Section Readiness Report

Click on PT Administrator from the start page.



The grade book application will open in a new web site.

Hoover over the Reports. Section Readiness Report will appear. Click on the name



Click here

Section Readiness Report Will Appear. You will need to change some information.

In order to run the reports.



Choose Both

Choose the reporting term you are working in.

year

Choose completed, not yet, or all

comcom

Choose your school



In order to check all that finished you can click export.

Open with excel

After Teacher clicks complete you will

See verified complete and teacher will add “comment completed”

To be able to look at or export click on Details

School name

Teacher names listed here

When everything is complete you will be ready to store grades.