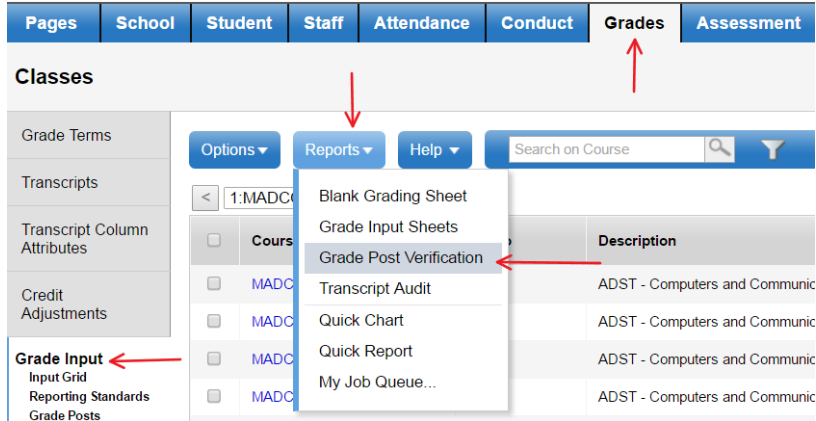


Post Verification of Term Marks, Work Habits, Comments

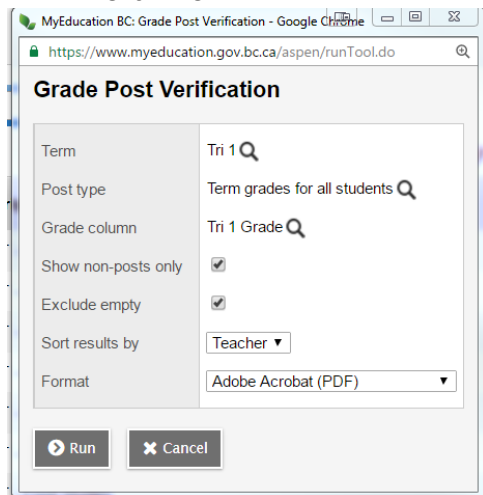
Create a report to confirm what teachers have posted the term marks and work habits. You must run a separate report to verify each.

1. School View > Grades TT > Grade Input ST > Report > Post Verification



The screenshot shows the MyEducation BC interface. At the top, there are navigation tabs: Pages, School, Student, Staff, Attendance, Conduct, Grades, and Assessment. The 'Grades' tab is selected. Below the tabs is a 'Classes' section with a search bar and a 'Reports' dropdown menu. The 'Reports' menu is open, showing options like 'Blank Grading Sheet', 'Grade Input Sheets', 'Grade Post Verification', 'Transcript Audit', 'Quick Chart', 'Quick Report', and 'My Job Queue...'. The 'Grade Post Verification' option is highlighted. On the left side, there is a 'Grade Input' section with options like 'Input Grid', 'Reporting Standards', and 'Grade Posts'. A red arrow points to the 'Grade Post Verification' option in the 'Reports' menu.

2. A Grade Post Verification wizard will open:
 - Term: select appropriate term
 - Post type: term grades for all students
 - Grade column: choose what you wish to verify (term grade, work habit or comment)
 - Show non-posts only: check the box
 - Exclude empty: check the box
 - Sort results by: choose teacher
 - Format: Adobe pdf
 - Click: RUN



The screenshot shows the 'Grade Post Verification' wizard in a web browser. The URL is https://www.myeducation.gov.bc.ca/asp/runTool.do. The wizard has the following fields and options:

- Term: Tri 1
- Post type: Term grades for all students
- Grade column: Tri 1 Grade
- Show non-posts only:
- Exclude empty:
- Sort results by: Teacher
- Format: Adobe Acrobat (PDF)

At the bottom, there are 'Run' and 'Cancel' buttons.