Final Grade Verification Report

Teachers should print this report and submit to the data manager when grades are completed for the nine weeks.

The teacher will click on the Reports icon in PowerTeacher.



The teacher will then click the arrow next to the Final Grade and Comment Verification report. 

A new box will show at the bottom of the page. The teacher will select options as listed below.

On the Criteria Tab: **Output** – PDF **Sections**: Selected Classes

**Students:** All Enrolled  **Student Field:** Student Name

**Include:** Course Grade – Percent, Comment

**Reporting Term**: Q1,2,3, or 4

Click on the Layout tab to select: Include a signature line.

Click Run report. Open and print. You may also save the report. Repeat for each class.