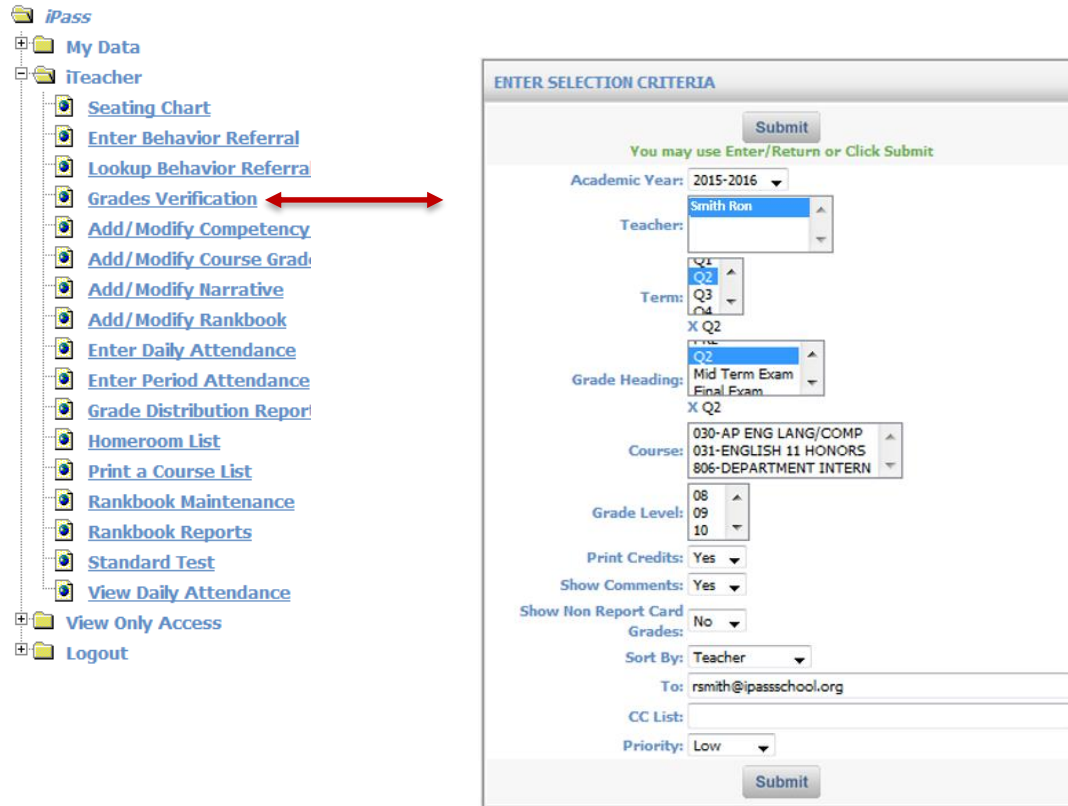
Academic Year = The default is the current school year. Previous years can be selected.

Teacher = The report will list all teachers associated with the user account. Most teachers will just see their name listed. Teachers and Administrators that are assigned access to multiple teachers will see all available teachers to select from. Make a selection or leave along and get all teachers. Note, the default Sort By is by Teacher.

Term = Select the appropriate Term.

Grade Heading = Select the Grade Heading within the Term you have selected.

NOTE: There may be a Final Grade (FG) for each Term. Be sure to select the FG immediately below the associated Term.

Helpful Hint! You can use Ctrl-key Click to select multiple Terms and/or multiple Grade Headings to be included in the same report.

Course = Select specific course, use Ctrl-key Click to select multiple courses, or choose no courses and get all the courses taught by the selected teacher(s) during the selected Term(s).

Grade Level = If desired, use this to limit the report to courses in a specific grade(s).

Print Credits = The default is Yes.

