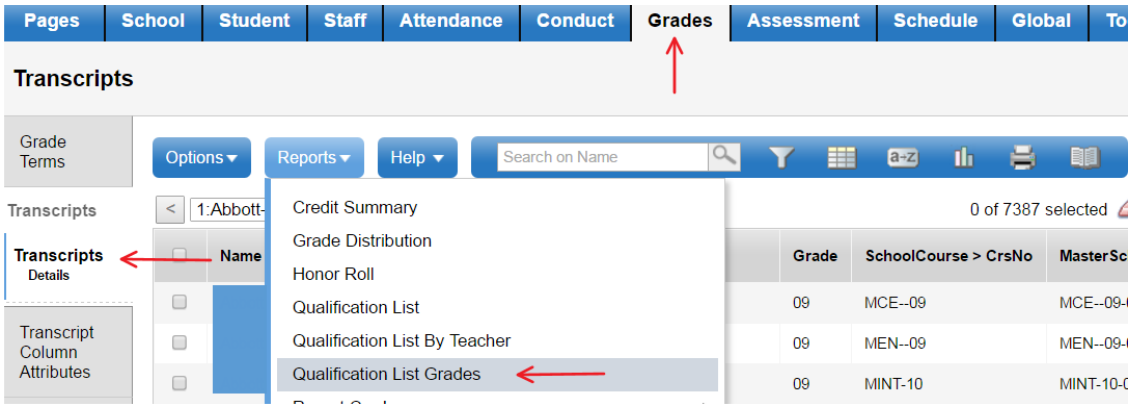
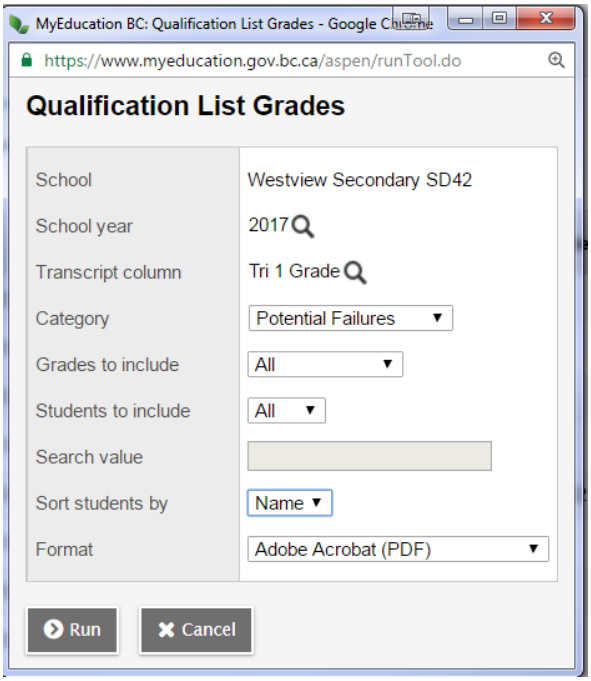
Potential Failures

School View >Grades TT >Transcripts ST >Reports >Qualification List by Grade



A Popup window will appear:

- Transcript Column: Select the appropriate term (do not use interim grades)
- Category: Potential Failures
- Grades to Include: Select **all** if you want to see all their grades in all courses or select **qualifying** only if you want their potential failure qualification courses.
- Students to include: **All** to search entire school or it can be done by grade (**YOG**)
- Sort students: **Name** to sort alphabetically or **YOG** to sort by grade then alphabetically
- Click **Run**

NOTE: This report will provide a list of students with 2 or more F's or all C-'s.