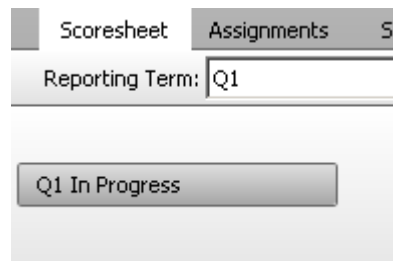


## End Term and Grade Verification

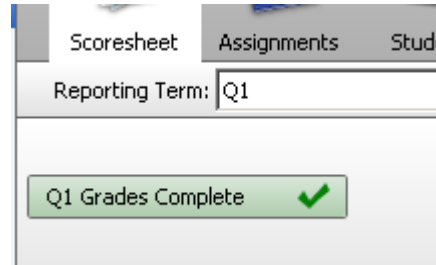
Remember: Please do not take up more than 2 lines for your comments. One is preferable.

Once you have finished entering all grades and comments for the term, you will need to do a couple of things.

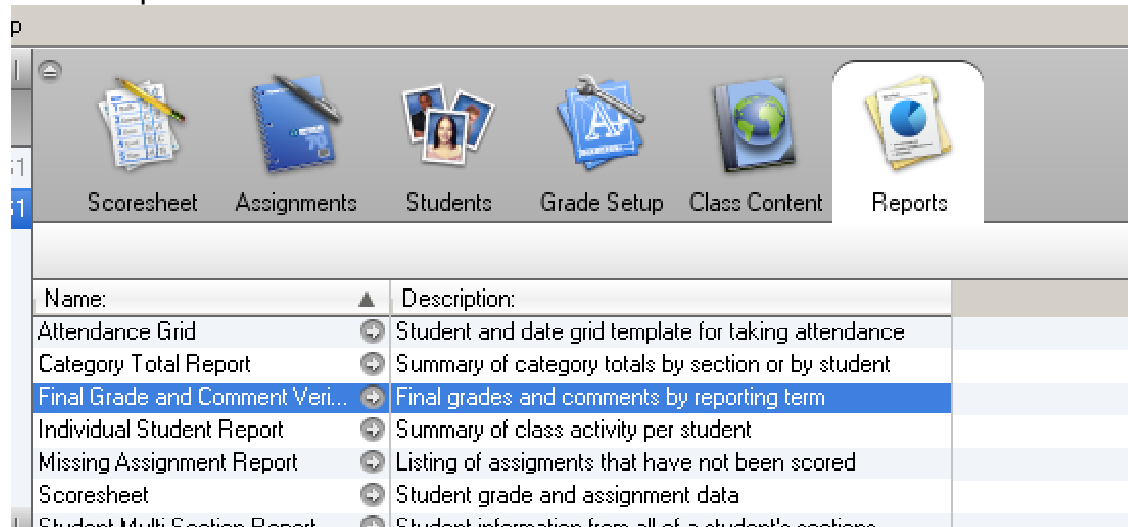
(*Incomplete (I)* may be entered with the **Manual Override** feature of the **Score Inspector**. Be sure to get approval from your principal prior to entering an *Incomplete*.)



For each class you will need to click on the Q1 In Progress Button. Click on the box Grades are complete.



Go to Reports and click on Final Grade and Comment Verification



You will need to print one of these for each of your classes.

Take time to really look at the grades and comments. Make sure the grades look right. You might even want to go back and average one by hand to see that everything is averaging the way you thought it should.

Go over the comments and proof them for spelling errors.

Sign and date the verification sheets and turn these in to your report card person. This lets them know that you are finished with your grades and that you verify that they are correct.