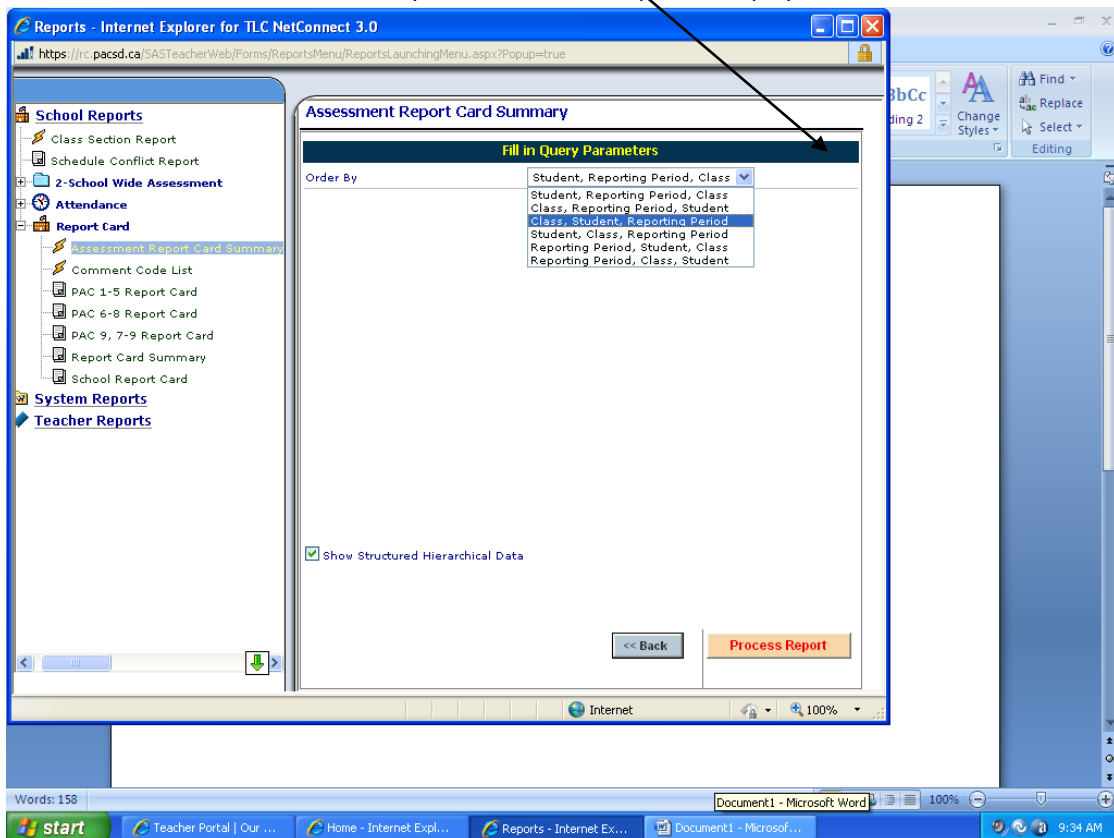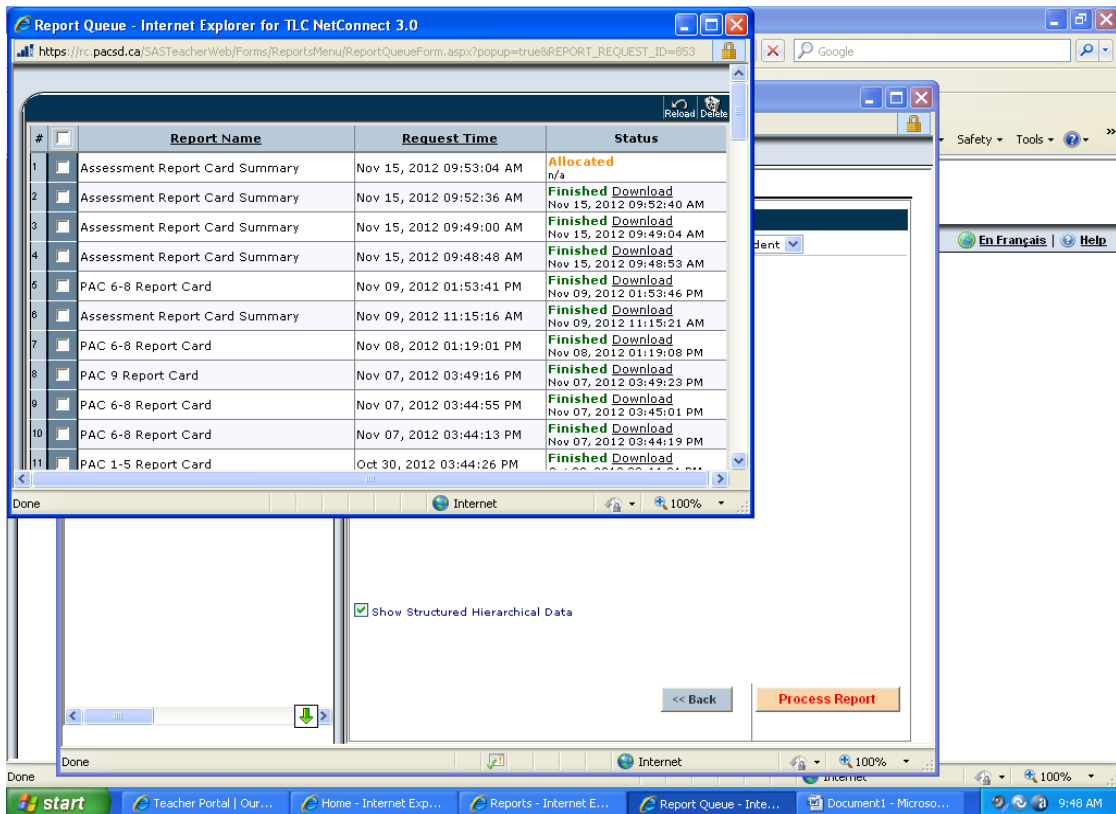# Verifying marks/value report

1. Access the progress report as you normally would for inputting achievement/values.
2. Click on the Analyze Tab (blue) found on the right side of page.
3. Click on Additional Reports (yellow) Tab
4. Click on Run Reports.
5. Click on the + sign beside Report Card. This will expand the drop-down menu.
6. Click on Assessment Report Card Summary.
7. On the right hand-side of the page, be sure the correct school year is highlighted.
   a. Eg. HC 1-8 2012-2013
8. Click Next
9. Select the Term you wish to print the report
10. Click Next
11. Click in the empty box next to Select All as this will prompt the report to run all of the classes that you teach. Click Next.
12. Click in the empty box next to Include Inactive Students and Click Select All. Now click Next.
13. A screen like the one below will appear. The drop down menu will only appear once the arrow is selected. You will need to decide which format you would like the report to display.

14. Click Process Report. The screen below is what you will now see. If you don't like the report that was chosen, then go back and select a new order for the report. (Refer to #14 above).

15. The report will now open into a new window. You can either save it to your H drive and/or print the report for future reference. This can be done by going to FILE ….SAVE AS…..or FILE…..PRINT.