Show Comments = The default is Yes. This will show the Comments entered by the teacher.
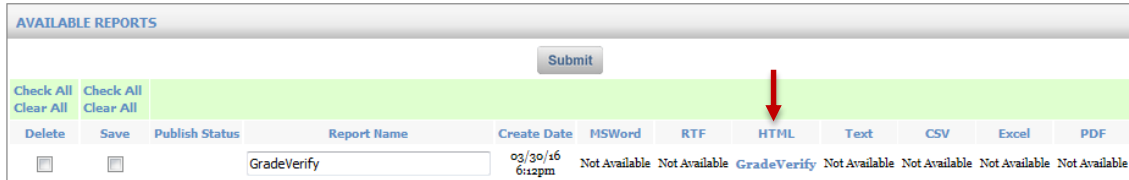
Show Non Report Card Grades
- The default of **No** should be used for Term Report Card Grades.
- This should be changed to **Yes** when running Grade Verification reports for Mid-Term Progress Report Grades. If you run it with default of No, no grades will appear in the report.

Sort By = Default is By Teacher. Other options include Course ID and Course Name.

Submit – Click Submit to create the report.

The completed report will be listed in My Reports > Available Reports.

AVAILABLE REPORTS										
				Submit						
Check All Clear All	Check All Clear All									
Delete	Save	Publish Status	Report Name	Create Date	MSWord	RTF	HTML	Text	CSV	Excel	PDF
☐	☐		GradeVerify	03/30/16 6:12pm	Not Available	Not Available	GradeVerify	Not Available	Not Available	Not Available	Not Available

Click on HTML **GradeVerify** file to open the HTML report.

User:
Date: 03/30/16 6:12:54 PM
Report:Grade Verification

Academic Year: 2015-2016	Teacher:	Term: Q2
Grade Heading: Q2	Course: All	Grade Level: All
Print Credits: Yes	Show Comments: Yes	Show Non Report Card Grades: No
Sort By: Teacher		

030-01 AP ENG LANG/COMP

ID	Name	GL	Q2	Abs	Effort	Conduct	Comment
5469		11	B-	1			Q2 058-Pleasure to have in class Q2 003-Follows instructions
5331		11	B+	2			Q2 058-Pleasure to have in class Q2 003-Follows instructions
5402		11	B	0			Q2 058-Pleasure to have in class Q2 003-Follows instructions
7946		11					
5412		11	B-	4			Q2 058-Pleasure to have in class Q2 003-Follows instructions
6230		11	B+	3			Q2 058-Pleasure to have in class Q2 003-Follows instructions
6252		11	B-	5			Q2 058-Pleasure to have in class Q2 003-Follows instructions
5248		11	C	4			Q2 058-Pleasure to have in class Q2 003-Follows instructions
7742		11	A-	5			Q2 058-Pleasure to have in class Q2 003-Follows instructions
5253		11	A-	5			Q2 058-Pleasure to have in class Q2 003-Follows instructions
5256		11	B	8			Q2 058-Pleasure to have in class Q2 003-Follows instructions
5316		11	B-	0			Q2 058-Pleasure to have in class Q2 003-Follows instructions
5216		11	B-	4			Q2 058-Pleasure to have in class Q2 003-Follows instructions
5430		11	B-	0			Q2 058-Pleasure to have in class Q2 003-Follows instructions
5340		11	B	4			Q2 003-Follows instructions
5341		11	B-	3			Q2 003-Follows instructions
5263		11	B-	1			Q2 003-Follows instructions
5490		11	B-	0			Q2 003-Follows instructions
6869		11	B-	2			Q2 003-Follows instructions
5274		11	B	5			Q2 003-Follows instructions
5367		11	B+	0			Q2 003-Follows instructions
5282		11	B-	0			Q2 003-Follows instructions
5 Males / 17 Females			Total: 22				

030-02 AP ENG LANG/COMP

ID	Name	GL	Q2	Abs	Effort	Conduct	Comment
5360		11	B	3			Q2 058-Pleasure to have in class Q2 038-Demonstrates commendable effort

Use your browser's Print option to print the report to a printer or to a PDF file.