# 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.



**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.



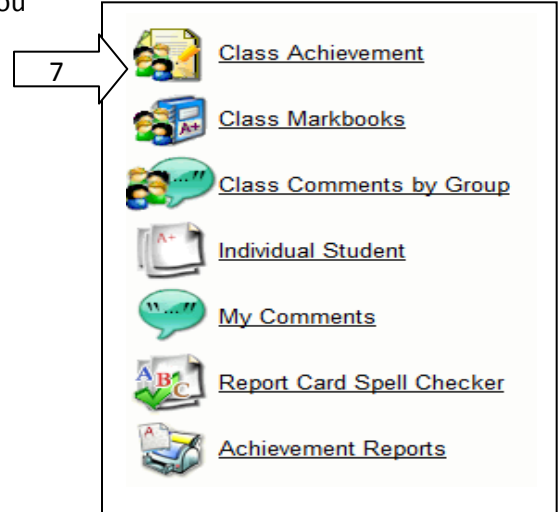**It is recommended the following steps be completed following the completion of the export.**

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

**Step 6:** Select Achievement

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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).



**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.