

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 \overline{V} should be on Current Year
- Field Set 🛄 should be on appropriate Term SD42 Confirmation Report
- Sort Order and should be on Confirmation Reports

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

Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Global	Tools	Admin			
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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 rightarrow. Alternatively, you can use the vightarrow >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.

🖉 Search criteria - Google Chrome						
https://www.myeducation.gov.bc.ca/aspen/searchPrompt.do?filterId=FTR000000i3Hdp&deplc ອ						
Search criteria						
Master Schedule > Teacher						
Search based on	Current Year					
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Export to csv or html as desired using the quick print icon 🚍.

OPTION 2

School View >Grades Top Tab >Transcripts Side Tab

- Filter \overline{V} 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)

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