There are 3 options to printing student mark verifications:
1. <u>Staff/Office Print students' report cards</u>
2. <u>Teaching staff print their own mark verification reports</u>
3. School office prints mark verification reports AFTER teachers have POSTED their marks.

This document speaks to #3:
1. *In the school view,* click the **Grades** Top Tab, **Transcripts** Side Tab.

2. Change the dictionary (   ) to: *All*
3. Select the data set. Click the *filter*: There will be 4 (select the most appropriate one)
    SD73 Term 1 Mark Verification (2017)
    SD73 Term 2 Mark Verification (2017)
    SD73 Term 3 Mark Verification (2017)
    SD73 Term 4 Mark Verification (2017)
    SD73 Final Mark < 50

4. To print mark verification report. Click Reports → Quick Reports → Saved Reports
    Select the most appropriate report:
    SD73 Term 1 Mark Verification Report
    SD73 Term 2 Mark Verification Report
    SD73 Term 3 Mark Verification Report
    SD73 Term 4 Mark Verification Report