

# Genesis Reports

## Missing Grades and Grade Verification

Steps	Screen Displayed	Procedures
1		<p><b>Click “Report Manager”</b></p>
2		<p><b>Click the category ‘Grade Reporting’</b></p> <p><b>Double Click on report ‘GRD006: Grading Period Reports’</b></p>

## Genesis Reports Missing Grades and Grade Verification

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