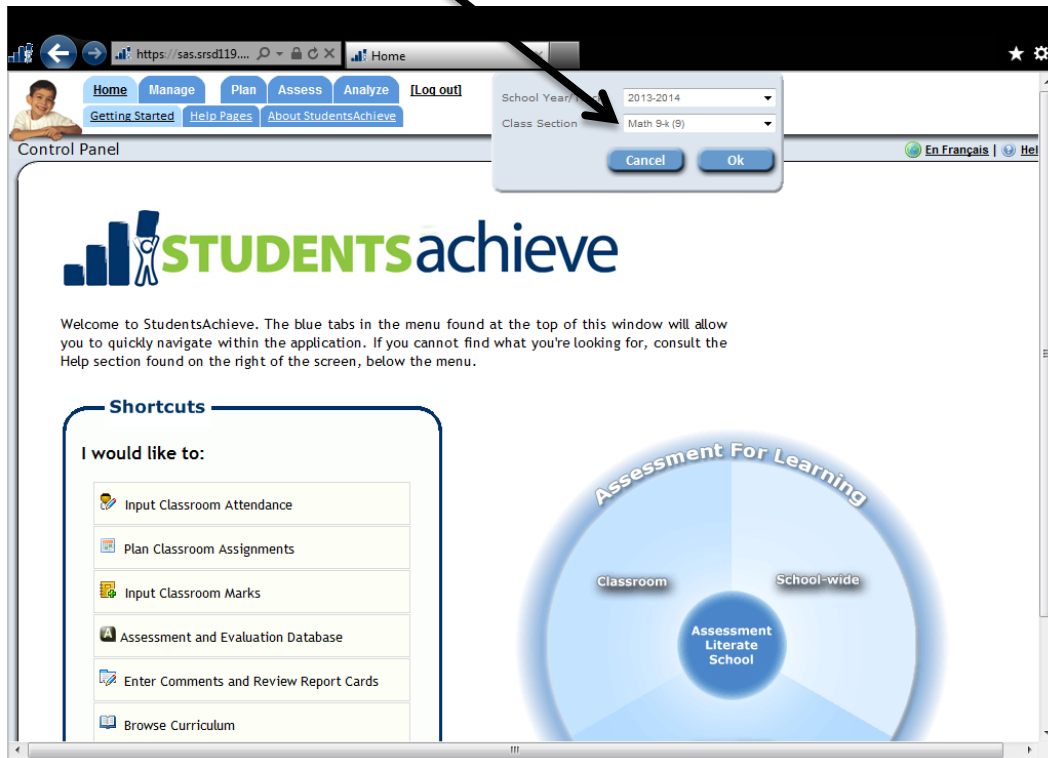


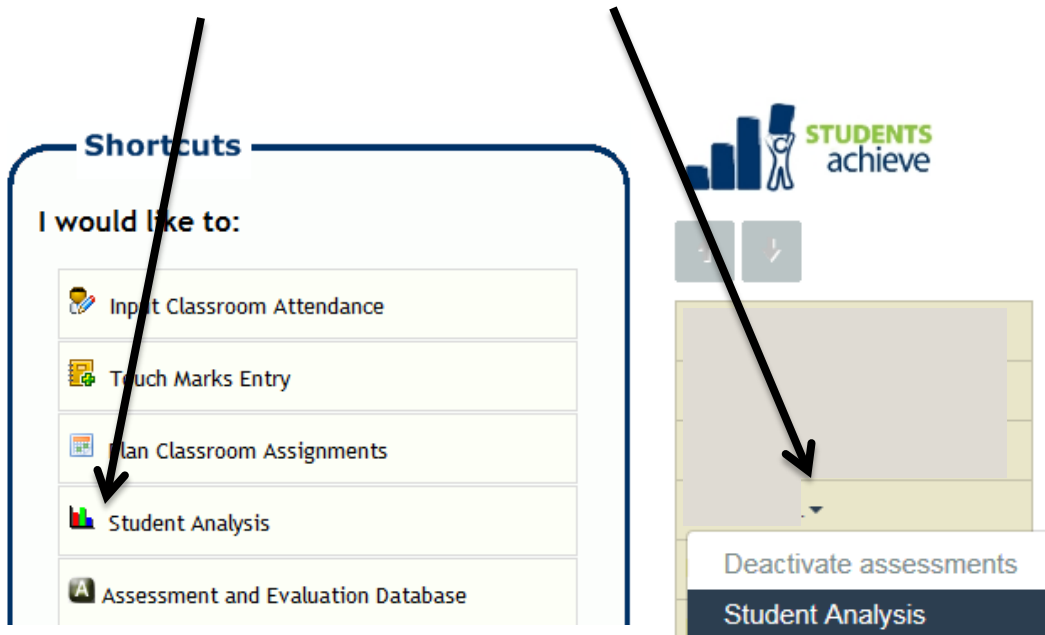
## Step 1

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)

Outcome	N9.1.a	N9.1.b	N9.2.a	N9.2.b	N9.2.c	N9.2.d	N9.3
Most Consistent	3 - Proficiency	1 - Beginning	2 - Proficiency	1 - Beginning	3 - Proficiency	2 - Proficiency	3 - Proficiency
Most Recent	4 - Mastery	1 - Beginning	3 - Proficiency	4 - Mastery	2 - Approaching	4 - Mastery	4 - Mastery
Previous Term Professional Judgment							
Professional Judgement	4	1	3	4	3	4	4
Outcome Result	4	1	3	4	3	4	4

