



TOUCH BASE TUESDAY AGENDA

Oct 8, 2019

Presenter: Jackie

Objective: Report Card Generation

- 1. Transfer Schedule Information for Report Card Sorting - Optional**
- 2. Pre-Report Card Processing**
 - Verify Honor Roll Setup
 - Verify Grade Areas turned on/off for Current Term
- 3. Report Card Processing: What are the steps involved?**
 - Grades to Marking Period Grade Area-Manual Entry or Posted from Gradebooks
 - Generate Verification Reports - Missing Grade and/or Grade Verification Reports
 - Compute GPA/HR
 - Refresh Attendance
 - Review Report Card Print Option Screen - Preview/Print Report Cards