



Single Term Report Card Verification Report

(School View)

Instead of printing report cards for all staff for proofreading, it is possible to print a condensed report that is sorted by teacher.

1. **Grades TopTab > Transcripts SideTab** (Note: this takes a while to load)

2. **Filter > K-9 Courses**

3. **Dictionary > 01 - Single Term NYM-AE-ME-EE**



4. **Field Set > Single Term Report Card Verification**

5. **Sort Order Menu**



Inside the menu, you will have two options:

- Report Card Verification Sort by Teacher/Subject
- Report Card Verification by Student

6. Once you have the information on the screen that you'd like to print, you can use the Quick Print printer icon at the top right of the screen.



HTML will provide a nice table. You can choose to print on letter-sized paper or legal-sized paper. The table will fit to the size of the paper you choose. Legal-sized paper with landscape orientation is nice for reading.

CSV will create a file that you can view in Excel. The advantage of this is that you can then filter for individual teachers, or students.

Note: At the end of the course, both the Term and Final column should be filled with the same value.