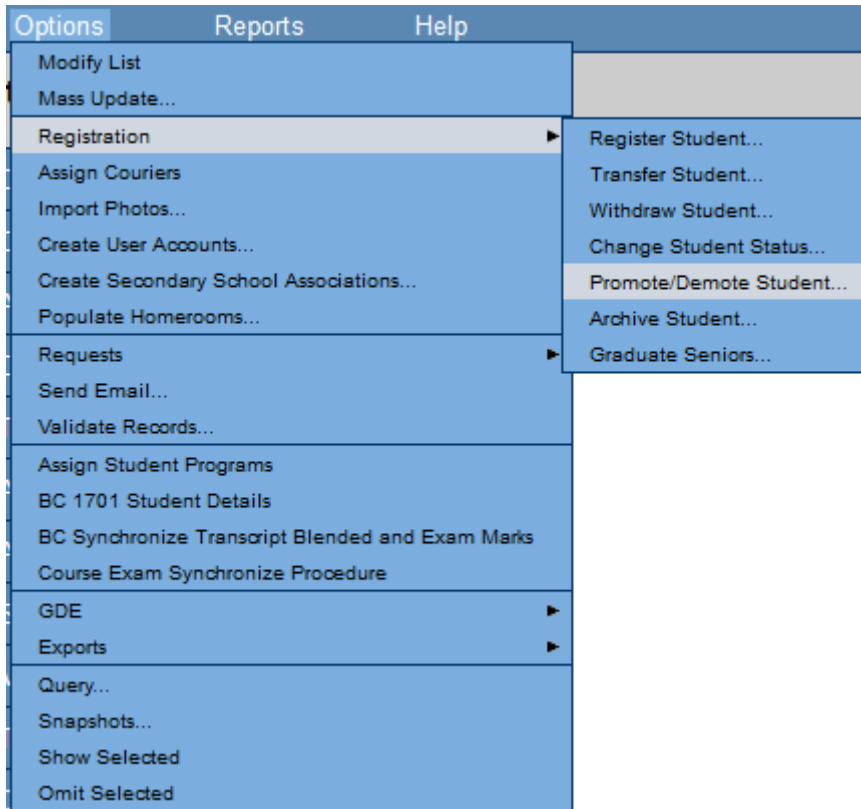


How to Change Grade/Year of Grad v1.0

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1. Click on **Student**
2. Click **Options**, then **Registration**, then **Promote/Demote Student**

