

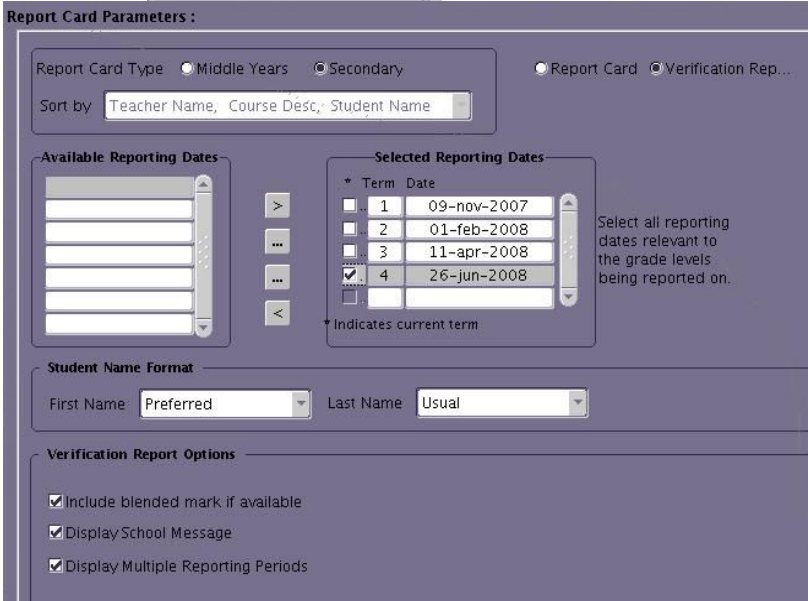
Report Card Verification

Select Reports from the main page.

Then Select Report Card

This brings you to the parameter screen to  set up to print a report card verification report.

1. Set to **Secondary Reports Cards**
2. Set to **Verification Report**
3. Using the arrows move the reporting terms you are interested in to the right column
4. **Tick your choices**
5. Print and check out the information.



The screenshot shows the 'Report Card Parameters' screen. At the top, there is a button labeled 'Report Card'. Below it, the 'Report Card Parameters' section includes:

- Report Card Type:** Radio buttons for 'Middle Years' and 'Secondary'. 'Secondary' is selected.
- Sort by:** A dropdown menu with 'Teacher Name, Course Desc, Student Name' selected.
- Available Reporting Dates:** A list of reporting dates on the left with arrows to move them to the right column.
- Selected Reporting Dates:** A table with columns 'Term' and 'Date'. Term 4 is checked. A note below says 'Indicates current term'.
- Student Name Format:** Dropdowns for 'First Name' (set to 'Preferred') and 'Last Name' (set to 'Usual').
- Verification Report Options:** Three checked checkboxes: 'Include blended mark if available', 'Display School Message', and 'Display Multiple Reporting Periods'.

On the right side of the 'Selected Reporting Dates' table, there is a note: 'Select all reporting dates relevant to the grade levels being reported on.'