

SGR0420 - Assignment Grade Entry Verification

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This report provides a list showing the last time an instructor entered assignment grades in TeacherPortal by semester-cycle. The report is sorted in period order by instructor and includes the total number of students in the class, the total number of students with grades, and the date on which the instructor last updated grades in TeacherPortal.

Run the report:

Parameter	Description
Campus ID	Type the three-digit campus ID, or click to select the campus.
Semester (1, 2, 3, 4)	Type the one-digit semester. Valid semesters are 1 and 2. For a four-semester campus, valid semesters are 1, 2, 3, and 4.
Cycle (1, 2, 3)	Type the one-digit cycle code.
From Date (MMDDYYYY)	Type the date, or click to select the date from a calendar.
To Date (MMDDYYYY)	Type the date, or click to select the date from a calendar.

- If you enter values for **Semester** and **Cycle** but do not enter a **From Date** and **To Date**, the report may include data that exists outside the cycle ending date if it exists. Example: Semester 2-cycle 2 ends on 4/8/17, and the instructor enters grades on 4/11/17. The 4/11/17 date is included on the report as long as the database is still set to semester 2-cycle 2.

- If you enter a **From Date** and **To Date**, the **To Date** must exist within the cycle, so the 4/11/17 date is not included on the report.

Include Withdrawn Students (Y, N)	Y - Include withdrawn students. N - Do not include withdrawn students.


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