# Middle/High School Verification Sheets for Q2 & S1:

- These verification sheets will pull Q1, Q2, E1 & S1 grades from the gradebooks
- Click System Reports from PS home page
- Select Class Rosters(PDF) under the Student Listings section
- Select your teachers from the list next to Print rosters for: (hold CTRL to select multiple teachers)
- Uncheck all boxes next to Meeting(s) to select all
- Select the radio button to Include students who "are currently enrolled in class".
- Copy & 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:_____

- Copy & Paste the following into the Roster columns box:
  LastFirst\Name\2\l
  Grade_Level\Grade\.5\c
  ~(pg.final.Grade;Q1)-~(pg.final.percent;Q1)\Q1 GB\.75\l
  ~(pg.final.Grade;Q2)-~(pg.final.percent;Q2)\Q2 GB\.75\l
  ~(pg.final.Grade;E1)-~(pg.final.percent;E1)\Exm GB\.75\l
  ~(pg.final.Grade;S1)-~(pg.final.percent;S1)\S1 GB\.75\l
  ~(att;abs;Y1)\Abs\.5\c
  ~(att;tar;Y1)\Tar\.5\c

- Set margins to 0.2 for Left, Top, Right, and Bottom
- Set Orientation, Scale to Landscape (horizontal) and 70
- Submit