

How to Print the HQT Not Yet Entered Report

This report contains a list of teachers whose HQT status has not been entered yet. This might mean that the teacher has not returned their form, or that the secretary has not yet entered the information into Infinite Campus. Make sure to enter HQT for all teachers on this list. If no teacher is associated with a course, assign a teacher to the course, and enter HQT. Re-run the report to verify your updates. If there are no errors, the report will be blank.

1. Browse to: **Index > HQT > HQT - Not Yet Entered**
2. Click Generate Report.

