

- Teachers begin to finalize all grades

- Teachers review the data in the report card and finalize manual entries into the report card

- Final Preview
- Prepare for printing or Publish to portal



- All Grades are due in gradebooks
- Teachers Close gradebooks (*optional*)
- Admin Locks gradebooks (*recommended*)
- Teachers may begin any manual entries into the report card *

- Teacher Closes report card (*optional*)
- Admin Locks report card (*recommended*)
- Admin Previews the report card
- School Administration Review
- Any changes may be updated
- (Admin can unlock Report cards to accommodate any changes needed)