

To print your grading report click on the Reports tab and then the Grade Verification and Status report (70770). Select the course or leave that field blank to print all. Select the marking period. Select the comments to display. Then hit the Schedule Report button to run the report

The screenshot shows the Genesis software interface for generating a grading report. The browser window title is "Southern Regional High School - Windows Internet Explorer". The URL is "https://genesis.srsd.net/genesis/sis/view?module=gradebook&category=reports&tab1=scheduleReport&reportcode=". The interface includes a navigation menu with tabs for "Core", "Admin", "Gradebook", "Conduct", "Class Attendance", "Elem. Grading", "Parents", and "Nurses". The "Reports" tab is selected, and the "Gradebook.Reports.Schedule (Grade Verification and Status)" report is chosen. The form contains the following fields and options:

- When: Run Immediately
- * Teacher: Annice, Rainone
- Select Course (Blank for All): 4110/1 - WORLD HISTORY, MTWRF, Per. 3 (FY)
- Select Marking Period: MP1 - Marking Period 1
- * Show Only Missing Grades For Selected Marking Period: No
- * Show Comments For Selected Marking Period: Yes
- * Page Break On Course Section: No
- * Show students who have dropped the course: No
- * Display students with an enrollment status of: All Students
- * Sort students by: Student Name
- Select first comment to display: C01
- Select second comment to display: C02
- Select third comment to display: C03
- * Sort by: Course Code
- Please enter a Dept Code: (or Blank for All)
- E-Mail report to this user: [Empty]
- and to these users: [Empty]
- Export to path/filename on server:
- (S)FTP Report:
- Save current parameters as default
- Schedule Report button

Three red circles highlight the "Select Course and Marking Period" dropdowns, the "Select comment to display" dropdowns, and the "Schedule Report" button. Callout boxes provide instructions for each highlighted area:

- "Select Course and Marking Period" (points to the course and marking period dropdowns)
- "Select comment to display" (points to the comment dropdowns)
- "Click Schedule Report" (points to the Schedule Report button)