



## **extended\_sub\_teach\_learn2\_verify**



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Create the following reports and use the screen **in the applicable school year's data** to verify Summer Course Completion Data.

### **Grade Reporting > Reports > Create Grade Reporting Report**

☐ Under **Demo 1** select any fields you'd like included on the report. It is recommended to include:

- Sch Yr
- Campus ID
- Student ID
- Last Name
- First Name

Under **Prior Year/Transfer Courses** select any fields you'd like included on the report. It is recommended to include all fields.

☐ Click **Create Report**

- Once the report opens users can:
  - ☐ Select **Sort/Filter**
  - ☐ Select **Filter Criteria**
  - ☐ Click **Add Criterion**
    - From the **Column** dropdown select **Foster Care**

- From the **Operator** dropdown select “=”
- In the **Value** enter “1”.
- ☐ Click **OK**