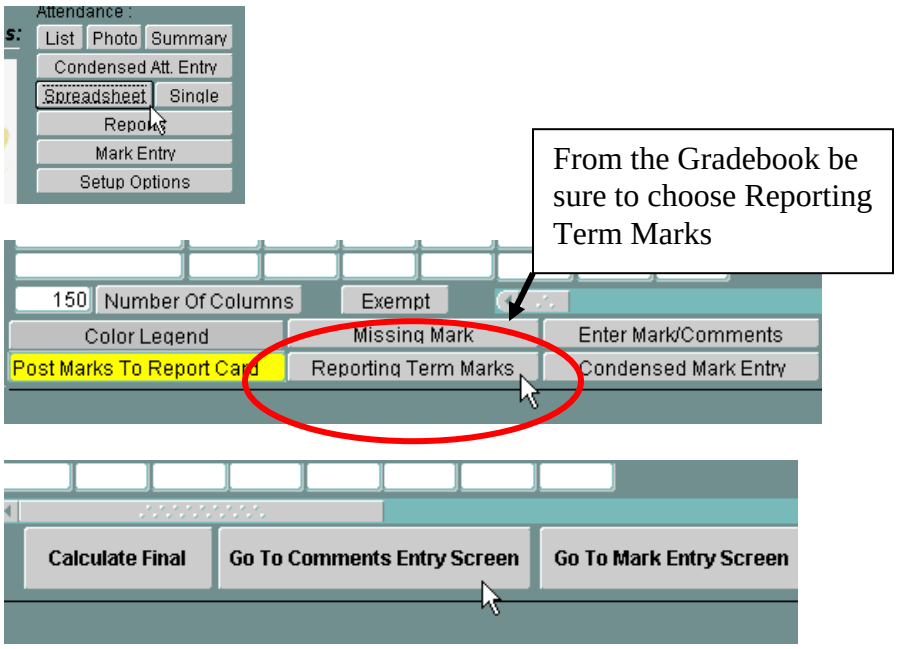
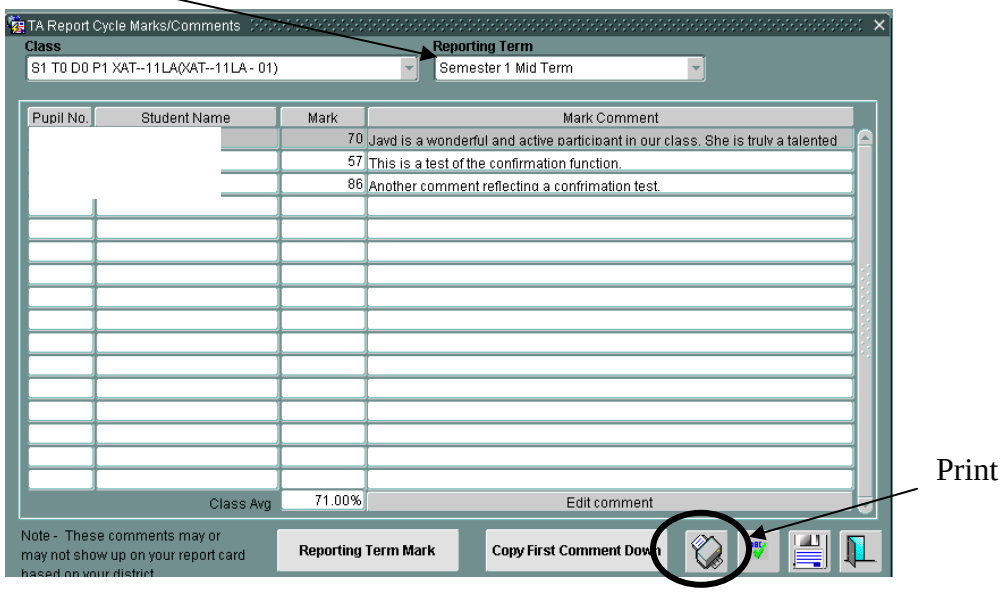
Updated: 17-Oct-07

Mark Confirmation & Comment Proofing

Once you have entered your marks and comments using the Marks Entry function from the main TA screen, the following procedure will allow you to print out a "confirmation" of your class marks and comments for proofing. This will only work if you have "My Preps" set up for your classes. (see Course Setup Basics guide)

1. The path to follow from the main TA screen for the "confirmation report" is: Spreadsheet > Reporting Term Marks > Go To Comments Entry Screen



2. From the Comments Entry screen, make sure you have selected the correct reporting term and then hit the printer icon. A popup window asking to print student name will come up. Check this and click the next printer icon.