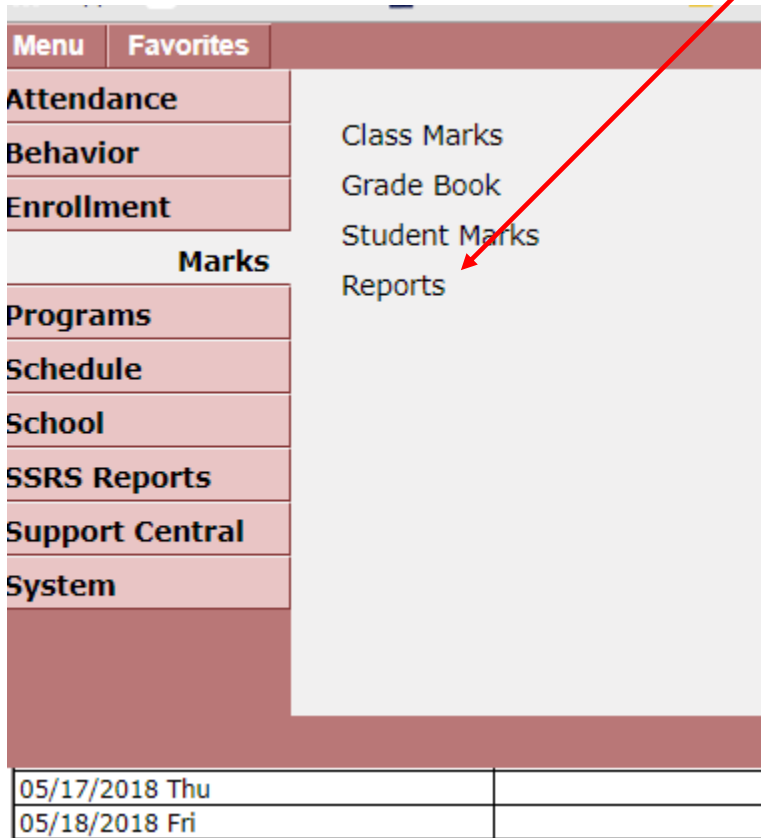


# Q End of Semester Report for the Registrar

In Q, go to your reports area: **Menu > Marks > Reports**

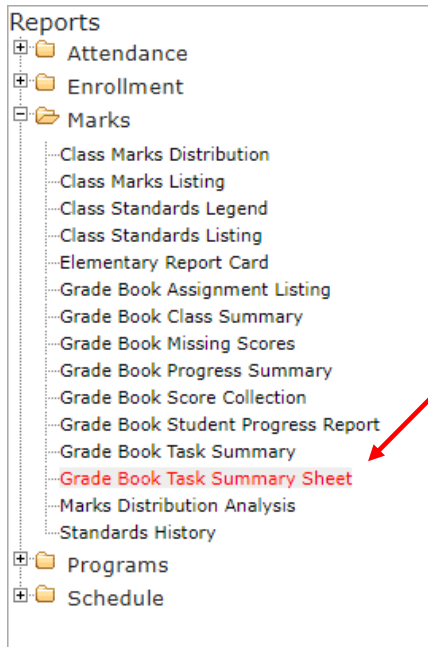


The screenshot shows a software interface with a menu on the left and a main content area on the right. The menu items are: Attendance, Behavior, Enrollment, Marks, Programs, Schedule, School, SSRS Reports, Support Central, and System. The 'Marks' section is expanded, showing sub-items: Class Marks, Grade Book, Student Marks, and Reports. A red arrow points to the 'Reports' sub-item. Below the menu is a table with two rows of dates.

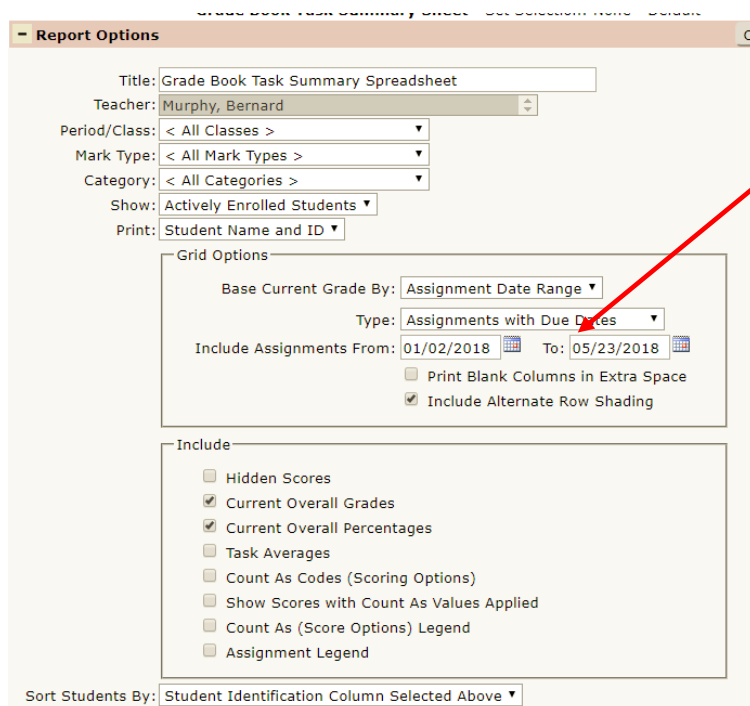
05/17/2018 Thu	
05/18/2018 Fri	

Scroll down.....

Open the **Reports > Marks** folder and find the **Grade Book Task Summary Sheet**



Set up your **Report Options** as illustrated below. The **Include Assignments From:** dates should correspond to the semester you want the report to cover.



Make sure your check boxes are set like this:

The screenshot shows the 'Report Options' form for a 'Grade Book Task Summary Spreadsheet'. The form includes fields for Title, Teacher, Period/Class, Mark Type, Category, Show, and Print. Below these are 'Grid Options' and an 'Include' section. A red box highlights the 'Include' section, which contains the following checkboxes:

- Hidden Scores
- Current Overall Grades
- Current Overall Percentages
- Task Averages
- Count As Codes (Scoring Options)
- Show Scores with Count As Values Applied
- Count As (Score Options) Legend
- Assignment Legend

At the bottom, there is a 'Sort Students By:' dropdown menu set to 'Student Identification Column Selected Above'.

Save your report with this naming format:

last name semester year

**Example: Murphy Summer 1965**

- Use your name, the current semester and the current year. **The above is just an example.** Save it to your computer and put it in the registrar's drop box.
- Julie will send out a link to the current drop box for each new semester. Be sure to use the most current link.
- Drag and drop your grades into the window that opens when you click the link.
- If you need help contact Pat Murphy, email for this will work.