# MiSiS

My Integrated Student Information System

# Teacher Verification of Marks Report

## PURPOSE

This job aid is designed to provide instruction in the process to generate and print a **Teacher Verification of Marks Report.**
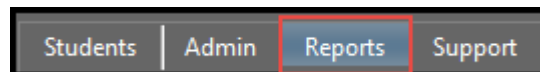
### LOG IN

1. Log in to **MiSiS** at http://misis.lausd.net/start, using your single sign-on (SSO).
2. User roles that will have access to the report as outlined below are **District Administrator, Principal, Scheduling Administrator, Counselor Plus, Counselor, Office Manager and Secondary School Office-Mark Reporting.**
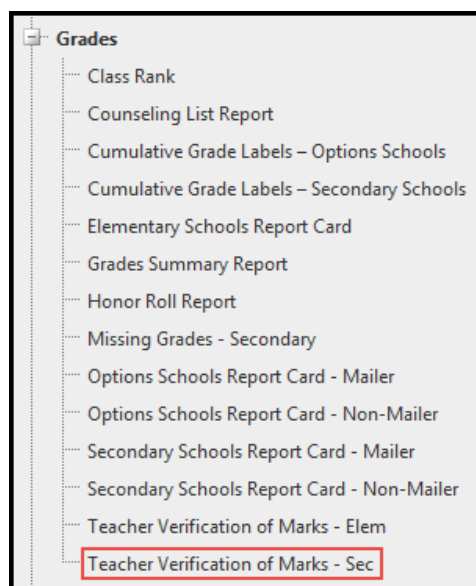3. Select the appropriate user role from the landing page.

### MENU PATH

**Reports > Grades > Teacher Verification of Marks - Sec**
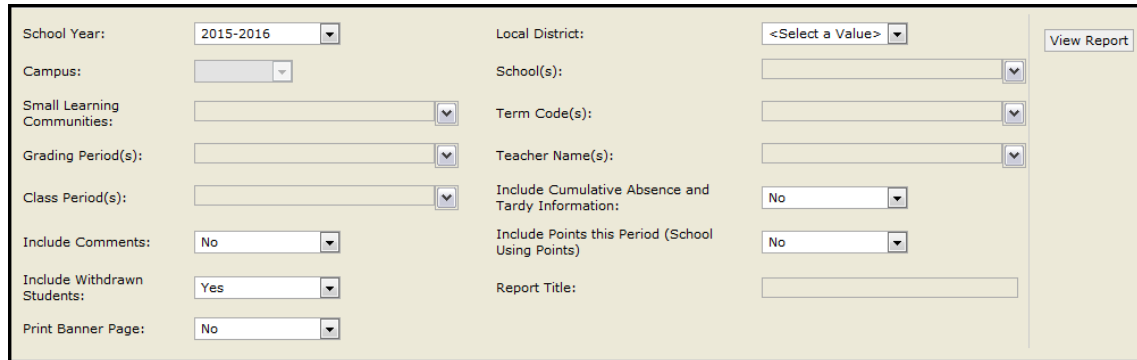
## PROCEDURE

**Step 1** Click the **Reports** tab.

| Students | Admin | Reports | Support |
|---|---|---|---|

**Step 2** Reports are listed in alphabetical order by module. Locate the **Grades** module and select the **Teacher Verification of Marks-Sec** link.

- Grades
  - Class Rank
  - Counseling List Report
  - Cumulative Grade Labels – Options Schools
  - Cumulative Grade Labels – Secondary Schools
  - Elementary Schools Report Card
  - Grades Summary Report
  - Honor Roll Report
  - Missing Grades - Secondary
  - Options Schools Report Card - Mailer
  - Options Schools Report Card - Non-Mailer
  - Secondary Schools Report Card - Mailer
  - Secondary Schools Report Card - Non-Mailer
  - Teacher Verification of Marks - Elem
  - Teacher Verification of Marks - Sec

My Integrated Student Information System

The report parameter screen displays with the prepopulated default values as show below.  Additional values become available as parameter selections are made.
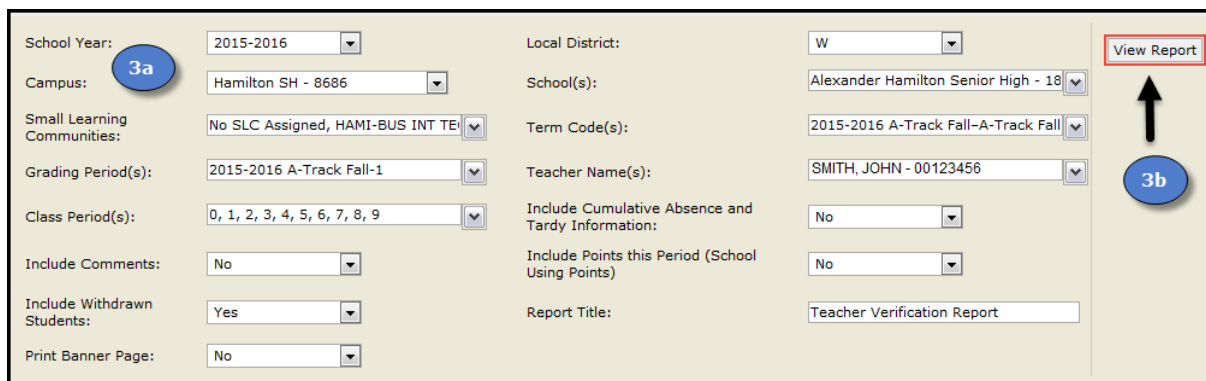


