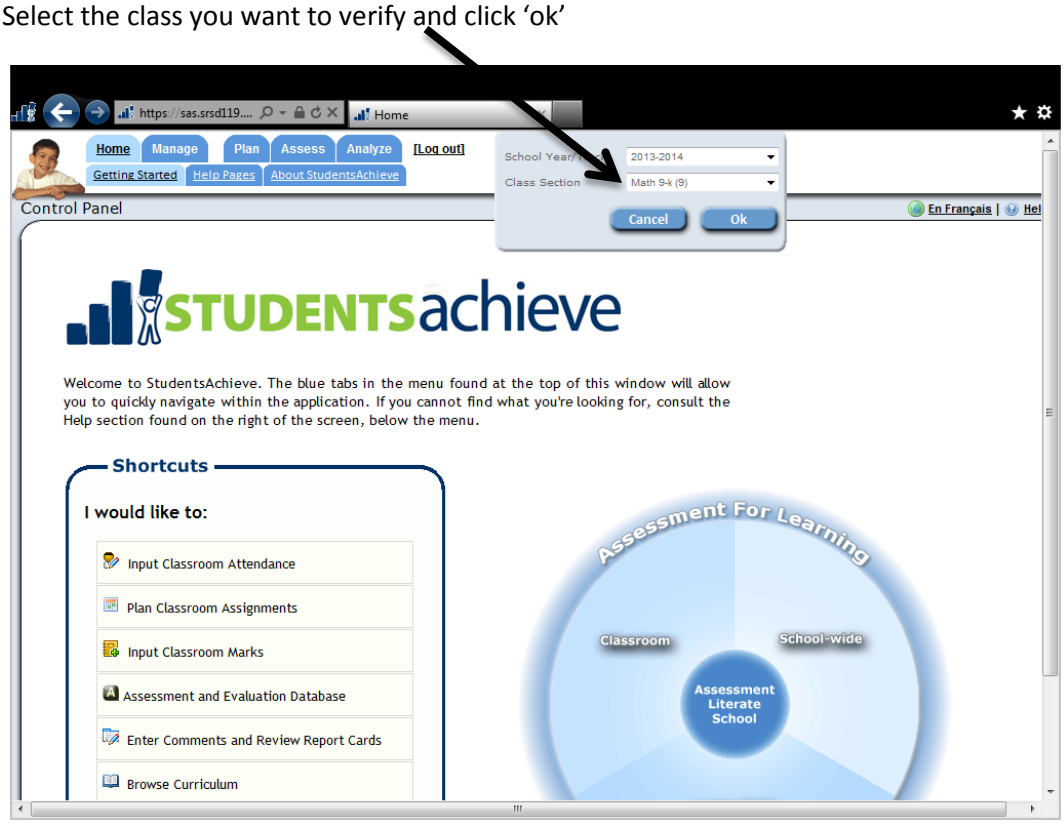
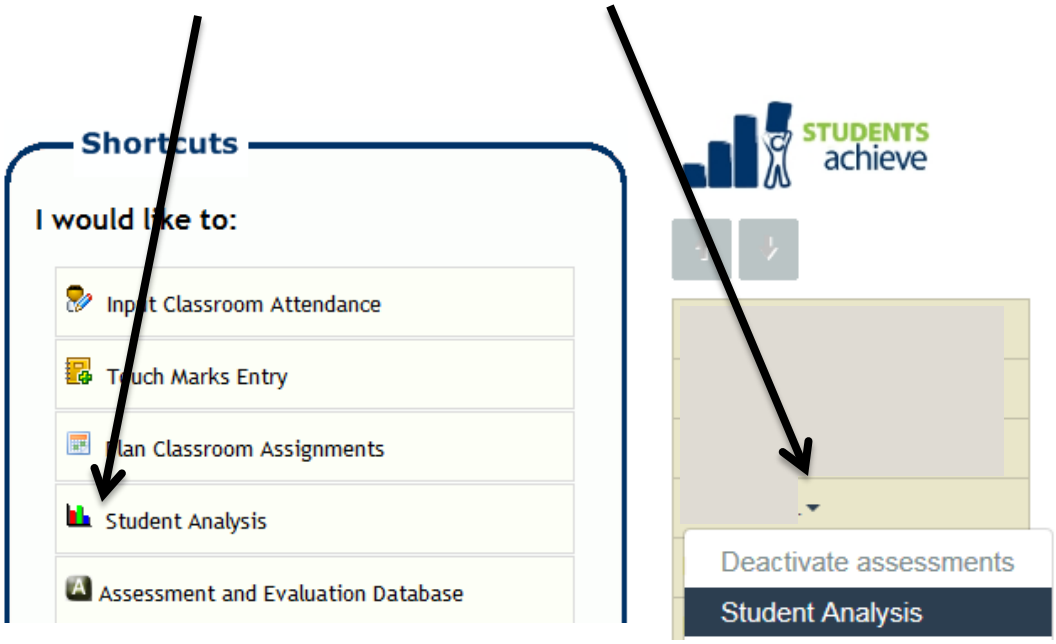
Step 1

