



ABC Grading/Report Card Checklist

- Check screen: **Grading Setup**
 - To verify the **Current Grading Period** selection (focuses TVUE & ties to Update Grade process)
- Run **Update Grade**
 - Select the *Grade Levels* to include
 - Select the *Grading Period* to create the Grading Records for
 - Select *Update Grade*
 - Click: **Update Grading Records button**
- Verify the process was successful
 - Go to screen: **Student Grade** and select a student to see if the column for the Grading Period selected is open/clickable to enter a grade
- Run reports to verify teachers that have successfully posted grades
 - **Section Missing Mark Summary** (includes ALL sections included in Grading)
 - **GRD603**
- Update GPA** Process
 - Run the Update GPA process if utilizing GPAs on Report Cards/Grading Reports

Ready to Print Report Cards:

- On the **Update Grade** screen select the accurate Grading Period
 - Select all grade levels
 - Select Update Absences
- Print Paper Copies using GRD201 (*Redirects to GRD203*) *
- Attach Electronic PDF Copies (P/SVUE) using GRD201 (*Redirects to GRD203*) *

**See "ABC Grading & Report Card Guide" for more details*