

Posting Final Marks for Teachers: Withdrawn Students

Update: October 25, 2016

1. When teachers post their **final marks** for any course they must enter in the required information for all enrolled students.

The screenshot shows the Gradebook interface for the class '2016-2017 - MPH--11----01 - PHYSICS 11'. The 'Status' dropdown menu is highlighted with a red box and a blue arrow pointing to it, showing the 'Enrolled' radio button selected. The table below shows student scores for various terms.

Name	YOG	Q2 Grade	Q2 WH	Q2 Com	SchExam S1	Final	Q2
2018	65	G				65	
2017	65	G				65	
2018	65	G				65	
2018	65	G				65	
2019	65	G				65	
2018	65	G				65	
2017	65	G				65	
2018	65	G				65	
2018	65	G				65	
2018	65	G				65	
2018	65	G				65	
Average score	65.0 C					65.0 C	

2. Select the **Withdrawn** students radio button

Enter a **W** for all withdrawn students (Enter the **W** for the first student on the list and use **CNTL>D** to fill down to all students)

The screenshot shows the Gradebook interface for the class '2016-2017 - MPH--11----01 - PHYSICS 11'. The 'Status' dropdown menu is highlighted with a red box and a blue arrow pointing to it, showing the 'Withdrawn' radio button selected. The table below shows student scores for various terms, with the 'Final' column containing 'W' for all students.

Name	YOG	Q2 Grade	Q2 WH	Q2 Com	SchExam S1	Final	Q2
2018						W	
2019						W	
2018						W	
2017						W	
2019						W	
2019						W	
2017						W	
2017						W	
2018						W	
2017						W	
2018						W	
Average score						W	

Select the Post Grades...button.

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Options Reports Help

Class List :: 2016-2017 - MPH--11----01 - PHYSICS 11

Details Roster Seating Chart Groups Reporting Standards Categories Assignments Scores Student Assignment Notifications

Student Fields: Default Fields
 Grade Columns: Post Columns - Term
 Term: Q2
 Status: Enrolled Withdrawn
 Class: MPH--11----0
 Post Grades...
 Add Assignment

Name	YOG	Q2 Grade	Q2 WH	Q2 Com	SchExam S1	Final	Q2
		65	G			65	
	2018	65	G			65	
	2017	65	G			65	
	2018	65	G			65	
	2018	65	G			65	
	2019	65	G			65	
	2018	65	G			65	
	2017	65	G			65	
	2018	65	G			65	
	2018	65	G			65	
	2018	65	G			65	
	2018	65	G			65	
	2018	65	G			65	
Average score		65.0 C				65.0 C	