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.

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

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

Sa-Hali Secondary 2018-2019   School v

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

Classes

Grade Terms

Transcripts

Transcript Column Attributes

Credit Adjustments

Options ▾   Reports ▾   Help ▾   mma--09-001 🔍 ▼ ▦ a-z ᐧᐦᐧ 🖨

0 of 2 selected 🧽

☐	Course ▾	SecNo	Description	Term
☐	MMA--09-001	001	MATHEMATICS 9	S1
☐	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 (

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Classes :: MMA--09-001 - MATHEMATICS 9 |◀ ◀ 🔍 ▶

Grade Terms

Transcripts

Transcript Column Attributes

Credit Adjustments

Options ▾   Reports ▾   Help ▾   ▦

Grade Columns: Post Columns - Term ...   Term: All   Status: ○ Enrolled ● Withdrawn   ⚙

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