



TOUCH BASE TUESDAY AGENDA

Oct 13, 2020

Presenter: Jackie Cunningham

Objective: Report Card Generation & Standardized Test Entry

1. Pre-Report Card Processing

- Verify Honor Roll setup
- Verify Grade areas turned on/off for current term

2. 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

3. Standardized Test Score Entry

- Test Score Definition Setup
- Test Score Entry