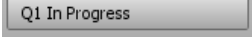
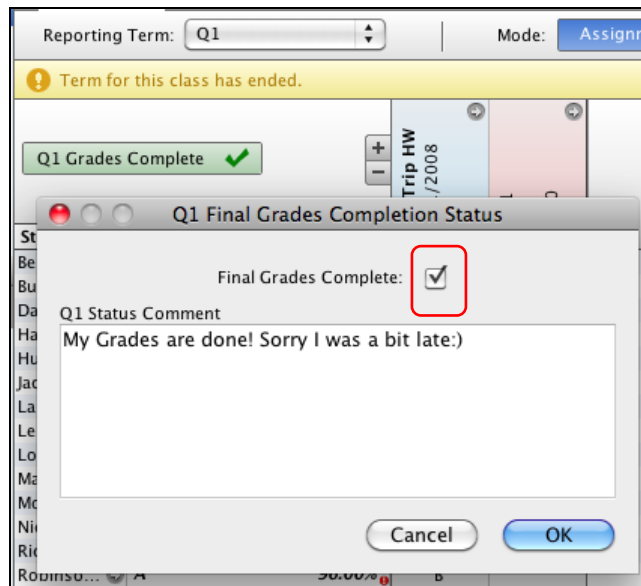
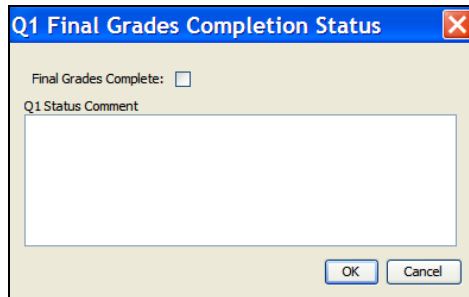



Section Readiness Report

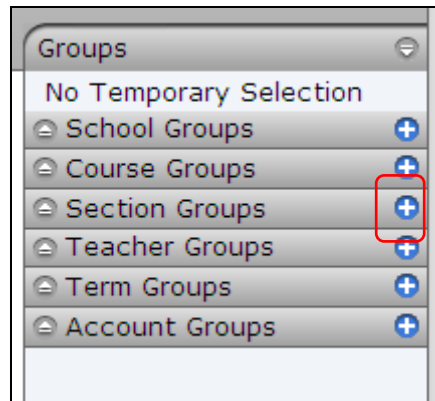
Use the Section Readiness Report in PTAdmin to determine if all the teacher's grades are completed and ready to be permanently stored. There is a handy email feature included.

In PowerTeacher Gradebook the teacher must click on the button  to verify that they have completed their grades and they are ready to be stored. Once they click on the button, a screen will display where they can check the box to indicate they have completed Final Grades and an option to make a comment.

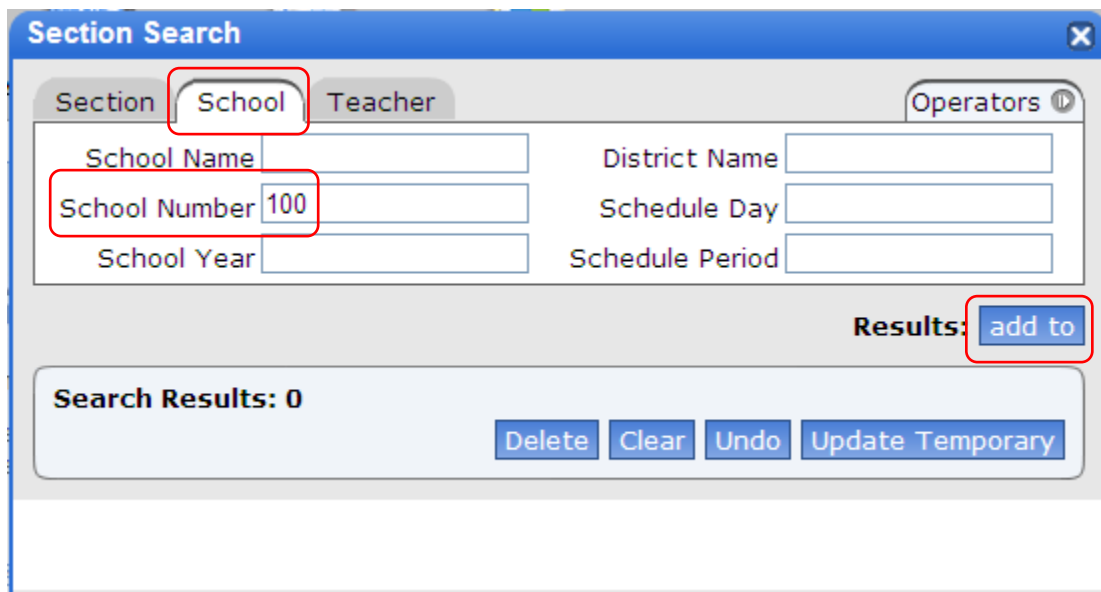


Note: The teachers can unverify by clicking the Grades Completed box, unchecking Final Grades Completed and save, therefore, you will want to run this report and confirm all are completed **just before** storing grades.

