

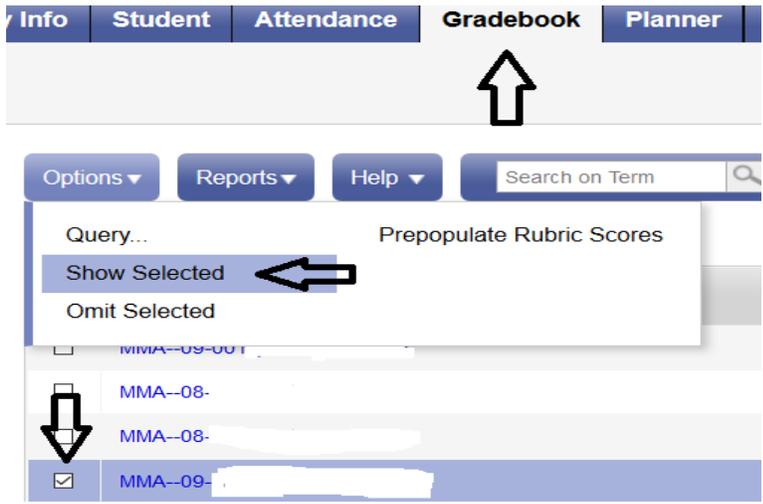
BC Marks Verification Report

*Secondary Teachers - This report can be done BEFORE you 'post grades' for publication (under 'options')so that you can check grades/comments for courses.

*Elementary teachers this is done after you click on 'post grades' for each course.

Staff View – Gradebook Top Tab – two options:

- 1) Choose one (or some) course (s) for the report by putting a checkmark next to the course (s) – 'Options' 'Show Selected'



- 2) All courses will show up in the report if you don't put a check next to any of them

'Reports' – 'BC Marks Verification with Comments' This will bring up a pop up window. The Term will default to the one that corresponds to the date you run the report. You can change it if it needed. 'Run'

