

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 S	Secondar	y 201	8-2019										School view 🔻	🔔 Select
Pages	School	Stude	ent Sta	off Attendance	Conduct	Grades	Assessm	ent Sch	edule	Global	Tools	Admin		
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Details		2019	09	Sa-Hali Secondary	MEN09		MEN09-007		007			ENGLISH LAI	NGUAGE ARTS 9	
redit		2019	09	Brocklehurst Middle	MEN09		MEN09-005		005			ENGLISH LAI	NGUAGE ARTS 9	
Summary		2019	09	Sa-Hali Secondary	MMA09		MMA09-001		001			MATHEMATIC	:S 9	
Grade Point		2019	09	Brocklehurst Middle	fiddle MPHE-09		MPHE-09-009		009			PHYSICAL AND HEALTH EDUCATIO		DN 9
Summary		2019	09	Brocklehurst Middle	MSS09		MSS09-008		800			SOCIAL STU	DIES 9	
Programs of Study		2019	09	Brocklehurst Middle	XAT09LAS		XAT09LAS-00	13	003			LEARNING A	SSISTANCE 9	
Study														

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

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Teacher					FAS Override	•		
Teacher			QX		Hide on report card			
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4. Grades Top Tab, Grade Input Side Tab, find the course sections.

Sa-Hali Secondary 2018-2019 School V																
Pages	Scho	loc	Studer	t Staff	Attenda	ance	Conduct	Grades	Asses	sment	Schedule	Global	Tools	Admin		
Classes																
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Grade Input Input Grid Reporting Standards Grade Posts Enter the same data in for each course																
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Reporting Standa Grade Posts