

Removing the Final Mark for Courses in Progress

There are two reasons this could happen:

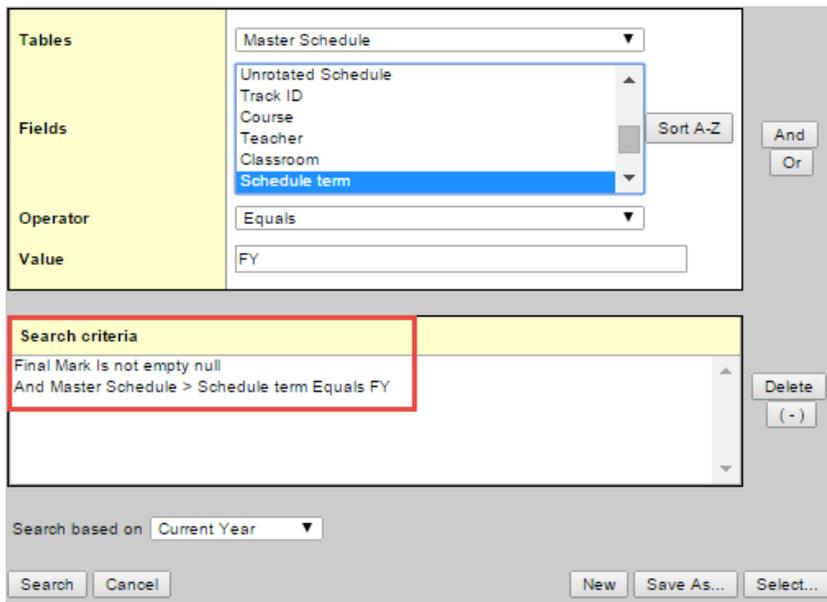
1. Current year transcript records converted in with the final mark populated for courses still in session.
2. The process of Options > Calculate Averages was run at the school level in the Grades top tab > Transcripts side tab. This process should NOT be run unless the user intends to apply a final mark to ALL courses, sections and students on the screen.

To correct this:

Step 1:

In the **School** view, select the **Grades** top tab

1. Click on the **Transcripts** side tab. Be patient – it is loading a lot of data.
2. Click the  icon and set the transcript definition selection to **All**
3. In the **Options** menu, select **Query**.
4. In the *New Query* pop-up, use the following parameters:
 - a. **Tables** = Student Transcript
 - b. **Fields** = Final Mark
 - c. **Operator** = Is not empty > click Add
 - d. **Tables** = Master Schedule
 - e. **Fields** = Schedule Term
 - f. **Operator** = Equals
 - g. **Value** = FY > click And
 - h. **Search based on** = Current Year



The screenshot shows the 'New Query' dialog box with the following configuration:

- Tables:** Master Schedule
- Fields:** Schedule term (selected from a list including Unrotated Schedule, Track ID, Course, Teacher, Classroom, and Schedule term)
- Operator:** Equals
- Value:** FY
- Search criteria:** Final Mark Is not empty null
And Master Schedule > Schedule term Equals FY
- Search based on:** Current Year

Buttons visible include 'And', 'Or', 'Delete', '(-)', 'Search', 'Cancel', 'New', 'Save As...', and 'Select...'.

- i. If you want to use this query in the future, click **Save As . . .**
 - j. Give the query a **Name**.
 - k. Select the **Owner type** as appropriate for the users that will need this query.
 - l. If you want the query to appear in the filter menu, click the **Save as filter** checkbox and set the **Owner type** as appropriate for the users that will need this filter.
 - m. Click **Save**.
5. Click **Search**. All records with a schedule term of FY that have a final mark populated will be displayed.

Step 2:

1. In the **Options** menu, select **Modify List**.
2. In the Final Mark field, click the  (pencil) icon. This will activate the fields.
3. Delete the values in the Final Mark column. *Be sure to click the  icon to save the changes!*