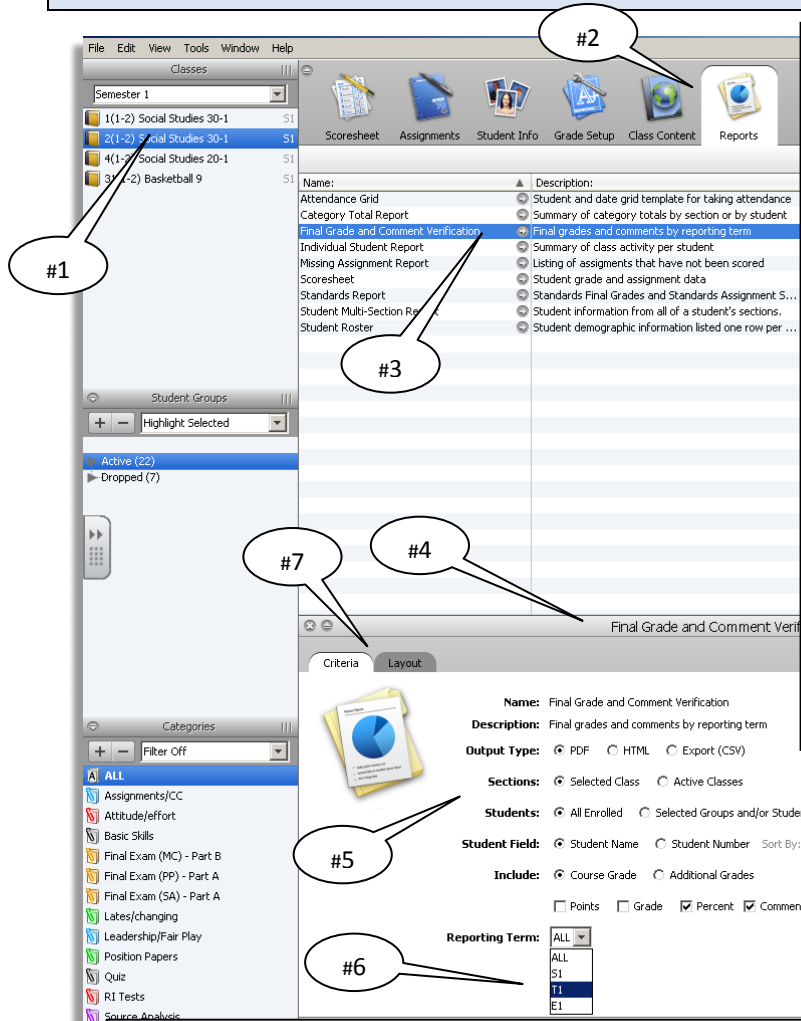


Gradebook Tutorial #6: How to create a Final Grade and Comment Verification Report



- #1: Select the course for which you want to print a “Final Grade and Comment Verification” report.
- #2: Select the “Report” tab.
- #3: Select “Final Grade and Comment Verification” from the list and double-click.
- #4: The “Final Grade and Comment Verification” dialogue box appears at the bottom of the screen.
- #5: Fill in the information as shown. (Output Type = PDF, Sections = Selected Class, Students = All Enrolled, Student Field = Student Name, Include = Course Grade, and check Percent and Comment.)
- #6: Make sure you select the appropriate reporting period from the drop down menu.
- #7: Click on the “Layout” tab.
- #8: In the “Layout” tab check “Signature Line”. You can also add a top and bottom note if you wish.
- #9: Click “Run Report”.
- #10: Select “Open Report”. Alternatively, you can select “Save Report”, then open it and print it.
- #11: Click “OK”. The web-based report will be generated, and
- #12: your “Final Grade and Comment Verification” report will appear when completed.

Final Grade and Comment Verification

Name: Final Grade and Comment Verification
 Description: Final grades and comments by reporting term

Output Type: PDF HTML Export (CSV)

Sections: Selected Class Active Classes

Students: All Enrolled Selected Groups and/or Students

Student Field: Student Name Student Number Sort By: Number

Include: Course Grade Additional Grades

Points Grade Percent Comment Use Comment Code

Reporting Term: ALL

Final Grade and Comment Verification

Report Title: Final Grade and Comment Verification

Page Breaks: On Sections On Reporting Terms

Top Notes: include hide

Bottom Notes: include hide

Signature Lines: include

Run Report

Report Complete

Report: Final Grade and Comment Verification is complete

Report: Final Grade and Comment Verification has been generated. Would you like to open the report or save it to a file?

Open Report Save Report

OK Cancel

Final Grade and Comment Verification

Reporting Term: T1

Student Name	Pts. Earned / Pts. Possible	Final Grade	Comment
Student names have been covered to protect their privacy!	60	60%	Approaches studies conscientiously.
	68	68%	Approaches studies conscientiously.
	88	88%	(Student) demonstrates a high level of understanding. Position papers are well written and thoughtful!
	56	56%	Position paper writing needs improvement.
	40	40%	Fails to participate in critical challenges.
	85	85%	Position papers and Critical Challenges are well written and demonstrate a high level of understanding.