

## Filtering for your Confirmation Reports

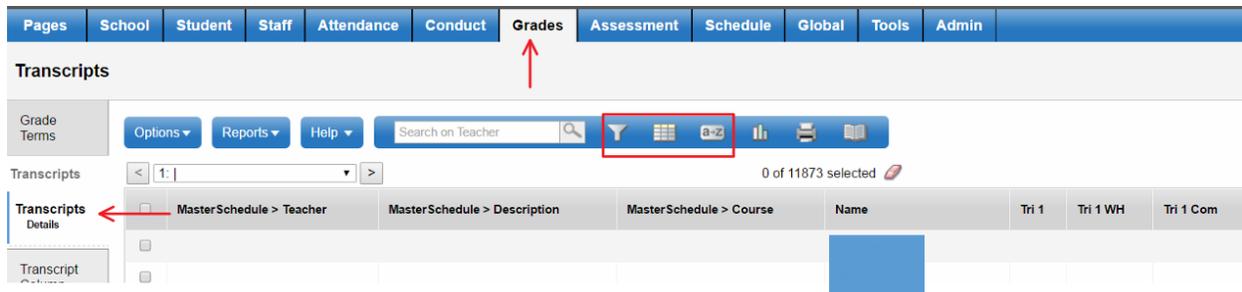
Here are two options you can use as a confirmation report. Option 1 allows you to filter and sort so that you may see all teacher, their course, students, term grade, work habit and comment. You can then export out should you choose. Option 2 is a report that you can run and print from the program and will it will separate by teacher.

### OPTION 1

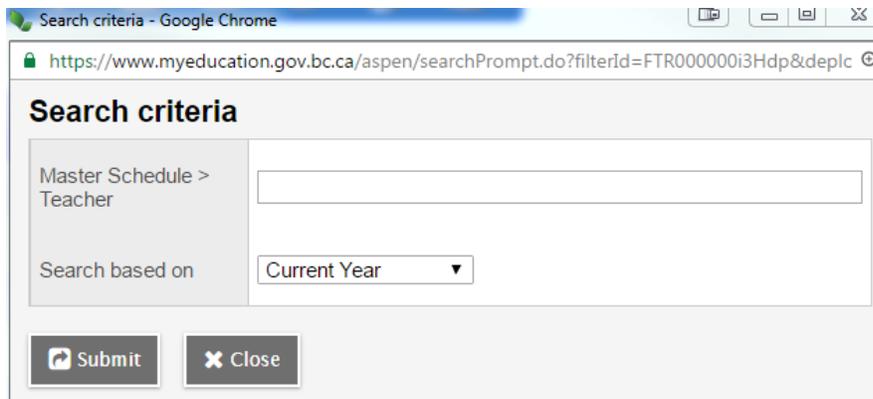
School View > Grades Top Tab > Transcripts Side Tab

- Filter  should be on Current Year
- Field Set  should be on appropriate Term SD42 Confirmation Report
- Sort Order  should be on Confirmation Reports

**Please allow time for each of the above to load before you move on to the next.**



This will now give a list of mark, work habit, and comment for all the teachers and their courses, sorted by course. You can export this using the quick print feature . Alternatively, you can use the  >Teacher Specific Confirmation Reports. Enter the teacher's last name (if you have a teachers with the same last name you must include lastname, first initial i.e. smith, m) >Search based on current year. Click Submit.

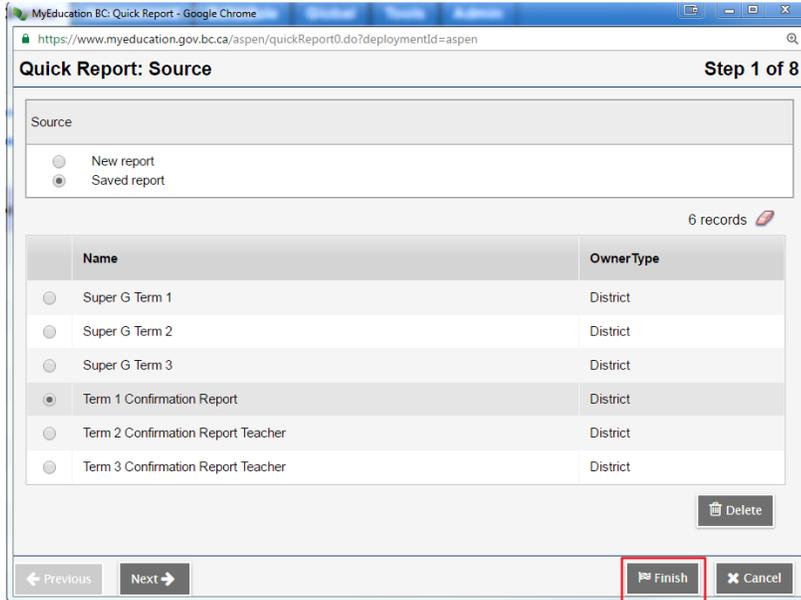


Export to csv or html as desired using the quick print icon .

## OPTION 2

School View > Grades Top Tab > Transcripts Side Tab

- Filter  should be on Current Year
- Reports > Quick Report > Saved Report > select appropriate term confirmation report > click finish (you do not need to step through the entire wizard)



Quick Report: Source Step 1 of 8

Source

New report  
 Saved report

6 records 

	Name	Owner Type
<input type="radio"/>	Super G Term 1	District
<input type="radio"/>	Super G Term 2	District
<input type="radio"/>	Super G Term 3	District
<input checked="" type="radio"/>	Term 1 Confirmation Report	District
<input type="radio"/>	Term 2 Confirmation Report Teacher	District
<input type="radio"/>	Term 3 Confirmation Report Teacher	District

 Delete