To set up the Section Readiness Report, in PTAdmin you first need to click the Groups menu in the upper right corner to expand,  then click the plus sign to the right of Section Groups.



The Section Search box will display. The most common search is a simple section search based on the School Number. Select the School tab and key in the school number. Once you put in your search criteria, click "Add To" to run the search.



Section Search

Section School Teacher Operators

Course Code Section Number

Course Name Term Code

Subject Area Term Date

Range to

Results: filter by remove from add to

Search Results: 392

Term	Teacher Name	Period/Day	Course Code	Course Name	Section Code
11-12	Leier Joshua		ENG2100	Speech	101
11-12	Leier Joshua		ENG2100	Speech	102
11-12	Lura Colleen		ENG2100	Speech	103
11-12	Lura Colleen		ENG2100	Speech	104
11-12	Lura Colleen		ENG2100	Speech	105
11-12	Lura Colleen		ENG2100	Speech	106

Select All Keep Selected Remove selected

<< first < prev 1 2 3 4 5 next > last >>

Group Info Search Criteria

Name

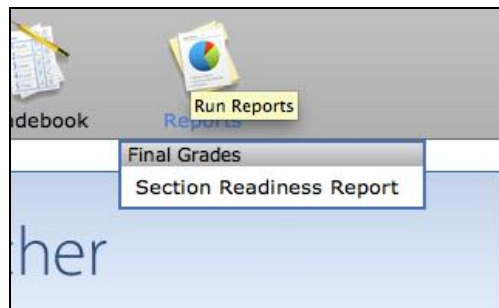
Description

Delete Clear Undo Update Temporary Save Save As

You can continue to refine your search if you like and add to, filter by, or remove from, with the criteria that you enter. Once you have the results you are looking for, make sure that you name and save the search. You can always double check your search criteria by clicking on the Criteria tab.

Note: Typically you would want to avoid clicking the Select all within the search results table. This is a way to select by hand from your broader selection. This however changes the query to a hand-picked selection by the record ID in the database rather than the more efficient search parameters you first input to get your search results.

Now you are ready to run the Section Readiness Report. Click on Reports and select the Section Readiness Report.



Select the School or the Section Group you have created, how you want it to Display (Period/Day, Section Number, or Both), whether you want only the ones that are completed, not ready or both, the correct year and reporting term. Select Run Report.

Section Readiness Report

Report Search

School: Apple Grove High School
 Reporting Term: All (dropdown)
 Section Group: School 100 Sections (dropdown)
 Display: Period/Day (dropdown)
 Section Marked As: All (dropdown)
 School Year: 2012-2013 (dropdown)

[Run Report](#) [Email](#)

Report Result

School Name	Reporting Term	Teacher Name	Period/Day	Course Code	Course Name	Verified Status	Verified Date	Teacher Status
Apple Grove High School	S1	Carlson, Steven	2(A-B)	MAT2000	Pre-Calculus	Verified Completed	11/25/2011	I need to talk about Joel's grade
Apple Grove High School	S1	Carlson, Steven	4(A-B)	MAT2001	Geometry	Verified Completed	11/25/2011	
Apple Grove High School	S1	Carlson, Steven	1(A-B)	MAT3000	AP Calculus	NOT VERIFIED	11/25/2011	Just about done
Apple Grove High School	S1	Lura, Colleen	1(A)	ENG2100	Speech	Verified Completed	11/26/2011	
Apple Grove High School	S1	Lura, Colleen	1(B)	ENG2100	Speech	Verified Completed	06/08/2011	
Apple Grove High School	S1	Lura, Colleen	2(A)	ENG2100	Speech	Verified Completed	06/08/2011	

<< first < prev 1 2 3 4 5 next > last >> (1-25 of 197) Results: 25 [Export All Results](#)

Notice that you can see the teacher verification comments in the results and you can click on the Details link on the far right (see the following example) to see more information about that section's students and grades. Also note that you can Export All Results.

