

How to Print Grade Proof Sheets

Grade Proof Sheets are printed at the end of each grade reporting period for teachers to verify/edit submitted student grades.

From Skyward PaC Student, go to **SM\OF\GR\PG**



Once the screen below shows, select options as shown (*leave the other options as is*):

The screenshot shows the 'Grade Input and Proof Sheets' window with several callouts:

- a.** Change report type from Input to Proof. (Callout points to the 'Report Type' dropdown menu set to 'Proof').
- b.** Change Page Break from None to Page Break of First Sort. (Callout points to the 'Page Break' dropdown menu set to 'Page Break on First Sort').
- c.** Uncheck the option to print Comment Codes. (Callout points to the 'Print Comment Codes' checkbox, which is unchecked).
- d.** Highlight and add the Grade Bucket(s) to include. (Callout points to the 'Term 01 1ST' row in the 'Selected' table).

Available			Selected		
Bucket Type	Bucket Number	Literal	Bucket Type	Bucket Number	Literal
Midterm	01	PR1	Term	01	1ST
Midterm	02	PR2			
Term	02	2ND			
Midterm	03	PR3			
Term	03	3RD			
Semester Exam	01	EX1			
Semester	01	SM1			

Next, click to the upper right hand corner.

The screenshot shows the 'Grade Deficiency Sort Options' dialog box with a callout:

- a.** Add over the option to sort by Teacher and click . (Callout points to the 'Teacher' option in the 'Sort Order' list and the 'OK' button).

Available Fields	Sort Order
Class Building	Teacher
Class Key	
Class Period	
Course Description	
Course Grade	
Course Type	
Department	
Subject	

Note: Elementaries can add the option to sort by Course Grade then Teacher; however, Secondary Schools will not have the intended result when choosing this option as courses may be taken at multiple grade levels.

Only select the option to sort by Teacher for Secondary Schools.

Now that you are back on the previous screen, click 

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Report Options
 Report Type: Student Class Records:
 Name Order: Student Status:
 Include All Student Class Lengths

Print Options
 Double Space Names Page Break:
 Print School ID Page Break by Class
 Sort Students by School Only Print Students in Selected Activities Activity
 Grade Bucket Blocker: Print Student's Activities

Print Grading Comments
 Print Comment Codes Print Comment Descriptions
 Low Grd Prd High Grd Prd

Grade Buckets To Display

Available			Selected		
Bucket Type	Bucket Number	Literal	Bucket Type	Bucket Number	Literal
Midterm	01	PR1	Term	01	1ST
Midterm	02	PR2			
Term	02	2ND			
Midterm	03	PR3			
Term	03	3RD			
Semester Exam	01	EX1			
Semester	01	SM1			

Choose to page break on the first or first & second sort items. 

Select the option to Output to Screen and uncheck the option to “Process Report on Server.”

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Output: OK
 Process Report on Server
 Cancel

The report should look similar to this:

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                                TRAIN PRAIRIE VISTA MIDDLE SCH
Course 406021 ENG/LA 6                Teacher Bldg
Section 01 Length YEAR              BURNEBEC000 044
Teacher BECKY STUTRAIN BURNETT      Date Time Room
                                      106 [ ] 1.1

                                Gr 1ST
A [ ] ..... 06 ( )
C [ ] ..... 06 ( )
E [ ] ..... 06 ( )

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