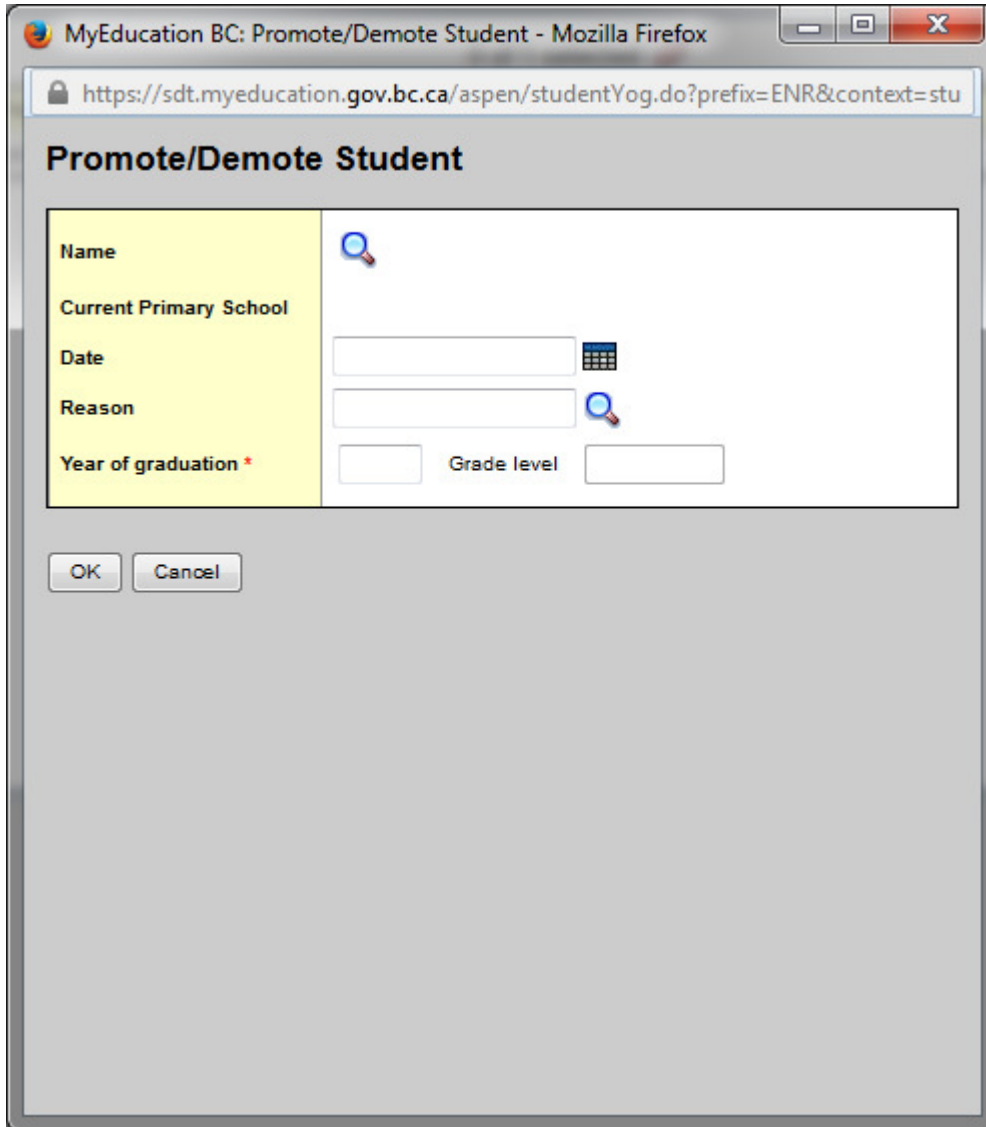


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3. A window will open:

