Midterm/In Progress Report Cards – Office Instructions

The following is a list of items that should be completed to prepare and send midterm/in progress grades to the office to be printed on a **midterm report card**. The items are listed in sequential order and should be completed in this order.

1. Go to **Grades: Entry: TGE/GradeBook Entry.** Select how the grades are sent to the office (Drop Folder or Online GradeBooks), select the term in which the midterm report cards are being printed, and check the *Grades* box. Click *OK*. This will bring grades that teachers have sent into the office.

2. Go to **Grades: Reports: Midterm Report Cards.**
3. Use the pop-up menu in the upper-left corner to select the term for which midterm report cards are to be printed. Choose the Form type. Verify the messages option. The Messages button is used to print messages on the report card for everyone and/or for specific grades. Select the students for which midterm report cards are to be printed.
7. Click OK to print report cards for the selected student(s).