

# How to Create a Marks Verification Report?

**Step 1:** Select appropriate course from Home Screen.

**Step 2:** Select Input Classroom Marks

**Step 3:** Select Students tab

**Step 4:** Select any student and Go to “Student Analysis”

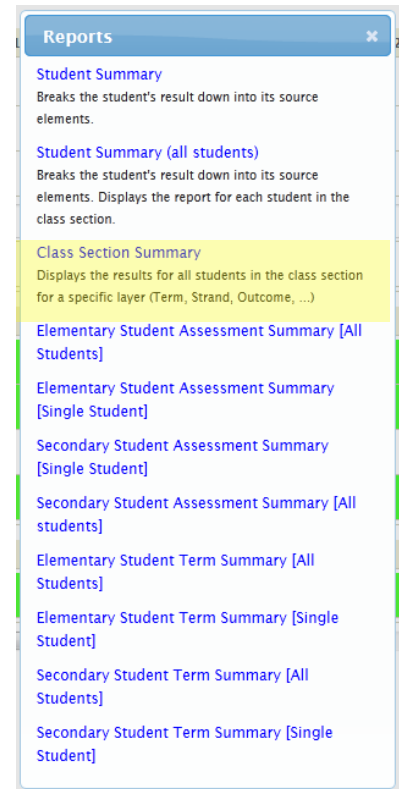
**Step 5:** Select Reports

**Step 6:** Select Class Section Summary Report

**Step 7:** You can change from Outcome Analysis report to PSD

**Step 8:** Print to PDF and use this report following the export into Maplewood.

**Verification:** Open the PDF document and compare the marks to the marks inside of Maplewood. Not printing is necessary during the verification process.



Results Analysis: Outcome Analysis

Show Results from: Focus Area

Filter Type: Course

Filter On: Term 1

View

Show Summary Value(s)