

## K10001220 – How to Prepare Grade Input for Schools Using Both Quarter and Trimester Grade Terms

### Usage:

This document is for internal use only.  
Verification has been performed by Fujitsu Consulting.  
For further information, email [support@isw-bc.ca](mailto:support@isw-bc.ca)

### Summary:

A number of K-12 schools using both quarter and trimester grade terms have reported that the final mark column has not been prepared for Tri 3 when a transcript definition that should have a final mark column is used.

### Required Steps:

To correct this issue, please follow these steps:

1. In the School view, navigate to **Schedule** top tab > **Structure** side tab > **Terms** sub-side tab > click into the detail of the **FY** schedule term and uncheck the 4th box in the **Grade term cover map** series. Press **Save**.
2. Navigate to **Grades** top tab > **Grade Input** side tab. Select the required course sections with trimester transcript definitions and then navigate to **Options** > **Show Selected**.
3. Select **Options** > **Prepare Grade Input...** > **Current Selection**. This step assumes that you have the correct classes selected in Step 2—if in doubt, please confirm your selection and check the total number of courses shown on this screen. Select **Next**.
4. For this step, make the following selections: **Report type** = Term and **Grade Term** = Tri 3. Please DO NOT check the box for **Replace Existing Columns**. Select **Next**.
5. Select the **Start Date** and **End Date** as appropriate for **Post Window**. Please leave **Allow Posting For** as the default setting. Select **Next**.
6. After confirming that the details are correct, click **Finish**.

These steps will prepare the final mark column in the **Grade Input** screen without deleting Tri 3 data that may have already been entered.

After this process is complete, go back to **Schedule** top tab > **Structure** side tab > **Terms** sub-side tab. Click into the detail of the **FY** schedule term and re-check the 4th checkbox in **Grade term cover map**.

### Outcomes:

Final mark column is prepared for courses with a trimester transcript definition.

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## Version History

Version	Date	Description
1.0	June 11 <sup>th</sup> 2015	Initial document creation.

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