A brief description of each field follows, in the order of selection:

- **School Year** – The default value is the current year; change as needed.
- **Local District (LD)** – Select the **LD** that the school is located in.
- **Campus** – Select the **home campus**.
- **School(s)** – Select the appropriate **school** or **magnet**.
- **Small Learning Communities** – Select the **SLC** (will populate based on the School parameter value).  Specific name, No SLC Assigned or Select All (default).
- **Term Code(s)** – Select the appropriate **term**.
- **Grading Period(s)** – Select the appropriate **grading period**.
- **Include Cumulative Absence and Tardy Information** – Select Yes or No (default).
- **Include Comments** – Select Yes or No (default).
- **Include Points this Period (School Using Points)** – Select Yes or No (default) if applicable.
- **Include Withdrawn Students** – Select Yes (default) or No.
- **Report Title** – Teacher Verification Report (default).  Change if desired.
- **Print Banner Page** – Select Yes or No (default).

Make sure to enter the parameters from **left to right, top to bottom** – this allows the values in the drop-down menus to populate accurately.


**Step 3a**  Complete the **parameters** as required.  A completed sample is shown below.
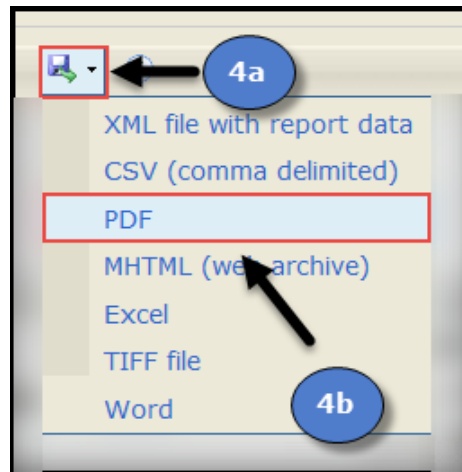**Step 3b**  Click the **View Report** button.

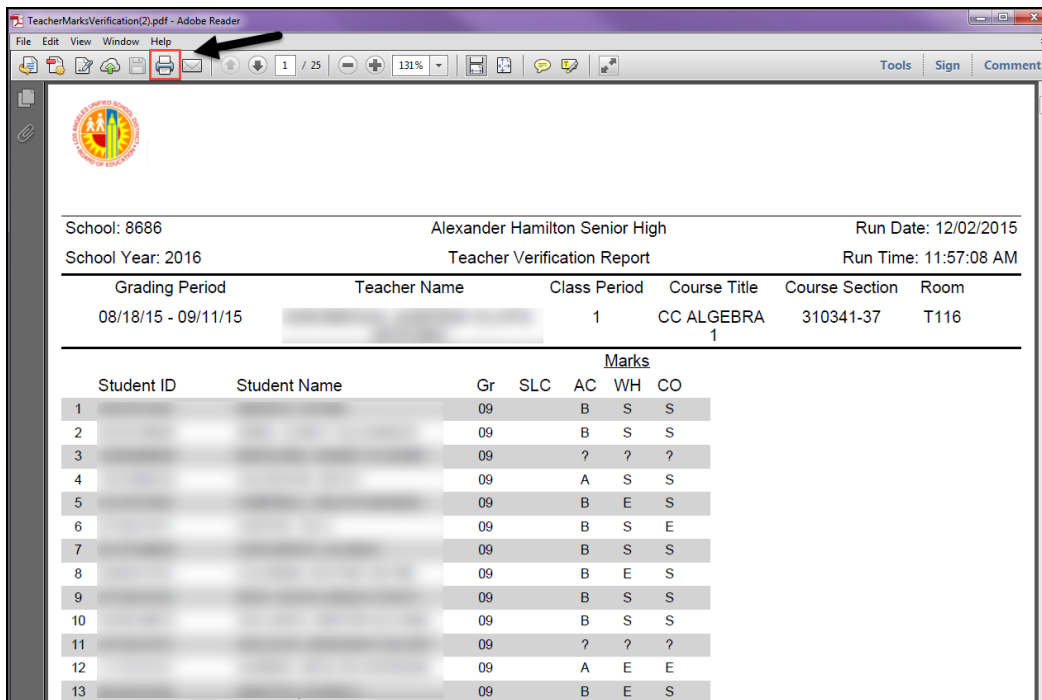My Integrated Student Information System

**Step 4a**  A preview of the report displays.  Click on the **Export** icon to export data via the preferred file type (recommended: Adobe PDF)
**Step 4b**  Select a **file type**.  In this example, **PDF** was selected.



A sample report in **PDF** format is shown below.

**Step 5**  Click on **File** from the Menu toolbar or select the **Print** icon from within the application to print the report.  In this example, the **Print** icon was used.