

# How to print Grade Verification Forms from PowerSchool

\*\*For end of Year, you will store grades first and then print verifications from PowerSchool to verify the year's grades.

Log into PowerSchool and choose System Reports, then scroll down and choose "Class Rosters (PDF)" at the bottom of the page.

First, choose the teachers that you are going to print Grade Verification Form for and choose the periods. Do not include periods that will not have grades like Lunch and Recess:

Print rosters for  
(hold the CTRL key to make multiple selections)

Spark, Creative  
Streeter, Robb  
Teacher, A  
Venters, Melissa  
Walden, Billie Sue  
Williams, Donna M

	A	B	C	D	E
HR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
BR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
LCH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
HR2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Meeting(s) (leave unchecked for all)

Copy and paste the following into the Heading text box:

Teacher: ~(teachername)

Period: ~(Expression), ~(termabbr)

Course Title: ~(coursename)

Course Section: ~(Course\_Number).~(Section\_Number)

Total: ~(No\_of\_students)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_.

Instructions:

Please notify the office if the Powerschool (PS) Stored Grades does not match your PowerTeacher Gradebook(GB) grades for the student(s).

Settings to change:

Under Column title font, change the Size, line height, style line to the following:

Column title font	Helvetica
Size, line height, style	12 (points) <input checked="" type="checkbox"/> Bold <input type="checkbox"/> Italic <input type="checkbox"/> Underline
Print column titles on	All pages
Roster Font	Times
Size, line height, style	10 (points) <input type="checkbox"/> Bold <input type="checkbox"/> Italic <input type="checkbox"/> Underline

Copy and paste the following into the Roster columns box:

```
LastFirst\Name\2\1
Grade_Level\Grade\.5\c
~(pg.final.Grade;Q1)\Q1 GB\.7\c
~(pg.final.Grade;Q2)\Q2 GB\.7\c
~(pg.final.Grade;S1)\S1 GB\.7\c
~(pg.final.Grade;Q3)\Q3 GB\.7\c
~(pg.final.Grade;Q4)\Q4 GB\.7\c
~(pg.final.Grade;S2)\S2 GB\.7\c
~(pg.final.Grade;F1)\F1 GB\.7\c
```

```
~(att;abs;Q1)\Abs\.5\c
~(att;tar;Q1)\Tar\.5\c
```

Change the Margins to all .2 and the Orientation scale to Landscape:

Rule width (points)	Horizontal .4 Vertical .1
Cell padding (points)	Horizontal 1 Vertical 1
Page size	Letter (8 1/2" x 11") Custom size: Height <input type="text"/> Width <input type="text"/>
Margins (inches)	Left .2 Top .2 Right .2 Bottom .2
Orientation, Scale	Landscape (horizontal) 100

Then Submit.

***\*\*\*Have the teachers sign and date and turn these back into the office.***