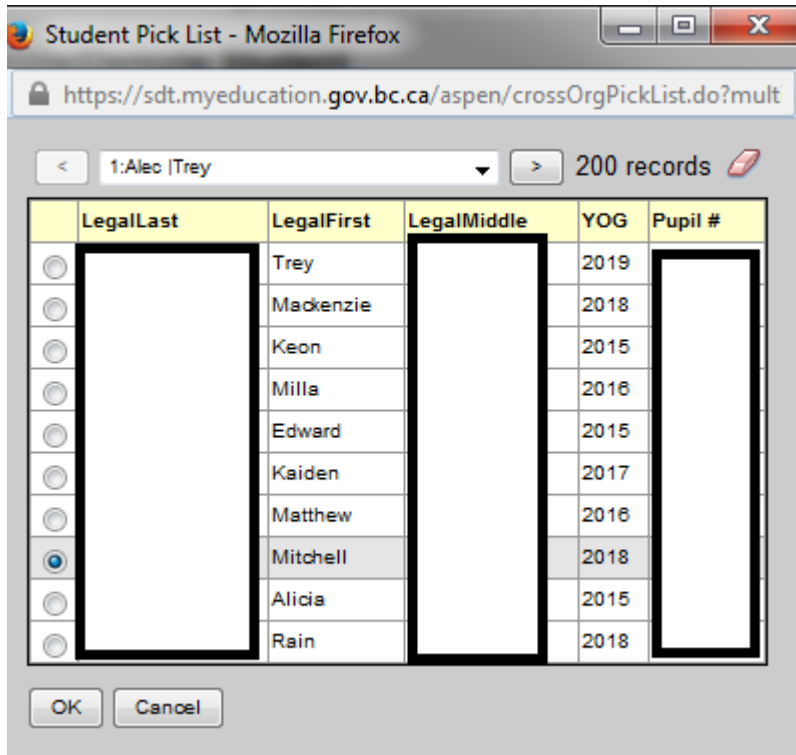



The screenshot shows a Mozilla Firefox browser window titled "MyEducation BC: Promote/Demote Student". The address bar contains the URL: <https://sdt.myeducation.gov.bc.ca/aspden/studentYog.do?prefix=ENR&context=stu>. The main content area is titled "Promote/Demote Student" and contains a form with the following fields:

| | |
|------------------------|--|
| Name | <input type="text"/> |
| Current Primary School | <input type="text"/> |
| Date | <input type="text"/>  |
| Reason | <input type="text"/>  |
| Year of graduation * | <input type="text"/> Grade level <input type="text"/> |

At the bottom of the form, there are two buttons: "OK" and "Cancel".

- Click on the magnifying glass () A new window will open with a list of the students in your school. Search for and select that student



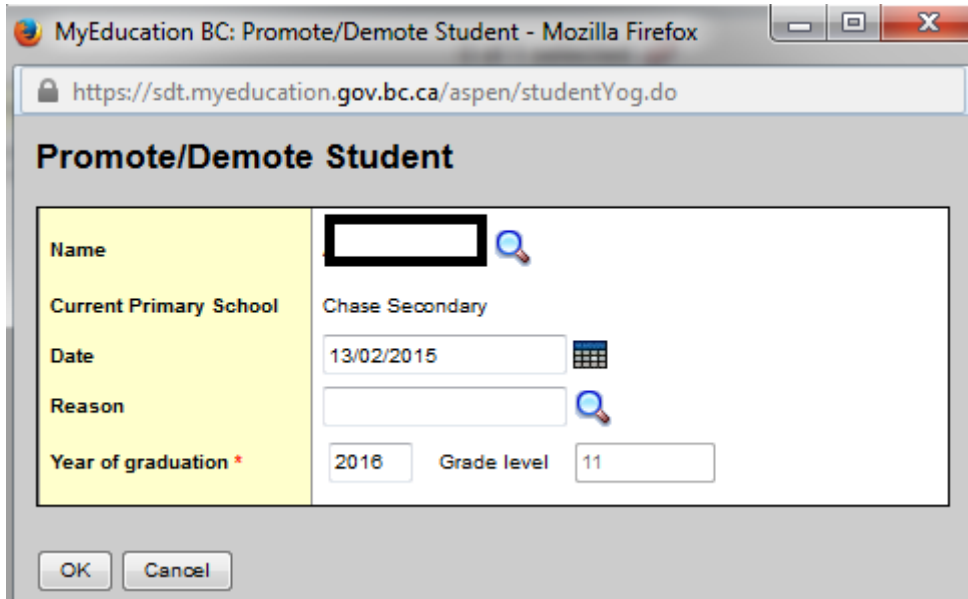
- When finished click **OK**
- Next select the Date
- Click on the magnifying glass () next to the reason box to select the reason.

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8. Change the **YEAR OF GRADUATION**. The grade level will automatically change.



The screenshot shows a web browser window titled "MyEducation BC: Promote/Demote Student - Mozilla Firefox". The address bar displays the URL "https://sdt.myeducation.gov.bc.ca/aspen/studentYog.do". The main content area is titled "Promote/Demote Student" and contains a form with the following fields:

| | |
|------------------------|----------------------|
| Name | <input type="text"/> |
| Current Primary School | Chase Secondary |
| Date | 13/02/2015 |
| Reason | <input type="text"/> |
| Year of graduation * | 2016 |
| Grade level | 11 |

At the bottom of the form are two buttons: "OK" and "Cancel".

9. Click **OK** to finish