

Genesis Reports

Missing Grades and Grade Verification

Steps	Screen Displayed	Procedures
1		<p style="text-align: right;">Click Report Manager</p>
2		<p style="text-align: right;">Click the Category Grade Reporting</p> <p style="text-align: right;">Double Click on report GRD006 - Grading Period Reports</p>

Genesis Reports Missing Grades and Grade Verification

Steps	Screen Displayed	Procedures
3		<p>Select the Report (Missing Grades or Grade Verification)</p> <p>Select the Grading Period</p> <p>Select All Courses or <i>Uncheck</i> the box and <i>Type</i> in the Course and Section</p> <p>Select All Teachers or <i>Uncheck</i> the box and <i>Type</i> in the Teacher number</p> <p>Click Start</p> <p>Click View Rpt to get a Print Preview</p> <ul style="list-style-type: none"> Click Print to print without viewing <p>When done, Click Quit</p>