

At the end of a marking period, you may want to print a hard copy of the final grades or see the distribution of the final grades earned in your classes. The Instructor Course Final Grade Summary report will give you the information you need in an easy to read format.

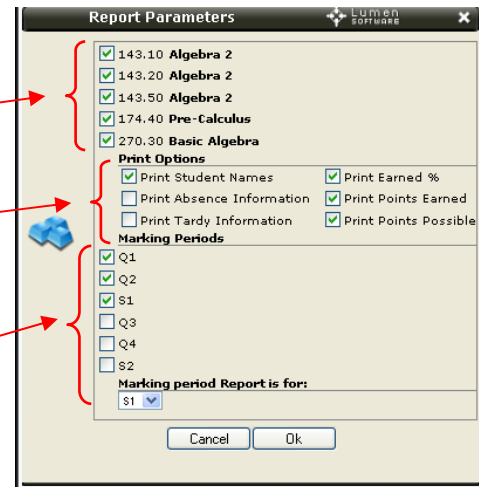
To generate the report, follow these steps:

- In the Instructor Suite, click the **Reports** tab
- Click the **Instructor Course Final Grade Summary** button



- In the **Report Parameters** pop-up, choose the details you want on the report:

- Select one or more courses: each course will be summarized individually
- Select the Print Options: include absence and tardy info, print points possible, points earned and/or percentages
- Select desired Marking Periods



- Click OK. The report is presented in pdf format for printing.

Here's an example of a report showing Semester 1 grades for a class:

Student Information				S1															
ID	Student	Wrd	Gr	PG															
2724	Albor, Perla		11																72
3729	Badrilla, JuliaAnn		11																64
2825	Barbosa, Alfonso		11																80
2785	Camargo, Abdiel		11																73
3805	Chapman Carver, Camille		11																80
2779	Coffman, Rebecca		11																80
2727	Espinoza, Delma		11																83
2730	Garcia, Valeria		11																70
2788	Comptier Aguilera, Jessica	01-19-12	11																66
2797	Hicks, Leanneil		11																71
3531	Jarvis, Logan		11																72
2737	Kronosik, Hayden		11																87
2739	Lewis, Craig		11																87
2807	Mackie, Mariah		11																92
2746	Meyer, Mikel		11																87
3169	Mello, Kayla		12																70
3174	Memmos, Zachary		12																74
2755	Nem, Gustavo		11																80
3673	Pollard, Juden		11																83
2758	Rios, Karla		11																66
2760	Ryuka, Nicholas		11																80
2784	Sturgeon, Antonio		11																80
2787	Vega, Mariela		11																64

Course Final Grade Distribution																	
S1	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	DNC	NC	WF	WV
Totals:			1	3	1	7		1	6		4						