Posting Final Marks for Teachers: Withdrawn Students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When students are withdrawn from a class after a transcript record has been created for that student, whether by a previous post by a teacher or from the office posting course dates, *a W must be entered in the final mark column from the Withdrawn students tab in gradebook by teachers before posting final marks for the class.*
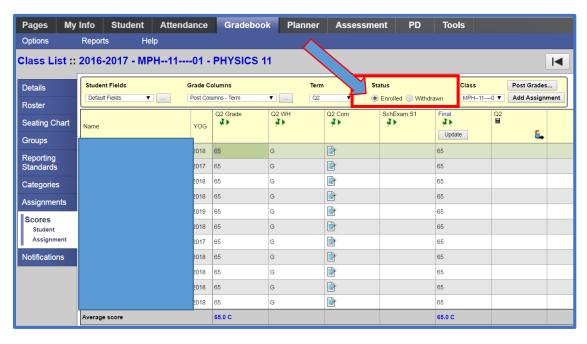
Rationale:

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When teachers post final marks for their classes any withdrawn students are still connected to the class and can be viewed from the *Withdrawn* students view.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.
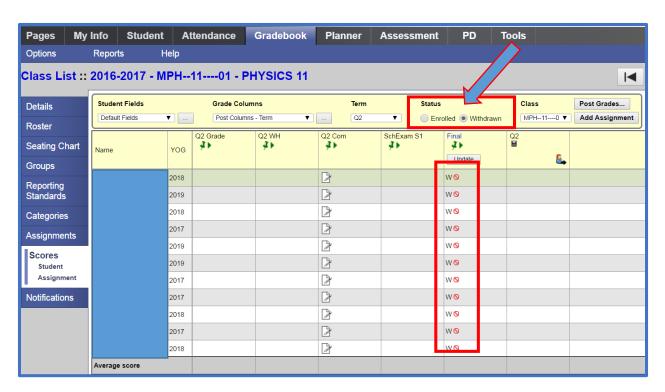
Solution:

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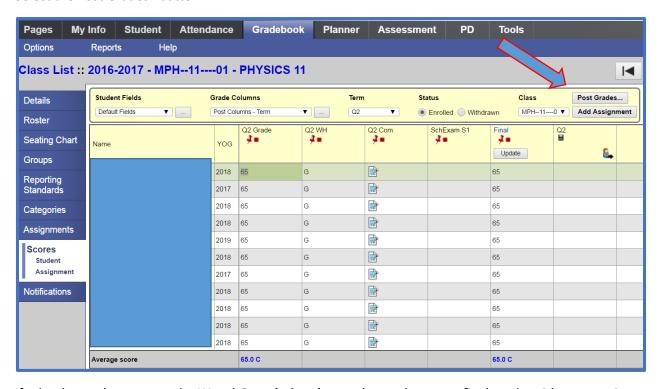

2. Select the *Withdrawn* students radio button

Enter a *W* for all withdrawn students (Enter the *W* for the first student on the list and use *CNTL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

Select the Post Grades…button.

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school users have entered a **W** and **Completion date** and a teacher posts final marks without entering a **W** for withdrawn students the school may identify these records from the **Grades TT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.*