Report Result							
Period/Day	Course Code	Course Name	Verified Status	Verified Date	Teacher Status	Comment	Show Grades / Comments
(B)	SOC2000	Current Affairs	NOT VERIFIED				Details
(A)	SOC1000	U.S. History	NOT VERIFIED	12/02/2008	I'll have them in my Thursday... I promise!!!		Details
(A)	SOC1000	U.S. History	NOT VERIFIED				Details

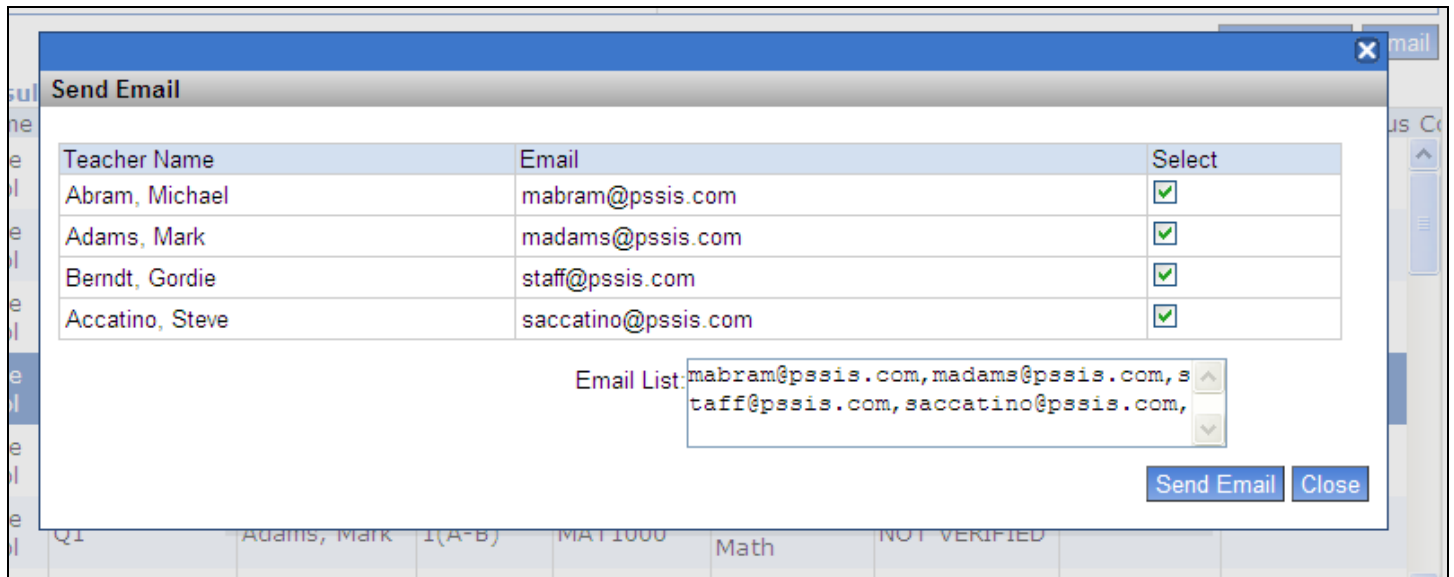
After clicking on Details the following popup window displays. At the bottom of this screen there is a link to export these results.

Section Readiness Detail Report

School: Apple Grove High School 1
Teacher: Abram, Michael
Course Name: U.S. History
Section Number: 5
Term: S1
Status: NOT VERIFIED

Student Name	Grade	Points Earned	Points Possible	Score	Comment
Bennett Cody	A-	186	200	93	Needs to be prepared with assigned materials.
Butterfield Nicholas	C	152	200	76	
Dansie Amanda	B-	80	100	80	
Ham Kendall	D	128	200	64	
Hundley Matthew	B-	160	200	80	
Jackman Kayci	B-	161	200	81	
Larson Kati	B	83	100	83	
Lehr Catherine	A	99	100	99	
Lopez Hector	C	149	200	75	
Marshall Chad	D	129	200	65	
Moos Cameron		0	0		
Nicholson Blake	D+	138	200	69	
Richards Kelsea		0	0		
Robinson Lindsey	B-	160	200	80	
Smith Aaron	B	171	200	86	
Thomas Michael	C	151	200	76	

After running the report you can click "Email" which will take the distinct list of teachers and populate their email addresses in an email list (they must have an email address on their Edit Information page in order to display in this list). You can modify this list by unchecking the Select box or just verify that it appears correct. Then click Send Email. This will send the email list to the default email client on that machine, most likely yourself. At this point you can either keep the email list on the To line or it can be moved to Cc or Bcc, then type whatever message you want to communicate to the teachers. Possibly you could thank teachers for verifying their grades or encourage them to complete their grades and that they only have 1 more day to verify their grades.



The Custom Report "Gradebook Verification" is also a nice report however it does not have the email feature or the ability to display Details.