



**Cleaning Up Transcript Records at the End of Semester**

After marks have been submitted by teaching staff (at the end of each semester), the school needs to review courses that would have completed during the semester that do not have a final mark.

1. **Student** Top Tab, Filter = Former Students
2. **Transcript** Side Tab, *Filter* = Current Year AND *Field Set*: Default Fields

Inspect the transcript Records for YOUR school. Follow up with School Administration and teaching staff for any blank final marks.

Sa-Hali Secondary 2018-2019 School view Select s

Pages School **Student** Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Student List :: 09 -

Options Reports Help Search on Year

0 of 10 selected Curr

<input type="checkbox"/>	Year	Grade	School > Name	SchoolCourse > CrsNo	MasterSchedule > Course	MasterSchedule > SecNo	CourseDesc	Final
<input type="checkbox"/>	2019	09	Brocklehurst Middle	MADGE09MD	MADGE09MD-001	001	ADST -DESIGN TECHNOLOGY 9	
<input type="checkbox"/>	2019	09	Sa-Hali Secondary	MADM-08	MADM-08-013	013	ADST - Metalwork	C
<input type="checkbox"/>	2019	09	Sa-Hali Secondary	MADT-09TEX	MADT-09TEX-013	013	ADST -TEXTILES 9	C
<input type="checkbox"/>	2019	09	Sa-Hali Secondary	MEN-09	MEN-09-007	007	ENGLISH LANGUAGE ARTS 9	
<input type="checkbox"/>	2019	09	Brocklehurst Middle	MEN-09	MEN-09-005	005	ENGLISH LANGUAGE ARTS 9	
<input type="checkbox"/>	2019	09	Sa-Hali Secondary	MMA-09	MMA-09-001	001	MATHEMATICS 9	
<input type="checkbox"/>	2019	09	Brocklehurst Middle	MPHE-09	MPHE-09-009	009	PHYSICAL AND HEALTH EDUCATION 9	
<input type="checkbox"/>	2019	09	Brocklehurst Middle	MSS-09	MSS-09-008	008	SOCIAL STUDIES 9	
<input type="checkbox"/>	2019	09	Brocklehurst Middle	XAT-09LAS	XAT-09LAS-003	003	LEARNING ASSISTANCE 9	

Choices are:

- i. Enter final mark - a percentage (grades 10, 11, 12), or a letter grade (grades 8 & 9),
- ii. A final mark of "W", OR
- iii. Delete the transcript record (if student was in the course for a short period of time – no marks have been posted to the transcript for any prior terms)

For choices i and ii, enter the data in 2 places (**Transcript** Side Tab & **Grade Input** Side Tab) for EACH TRANSCRIPT RECORD

3. **Transcript** Side Tab

Student List :: 09 - :: ENGLISH LANGUAGE ARTS 9

Options Reports Help

Save Cancel

Year ID \* 2018-2019

School > Name Sa-Hali Secondary

Grade level 09 **Override**

Number \* MEN-09 **Grade 10,11,12**

Description ENGLISH LANGUAGE ARTS 9

Teacher

Teacher

Section number 007

User description

Course description

IDS Related Course

Final Mark

Blended Mark

Provincial Exam Mark

Credit

TRAX Override

FAS Override

Hide on report card

Hide on transcript

**Grades and Comments**

Course Start Date  First Day of Term

Course End Date

Actual Start Date

Active Date

Percent Complete

Completion Date  Date of Withdraw / Transfer



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4. Grades Top Tab, Grade Input Side Tab, find the course sections.

Sa-Hali Secondary 2018-2019 School view

Pages School Student Staff Attendance Conduct **Grades** Assessment Schedule Global Tools Admin

**Classes**

Grade Terms Options Reports Help  [Search] [Filter] [Grid] [a-z] [Bar] [Print]

Transcripts 0 of 2 selected [Trash]

<input type="checkbox"/>	Course	SecNo	Description	Term
<input type="checkbox"/>	MMA--09-001	001	MATHEMATICS 9	S1
<input type="checkbox"/>	MEN--09-007	007	ENGLISH LANGUAGE ARTS 9	S1

Grade Input  
 Input Grid  
 Reporting Standards  
 Grade Posts

Enter the same data in for each course

Sa-Hali Secondary 2018-2019 School view Select school Epp, Bradley Log Out

Pages School Student Staff Attendance Conduct **Grades** Assessment Schedule Global Tools Admin

**Classes :: MMA--09-001 - MATHEMATICS 9** [Navigation]

Grade Terms Options Reports Help [Grid]

Transcripts Grade Columns Post Columns - Term Term All Status  Enrolled  Withdrawn [Settings]

Name	YOG	Q1 WH	Q1 Com	Q2 Grade	Q2 WH	Q2 Com	Final	StartDate	ActiveDate	% Complete	Completion
	2022	S									
Average score											

Grade Input  
 Input Grid  
 Student  
 Assignment  
 Reporting Standards  
 Grade Posts