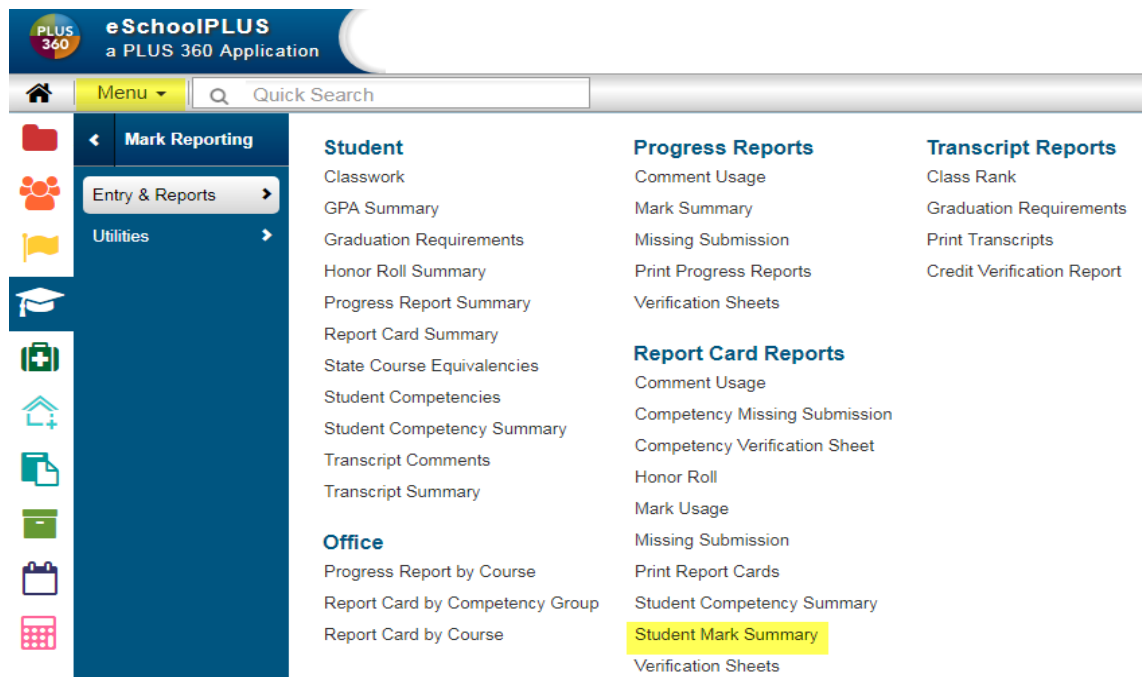


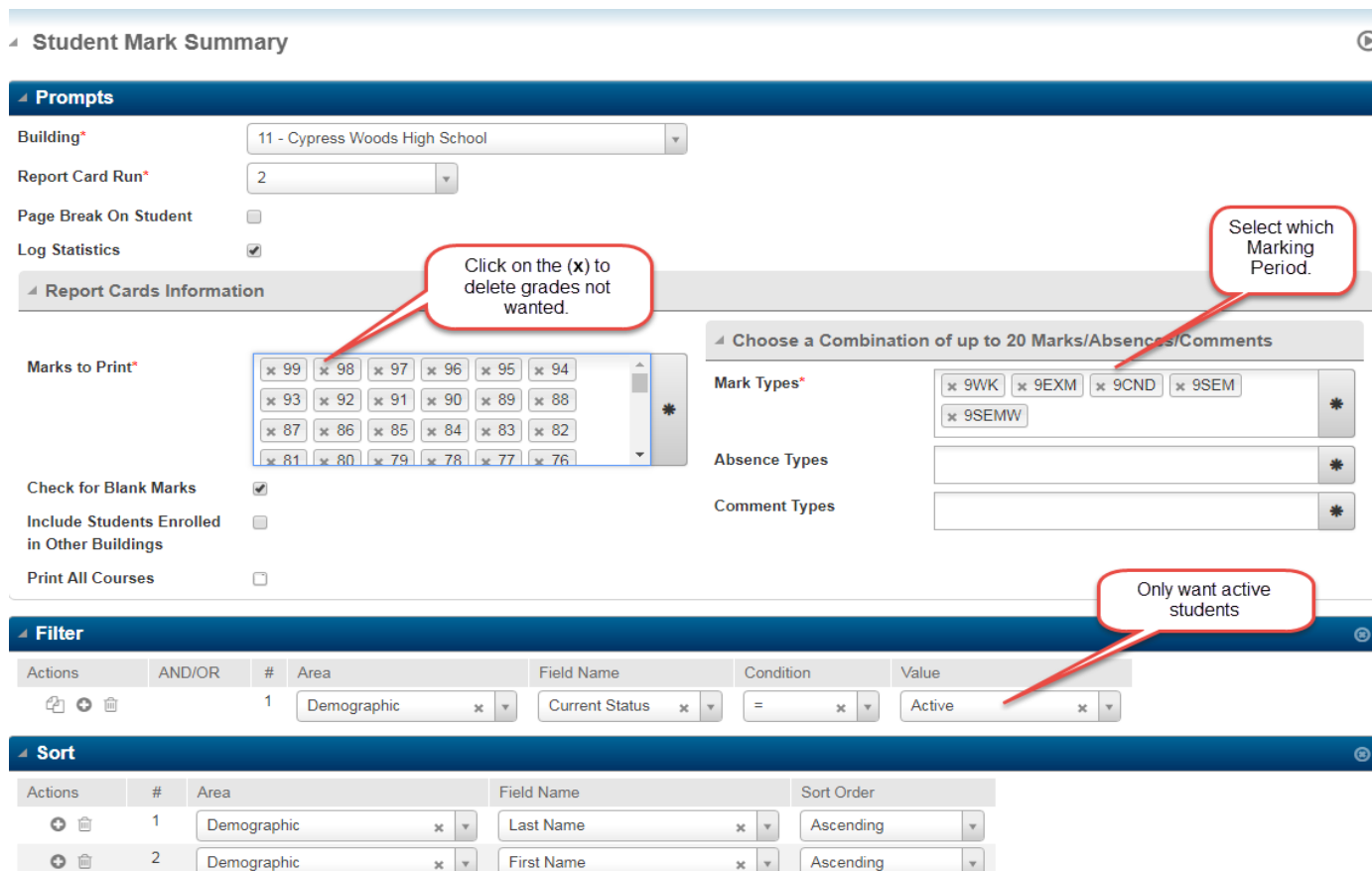
# Student Mark Summary

**Step 1:** Path: **Menu > Mark Reporting > Entry & Reports > Report Card Reports > Student Mark Summary**

**Step 2:** Click on Student Mark Summary.



**Step 3:** Select the correct "Report Card Run". Click on the (X) to delete grades not wanted. Select which Mark Type you want. Always Filter: Demographics – Current Status = A.



**Step 4:** Click “Run”.



**Step 5:** Click on the Tasks/ Reports button to view the Report.



**Step 6:** Click on the Report once it is under “Reports”. The Report will go from “ScheduledTasks” to “Running Tasks” to “Reports”.

