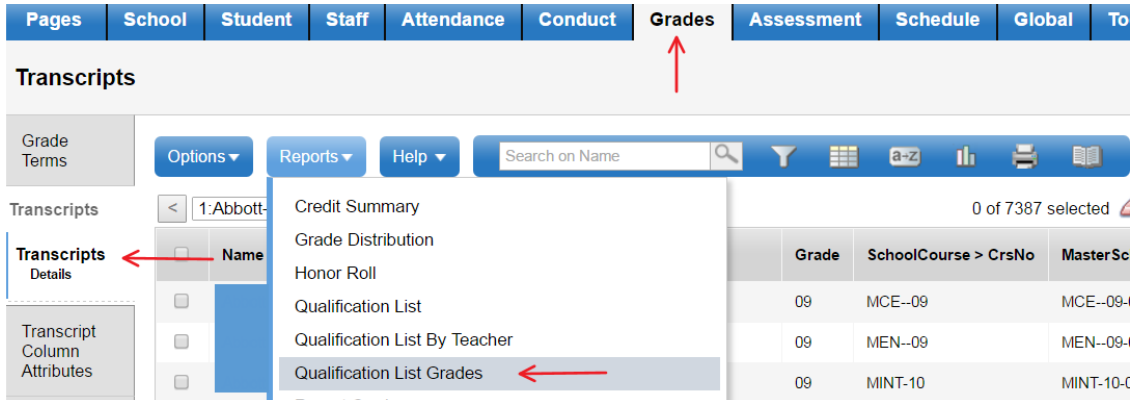


Potential Failures

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



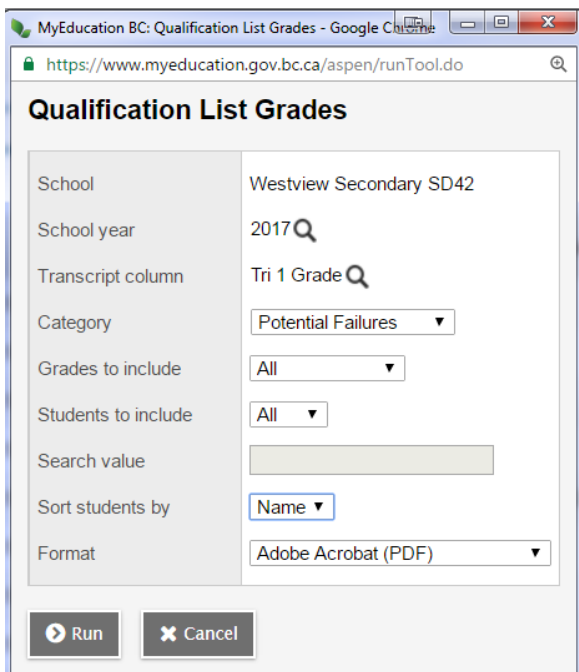
The screenshot shows the 'Grades' tab selected in the top navigation bar. Below it, the 'Transcripts' section is active, and a dropdown menu is open showing various report options. The 'Qualification List Grades' option is highlighted with a red arrow. A table of selected courses is visible on the right, showing columns for Grade, SchoolCourse > CrsNo, and MasterSc.

Grade	SchoolCourse > CrsNo	MasterSc
09	MCE--09	MCE--09-I
09	MEN--09	MEN--09-I
09	MINT-10	MINT-10-C

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.



The popup window is titled 'Qualification List Grades' and contains the following fields and options:

- School: Westview Secondary SD42
- School year: 2017
- Transcript column: Tri 1 Grade
- Category: Potential Failures
- Grades to include: All
- Students to include: All
- Search value: (empty text box)
- Sort students by: Name
- