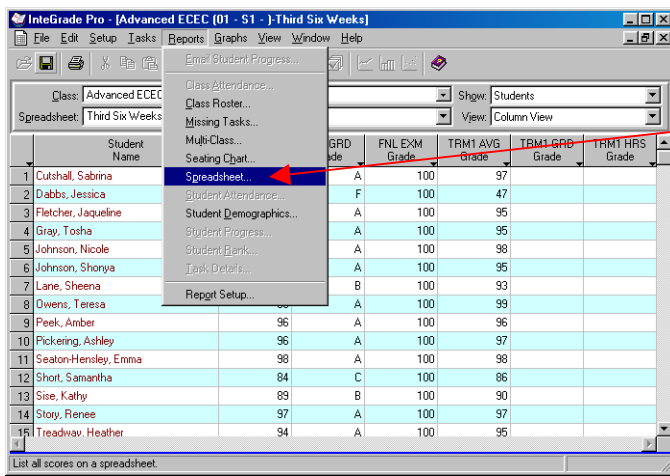


To Print A Report To Send Grades to Home School

To print a report to send to home school in place of the current grade sheets. You have two options, you can create this report from your Weighted Type spreadsheet before you prepare your grades for export, or you can use your End of Term spreadsheet after the grades are prepared for export. There are a couple less steps if you create from the End of Term Spreadsheet.

To create a report from your **Weighted Type** spreadsheet.



Select Reports, then Spreadsheet

Select the students that you want included in the report. (You can have your spreadsheet sorted by schools, or just go through the list and select students for one school).

Make sure that **Summary 1** says **Percentage** and **Summary 2** says **Letter Grade**.

Print Scores as should be **Raw Score**

Select None for Tasks to show

Select Next

You should get a report showing the selected students with their final average and letter grade.