Select the class you want to verify and click ‘ok’



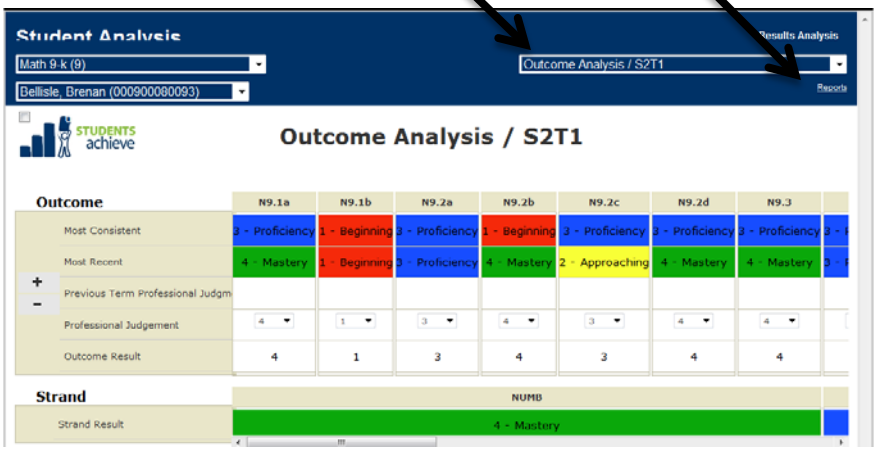
Step 2

On the home screen click student analysis OR in Touch marks entry right click on any student’s name.



