

Posting Final Marks for Teachers: Withdrawn Students

Update: October 25, 2016

When students are withdrawn from a class after a transcript record has been created for that student, whether by a previous post by a teacher or from the office posting course dates, **a W must be entered in the final mark column from the Withdrawn students tab in gradebook by teachers before posting final marks for the class.**

Rationale:

Administrators, counsellors and administrative assistants are trained that when withdrawing a student from a class after a transcript record exists for the class for that student the user must enter a **W** in the final marks column, ensure a **0.0 credit value** exists and enter in a **completion date**. This maintains the integrity of the record for accuracy and in ensures transparency in case of a ministry audit.

When teachers post final marks for their classes any withdrawn students are still connected to the class and can be viewed from the **Withdrawn** students view. The result is that the transcript record indicating a W, entered by the user who withdrew the student, is overwritten by the teacher post with a blank value. The W no longer exists.

Solution:

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

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	
	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 Select the **Withdrawn** students radio button

Enter a **W** for all withdrawn students (Enter the **W** for the first student on the list and use **CNTL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)

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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Student Fields: Default Fields | Grade Columns: Post Columns - Term | Term: Q2 | Status: Enrolled Withdrawn | Class: MPH--11----0 | Post Grades...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
		↕↕	↕↕	↕↕	↕↕	Update	
	2018					W	
	2019					W	
	2018					W	
	2017					W	
	2019					W	
	2019					W	
	2017					W	
	2017					W	
	2018					W	
	2017					W	
	2018					W	
	2017					W	
	2018					W	
Average score							

Select the Post Grades...button.

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		↕	↕	↕	↕	Update	
	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	

If school users have entered a **W** and **Completion date** and a teacher posts final marks without entering a **W** for withdrawn students the school may identify these records from the **Grades TT>Transcript side tab**. Select the filter: **No Student Schedule Equivalent**. Sort by the **Final Marks** column or Query for Final Mark Is Empty? and mass update to W. **Note the Completion date may change as a result of the teacher posting final marks.*