

HOW TO VIEW MARKS ASSIGNED BY TEACHERS

This document explains how to produce a report that shows marks given by teachers to a selection of classes. It will be a useful report any time of the year but especially during report card time.

Note: the report will also indicate if **Terms and Topics** have not been assigned. Terms and Topics are typically assigned by the Department of Education. Please contact SIS Coordinators regarding missing terms and topics.

1. Go to **Students, Print Lists, Topic-Based Reports**

2. In **Topic-Based Reports** screen, use the following settings to view ALL classes and ALL terms.

Alternatively, you could use the Filter button to narrow down the classes included.

The screenshot shows the 'Topic-Based Reports' window. The 'Select Homerooms/Classes' section has 'Classes' selected, with 'Start With' set to '9000ELA a' and 'End With' set to 'WLD2060 a'. The 'First in list' and 'Last in list' checkboxes are checked. The 'Options' section has 'Include Final Term' checked. The 'Print Method' section has 'Class Summary' selected, and the 'Terms and Topics' section has 'Term 3 (ELEM)', 'First (SEC)', 'Second (SEC)', 'Third (SEC)', and 'Fourth (SEC)' all checked. The 'Topics' section has 'Mark', 'Prov. Exam', 'English and Language Arts (K-6)', 'English and Language Arts (7-9)', 'French (K-6)', and 'French (7-9)' all checked. The 'View' button is circled in red.

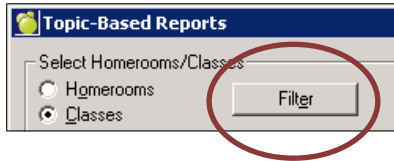
Check boxes for **First in list** and **Last in list** if you want to include all classes taught in your school. Alternatively, click **Filter** button to narrow down the selection. See next page for instructions.

Always check all reporting terms here. It is the recommended practice.

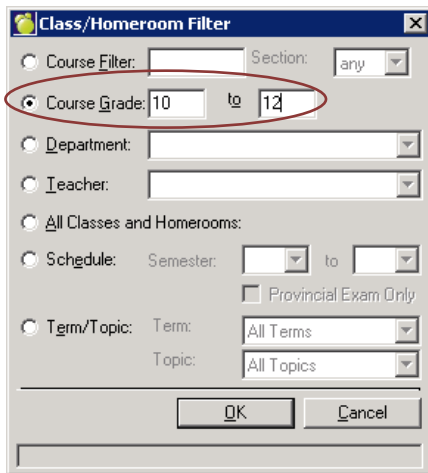
Click **View** to run the report.

How to use the Filter button

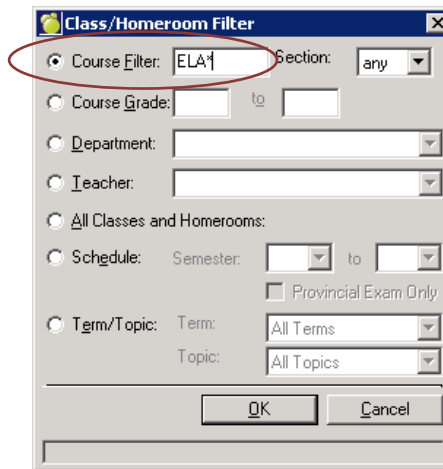
If you click the **Filter** button, you are given options to filter down classes that are included in the report. Below are a few examples on how to filter different subsets of classes.



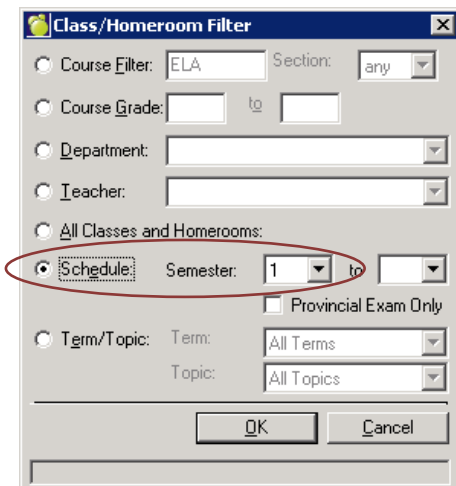
Courses in **grades 10-12** (senior high):



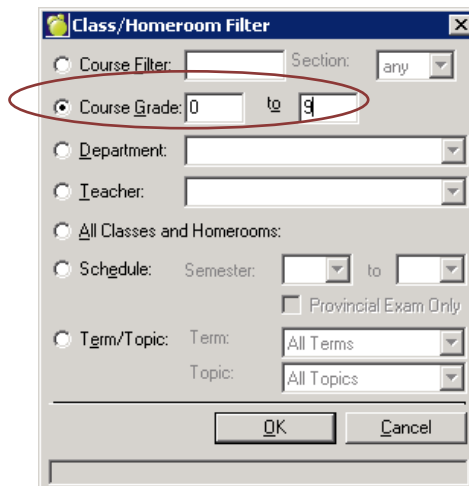
Courses that have a code starting with **ELA**



Courses in **Semester 1**:



Courses in **grades K-9**:



How to save the report as PDF

As with all other reports in SIS, you can either print the report or save the generated report as a PDF by clicking the little down arrow next to the Print button and selecting **Save to PDF**. Always save on the **Desktop** of the remote connection.

