

# Teacher Processes for Validating the Export

It is recommended the following steps be completed for each class prior to the export process beginning.

**Step 1:** Go to the Student Analysis screen for any student.

The screenshot shows the 'Student Analysis' interface for 'Cote, Brice (000115708124)'. The main section is 'Outcome Analysis / Term 1'. It features a table with columns for 'Outcome' (Most Consistent, Most Recent, Professional Judgement, Outcome Result) and various assessment codes (WS 8.1, WS 8.2, WS 8.3, CS 8.1, CS 8.2, CS 8.3, CS 8.4, OP 8.1, OP 8.2, OP 8.3). A callout box labeled '2' points to the 'Reports' dropdown menu in the top right corner.

**Step 2:** Select Reports

**Step 3:** Select the "Class Section Summary".

**Step 4:** Select "Save as PDF". Save document in a location and with a name you can access and use following the export.

The screenshot shows the 'Reports' dropdown menu with the following options: Student Summary, Student Summary (all students), Class Section Summary, Elementary Student Assessment Summary [All Students], Elementary Student Assessment Summary [Single Student], Secondary Student Assessment Summary [Single Student], Secondary Student Assessment Summary [All Students], Elementary Student Term Summary [All Students], Elementary Student Term Summary [Single Student], Secondary Student Term Summary [All Students], and Secondary Student Term Summary [Single Student]. A callout box labeled '3' points to the 'Class Section Summary' option. Another callout box labeled '4' points to the 'Save as PDF' button in the bottom right corner of the interface.

It is recommended the following steps be completed following the completion of the export.

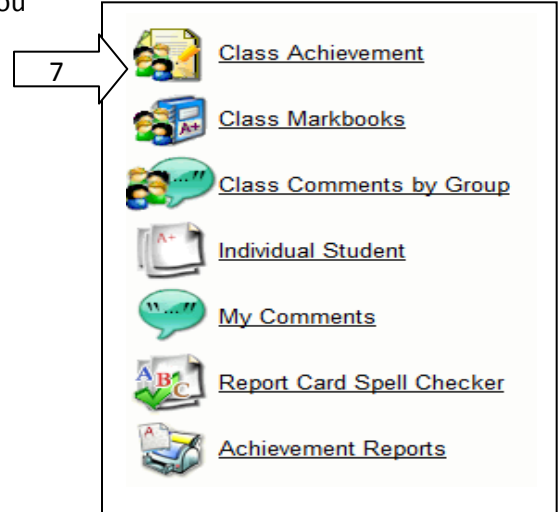
**Step 5:** Select Maplewood Report Cards from the home screen of StudentsAchieve.

**Step 6:** Select Achievement

The screenshot shows the 'Shortcuts' section of the StudentsAchieve home screen. The shortcuts listed are: Input Classroom Attendance, TPM, Plan Classroom Assignments, Input Classroom Marks, Input School Wide Results, Maplewood report cards, Browse Curriculum, and Curriculum Corner. A callout box labeled '5' points to the 'Maplewood report cards' shortcut. Another callout box labeled '6' points to the 'Achievement' shortcut in the main navigation area.

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Step 7: Select Class Achievement followed by the desired class you wish to verify the grades for.



**Step 8:** The class list should populate with a series of headings and columns. The columns that are highlighted in blue need to be ignored. Maplewood performs calculations on our data. These calculations are not supported by the NESD nor are they ever made public (either electronic or print).

Students ▼	Gr. ▼	Additi	Person	Attitu	Follow	Course	Orqani	Works	Scienc	Earth	Life S	Physic	Physic	Topic	Additional Comments ▼
	8														
	8														
	8														
	8														
	8														
	8														

**Step 9:** While this window is open, compare these marks with the marks that were saved as a PDF document prior to the export. In the event of a discrepancy, alter the mark inside Maplewood. Changing the mark inside StudentsAchieve will not change the mark inside Maplewood at this point in the process. The marks that show in Maplewood with the comments are the marks and comments that will appear on the report card.

**Step 10:** Contact Mark Jensen, Linda Hipkins or someone in your facility should you require further support.

**Note:** The printing of any of these reports is not necessary. This can all be done electronically.