



Report Card Verification Report

for Schools with Trimester Reporting Terms

Instead of printing report cards 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. **Dictionary > All** (top right of the screen)



3. **Field Set > Tri3 Report Card Verification** - *This is for the third Trimester.*

You can copy these field sets and modify them as you wish.

4. • You can use the Sort Order Menu to sort by the teacher, or by student.



Inside the menu, you will have two options:

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

Note: You can also choose a specific teacher:
Filter > Teacher Name Contains ?

5. 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.

Note: At the end of the year, both the Tri3 column and Final column should be filled with the same value.