

## Instructions for Printing Grade Verification Reports

1. Select section for which you would like the verification report from the dropdown menu of courses at the top of the browser window
2. Go to: Reports...Section Summary on the side menu
3. Display Details
  - a. Select "Show Student Names"
  - b. Select "Landscape"
  - c. Uncheck "Show Class Averages"
4. Assignment properties
  - a. Check "Description"
  - b. Check "Points possible in grid"
5. Sort preference
  - a. Select "Student Names"
6. Check the students you want included in the report ("Toggle Students" checks all students in section)
7. Check assignments you want included in the report (Report will default to all assignments in marking period)