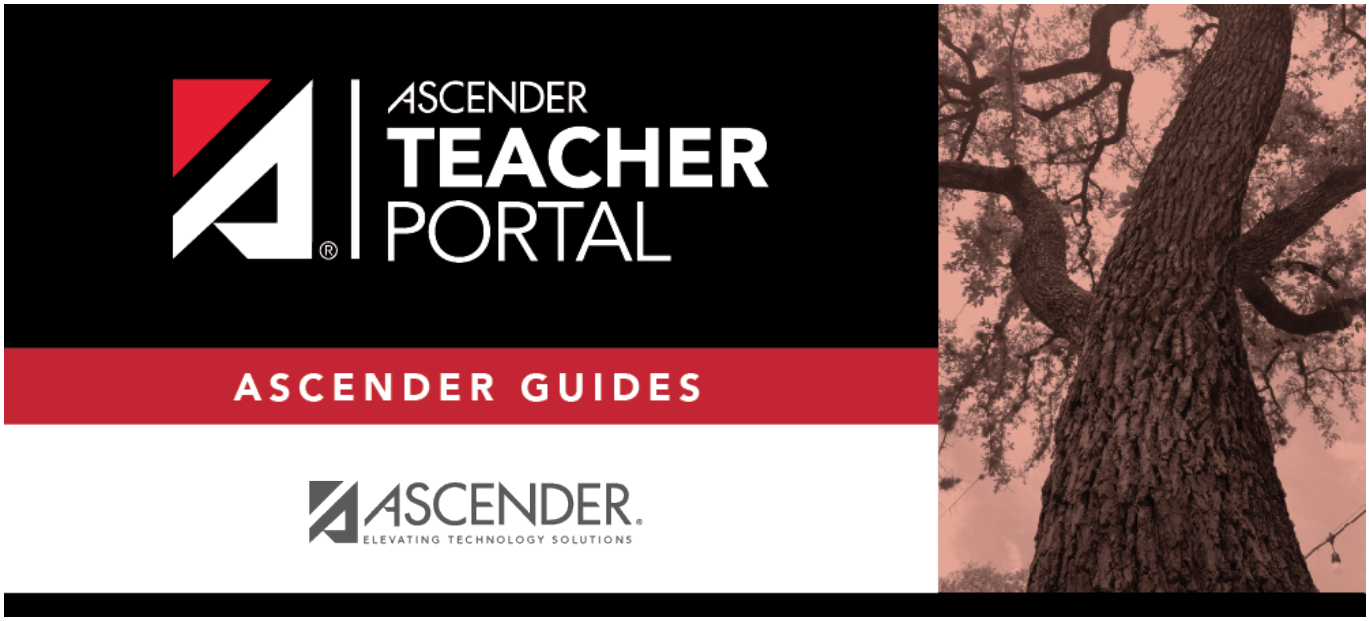


End-of-Cycle Tasks

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TeacherPortal Administrator Guide

End-of-Cycle Tasks

Admin - can post entire campus , or what is left (ready to post on Admin Options page)

Reports

Reports > Blank/Missing Grades by Grade Level

Reports > Blank/Missing Grades by Grade Level

This page is only available to users who log on to TeacherPortal with a district- or campus-level security administrator user ID.

This report lists blank, missing, and incomplete assignment grades sorted by grade level, student, course, and period according to options entered on this page.

❑ Specify report options:

Semester	The current semester is displayed. You can select a different semester.
Cycle	The current cycle is displayed. You can select a different cycle.
Grade Level	Type a grade level to view data for a specific grade level. Leave blank to view all grade levels.
Campus ID	Type a three-digit campus ID to view data for a specific campus. Leave blank to view all campuses in the district.

Grade Selection Options	Select the items you want to include in the report. For example, to include all student assignment grades for which no grade has been entered, select **Show Blank Grades**. To include all items, select **Select All**.	
Viewing Options	**Page break between students**	Select to print one student per page. Otherwise, the data will print continuously.
	View all assignments due after	Select to narrow assignments by date, and enter a valid school date.

❑ Click **Generate**.

- The report opens in a new window, and you can print the report from that window.
- The report selection page remains open on your desktop.

Administrator Options > View Courses Marked Ready to Post

This page is only available to users who log on to TeacherPortal with a district-level security administrator user ID.

This page allows you to view and print a report of courses marked as ready to post for the cycle from the Administrator Options page. The page can only be accessed through the Administrator Options page after all courses are marked as ready to post. The **View Courses Marked Ready to Post** button is displayed.

The report heading includes the campus ID, semester, cycle, and date the report was generated. All courses-sections-periods ready to post are listed by teacher.

Generate the report:

❑ From the Administrator Options page, click **View Courses Marked Ready to Post**.

The report opens in a new window.

Print the report:

❑ Click **Print**.

The Print window opens allowing you to select your printer and settings. Click **Print** to continue.

❑ To close the report, click **Close Window** in the report window.

The report selection page remains open on your desktop.