

One more step before Final Grades (Progress Reports & Report Cards) are sent to SMS

1. Go to the Class Scoresheet

2. Click the Reporting term dropdown & select Progress Report 1

3. Click the gray box that says Progress Report 1

The screenshot shows the 'Class Scoresheet' interface. The 'Reporting Term' dropdown is set to 'Progress Report 1'. A gray box labeled 'Progress Report 1 In...' is highlighted. The main table displays student scores for various assignments and tests.

Student	Final G...	Grammar d	Vocabulary	voc. unit
B	A	100%	200/200	100
B	A	93%	280/300	100
C	B	85%	255/300	100
D	B	87%	260/300	100
F	A	100%	300/300	100
G	A	100%	300/300	100
H	A	98%	295/300	100
H	A	100%	200/200	100
J	A	100%	300/300	100
K	A	100%	200/200	100
K	C	75%	225/300	100
M	A	93%	280/300	100
M	B	85%	255/300	100
N	D	73%	220/300	100
N	D	70%	210/300	100
O	A	100%	300/300	100
P	C	77%	230/300	100
P	B	87%	260/300	100
R	A	93%	280/300	100
T	A	100%	300/300	100
V	...	n/a		

Final Grades Completion Status

4. Check the **Final Grades Complete** checkbox

The screenshot shows the 'Progress Report 1 Final Grades Completion' dialog box. The 'Final Grades Complete' checkbox is checked. The 'Progress Report 1 Status Comment' field is empty. The 'OK' and 'Cancel' buttons are visible at the bottom.

5. Click **OK**