



Automatic Marks Quick Reference

Task	Completed	Initials
Task #1: Configure Marks Maintenance table. <u>StudentInformation » Management » School Administration » Marks Administration Menu » Marks</u>	<input type="checkbox"/>	
Task #2 - Setting up the Automatic Mark Rules. <u>StudentInformation » Management » School Administration » Marks Administration Menu » Automatic Mark Maintenance</u>	<input type="checkbox"/>	
Task #3 - Spot checking students to make sure Automatic Marks are calculating correctly. <u>StudentInformation » SIS » Student » Marks » Student Marks</u>	<input type="checkbox"/>	
Task #4 - Setting up Automatic Marks to calculate before the last day of the Reporting Term. <u>StudentInformation » Management » School Administration » Marks Administration Menu » Automatic Mark Calculation Dates</u>	<input type="checkbox"/>	