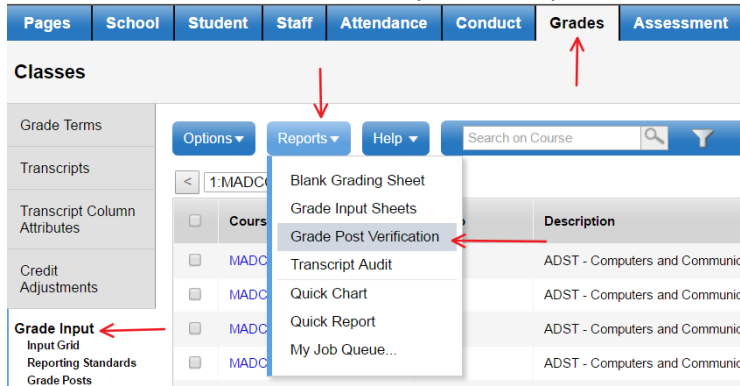


Post Verification of Term Marks, Work Habits, Comments

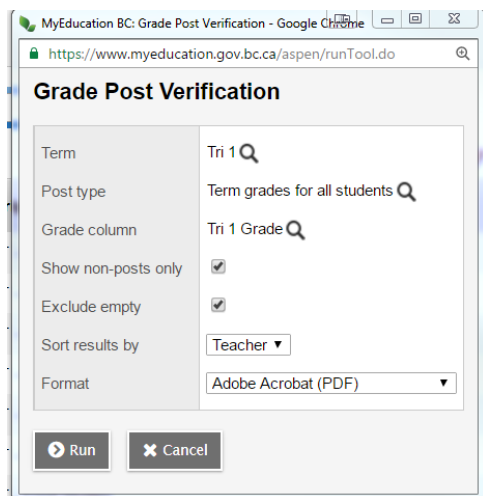
Create a report to confirm which teachers have posted the term marks and work habits. You must run a separate report to verify each.

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



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:** Either check the box or leave un-checked
- **Exclude empty:** Either check the box or leave un-checked
- **Sort results by:** choose Teacher
- **Format:** Either Adobe Acrobat (PDF) or Comma Separated Values (CSV)
- **Click:** RUN





This will provide you with a list of all Teachers and their Courses and whether they have or have not posted yet.

It is recommended procedure that immediately prior to publishing report cards, all Course Sections are posted for Term and, if Final (either end of Semester or end of Year) report cards, for Course by clerical to ensure that all marks are pushed through to Student Transcript record and are visible on Report Cards.