

From: Evelt, Kim kevelti@williston.com
Subject: Veracross - Grade Detail Reports
Date: October 22, 2014 at 11:08 AM
To: Faculty and Administration FacultyandAdministration@williston.com

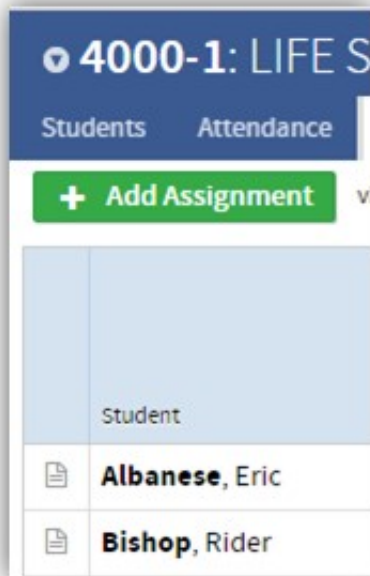


Hello All-

I wanted to pass along a tip or two about printing grade detail reports from Veracross since some folks will want to provide these to families during conferences. The instructions below are for the Google Chrome browser. *I recommend always using Chrome for accessing Veracross rather than Internet Explorer.*

1. Printing one grade detail report for an individual student

- a. Navigate to the student's class and "gradebook" tab.
- b. Click on the icon that looks like a piece of paper to the left of the student's name in the gradebook.

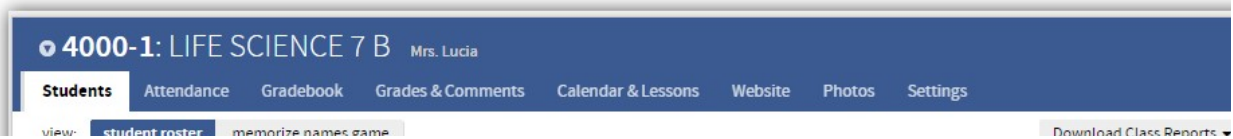


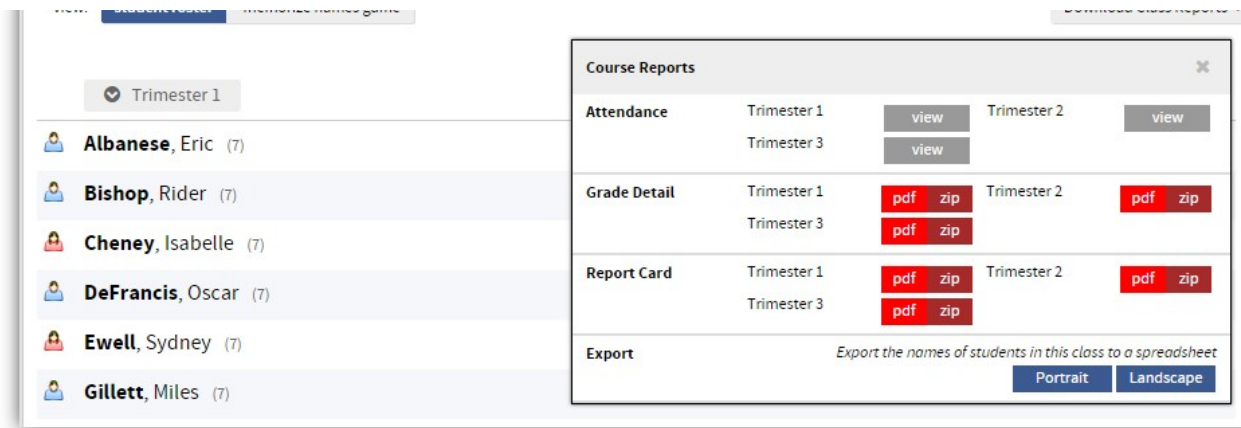
2. Downloading an entire class worth of grade detail reports

- a. Navigate to the class, click on the "students" tab.

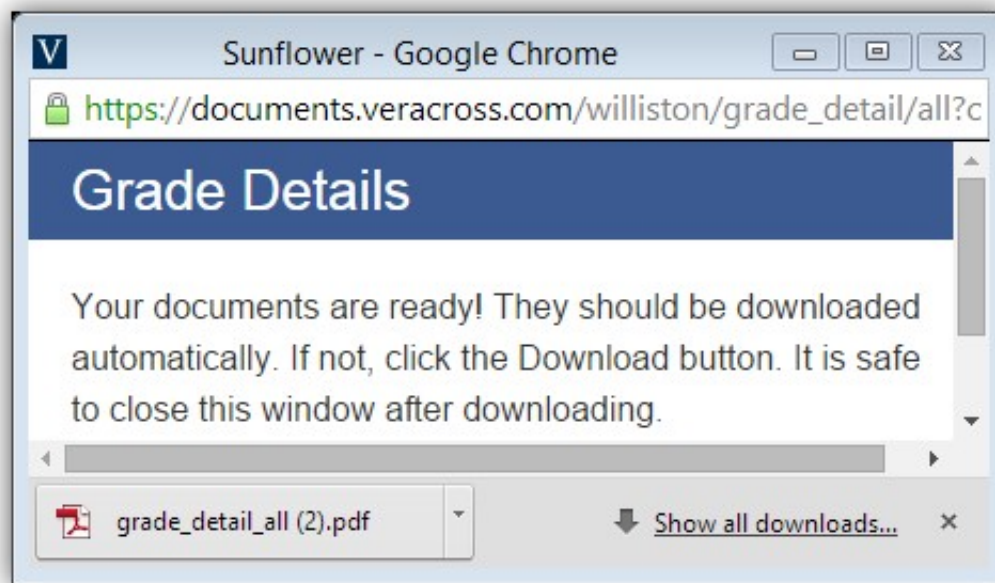


- b. Click on "Download Class Reports." A sub-menu will pop up allowing you to select the option you'd like. Click on "pdf" in the Grade Detail row to generate one big PDF with all students in the class with page breaks in between students. You can also choose "zip" if you prefer to receive a folder with one PDF per student.





- c. A window will pop-up showing the progress of the download. When the download is complete, click on the file name (grade_detail_all) to open the file.



Please let me know if you have any questions. Thanks, and happy conferencing!
Kim

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