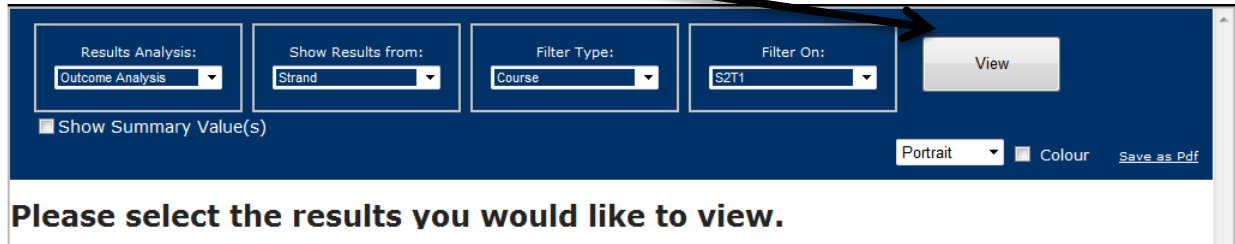
**Step 4**

Choose the Marks Verification Summary

- Student Summary
- Student Summary (all students)
- Class Section Summary
- Marks Verification Summary**
- Student Assessment Summary (All Students)
- Student Assessment Summary (Single Student)
- Student Term Summary (All Students)
- Student Term Summary Outcomes (Single Student Outcomes Only)
- Student Term Summary Strand Total (Single Student Strands Only.)
- Student Term Summary (Single Student)

### Step 5

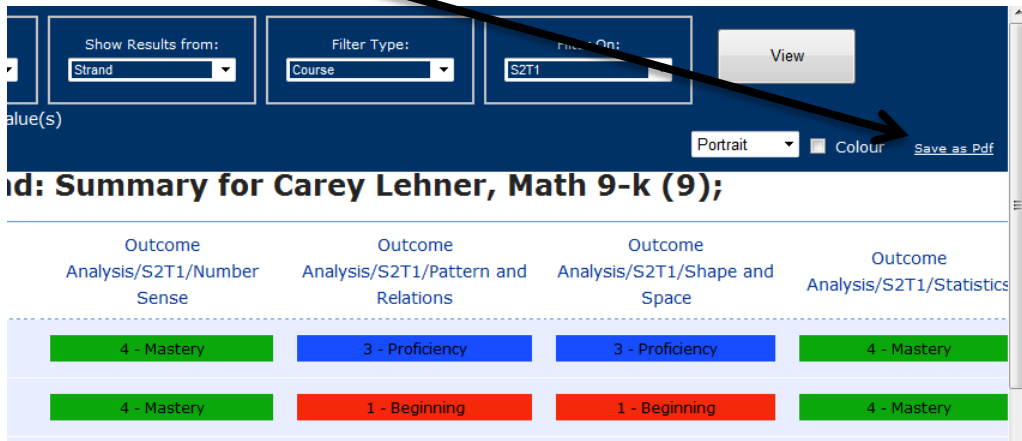
Click VIEW



The screenshot shows a dark blue control panel with several dropdown menus and a 'View' button. The dropdowns are set to 'Outcome Analysis', 'Strand', 'Course', and 'S2T1'. Below the dropdowns is a checkbox for 'Show Summary Value(s)'. On the right side, there are options for 'Portrait' orientation, a 'Colour' checkbox, and a 'Save as Pdf' link. A black arrow points from the text 'Click VIEW' to the 'View' button.

### Step 6

Save as PDF



The screenshot shows a student's performance summary for Carey Lehner, Math 9-k (9). The table displays outcomes and their corresponding proficiency levels. A black arrow points from the text 'Save as PDF' to the 'Save as Pdf' link in the control panel above the table.

Outcome Analysis/S2T1/Number Sense	Outcome Analysis/S2T1/Pattern and Relations	Outcome Analysis/S2T1/Shape and Space	Outcome Analysis/S2T1/Statistics
4 - Mastery	3 - Proficiency	3 - Proficiency	4 - Mastery
4 - Mastery	1 - Beginning	1 - Beginning	4 - Mastery

### Step 7

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

Summary for Carey Lehner, Math 9-k (9);

Outcome Analysis/S2T1/Number Sense	Outcome Analysis/S2T1/Pattern and Relations	Outcome Analysis/S2T1/Shape and Space	Outcome Analysis/S2T1/Statistics
4 - Mastery	3 - Proficiency	3 - Proficiency	4 - Mastery
4 - Mastery	1 - Beginning	1 - Beginning	4 - Mastery
4 - Mastery	4 - Mastery	3 - Proficiency	4 - Mastery
4 - Mastery	4 - Mastery	4 - Mastery	4 - Mastery
3 - Proficiency	1 - Beginning	1 - Beginning	4 - Mastery
4 - Mastery	3 - Proficiency	3 - Proficiency	4 - Mastery
4 - Mastery	3 - Proficiency	3 - Proficiency	4 - Mastery

nt to open or save S2T1 Strand\_Summary for Carey Lehner, Math 9-k (9).pdf (33.1 KB) from sas.sd119.ca?

Open Save Cancel

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.)