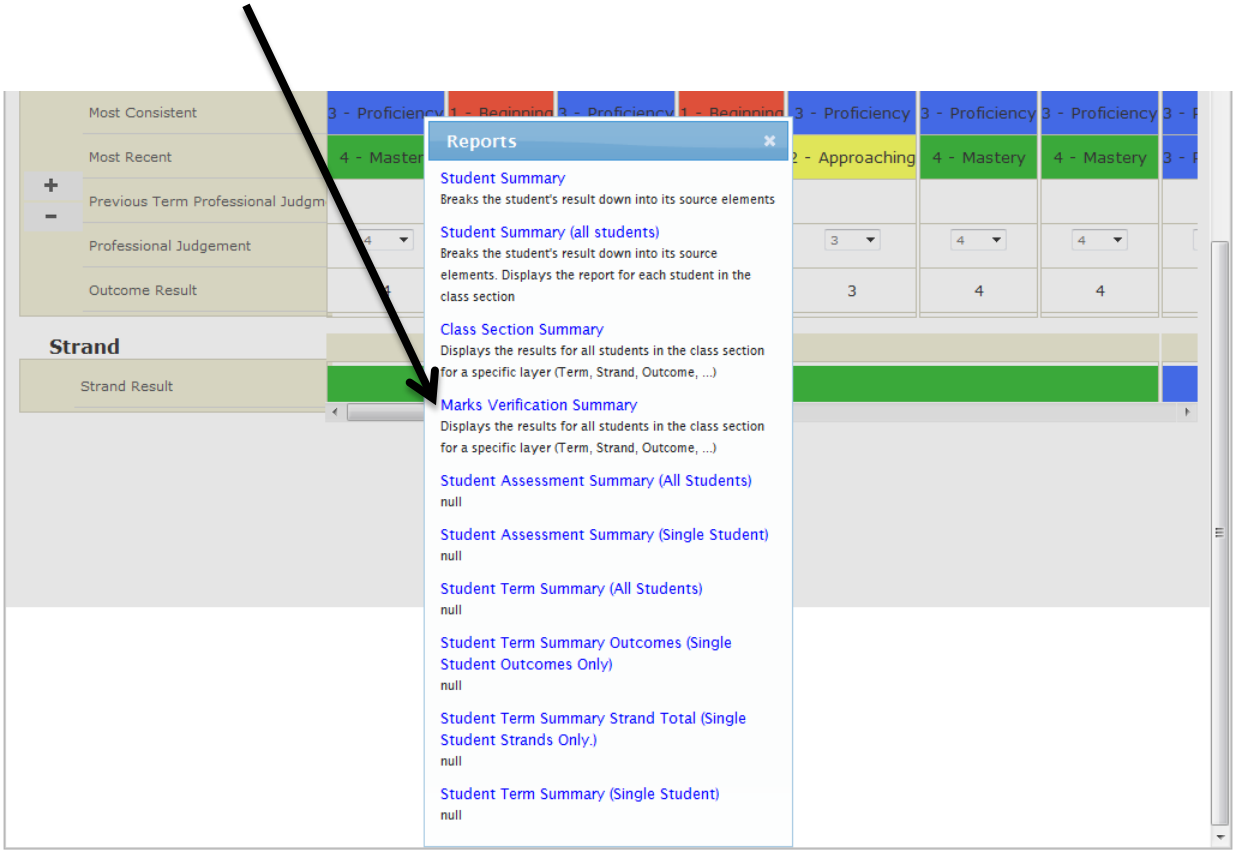
Step 3 (steps 3-8 are done twice –for the appropriate term you choose once for outcome and once for characteristics)

Ensure the correct term is chosen and click REPORTS (we are going to do this once for outcome analysis and once for CSL's)



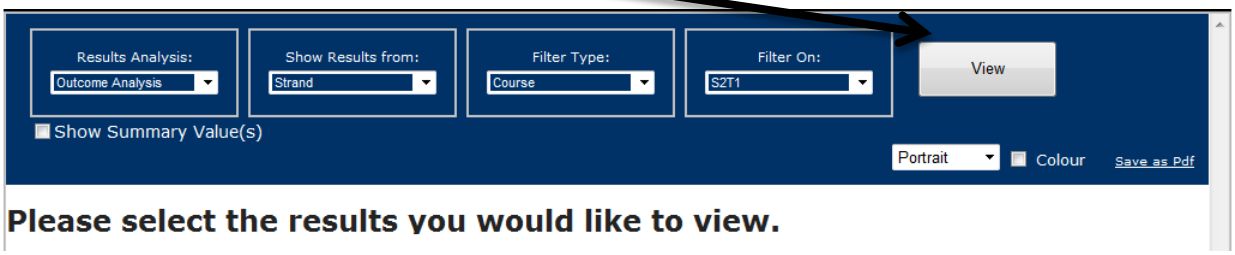
Step 4

Choose the Marks Verification Summary



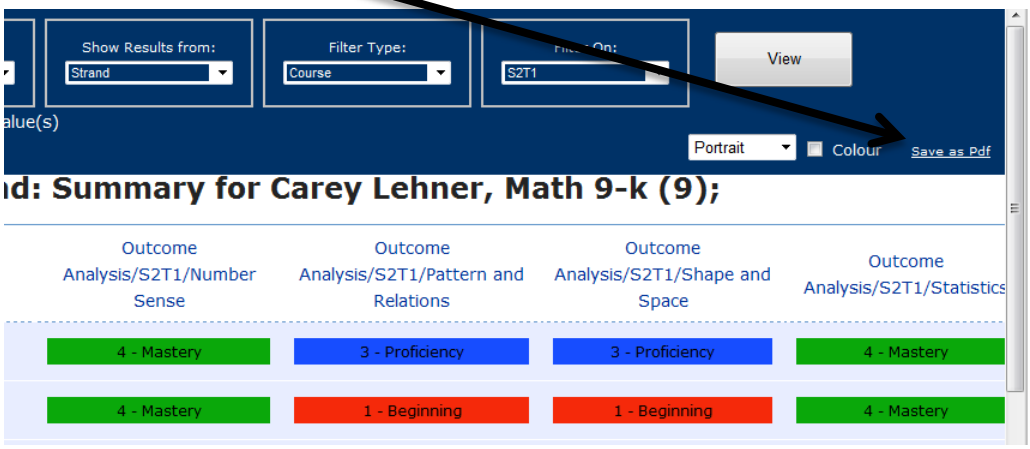
Step 5

Click VIEW



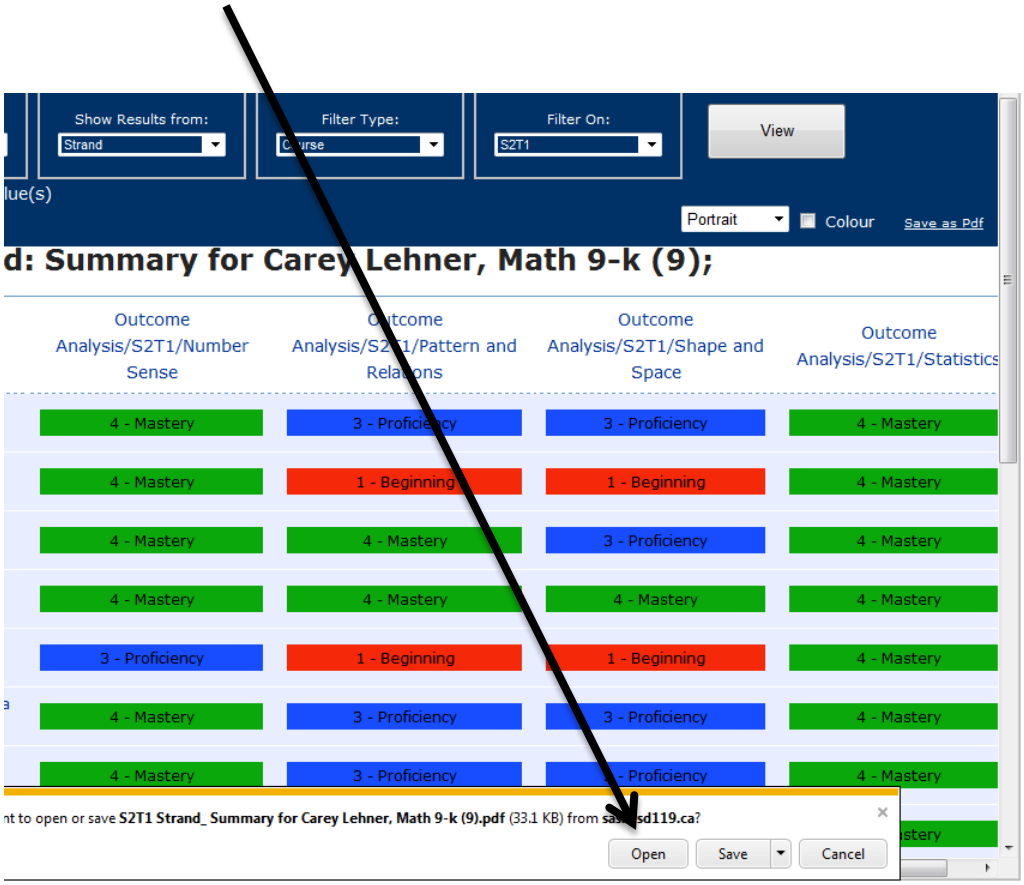
Step 6

Save as PDF



Step 7

A bar at the bottom will pop up – you can open OR save and then open.



Once you have the file open you can do “file” and “print”. Print to the appropriate printer.

Step 8

If a column is BLANK, initial it. SIGN the copy.

Step 9

Repeat for Characteristics of Successful Learners – go back through steps 3-8 again for CSL verification sheets.

Step 10

HAND IN to admin by _____ (prior to export)

(when your administrator has all of them for every teacher they will request the export.)