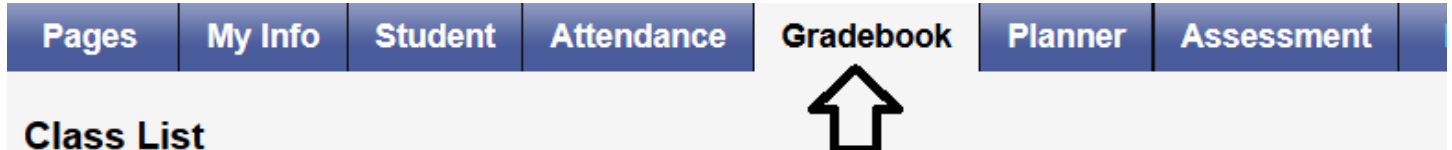




How to Proofread without Printing Report Cards

You do not have to 'post grades' first before running this report. You will have to remember to post grades before telling your office that your report cards are ready to print.

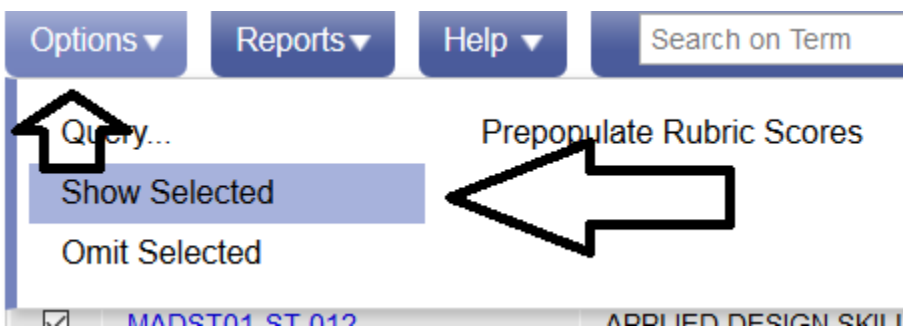
Step 1. Gradebook top tab



Step 2. Select the course(s) that you wish to proofread by putting a checkmark next to them.

| <input type="checkbox"/> | Course |
|-------------------------------------|--------|
| <input checked="" type="checkbox"/> | MADSTI |
| <input type="checkbox"/> | MEN-- |
| <input type="checkbox"/> | XAT-- |
| <input checked="" type="checkbox"/> | MSS-- |
| <input type="checkbox"/> | MPHE- |
| <input type="checkbox"/> | |

Step 3. Options – Show Selected – this will hide all the other courses

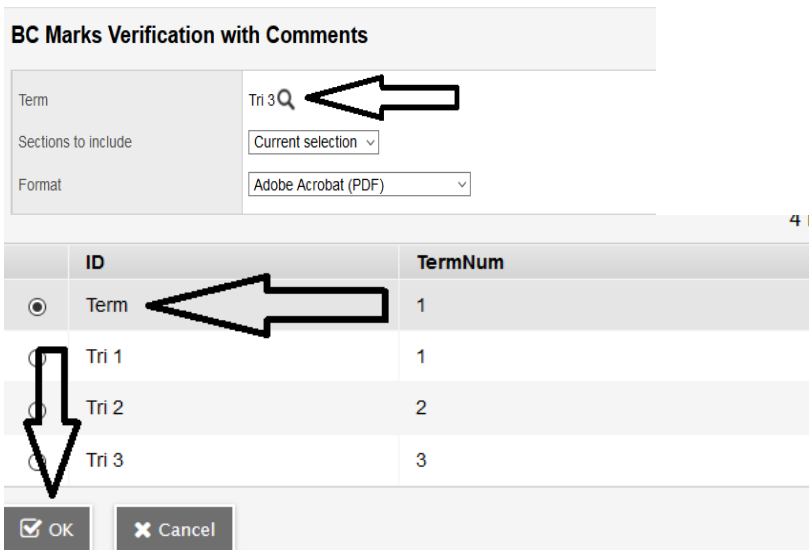


How to Proofread without Printing Report Cards

Step 4. Reports – BC Marks Verification with Comments



Step 5. In the pop up window, choose 'Term' with the magnifying glass – click 'OK' and then 'Run'. This will create a pdf of the course(s) with all the proficiency scales and the comments that you have entered.



Step 6. Bring all the courses back by clicking on the filter and choosing 'current classes'

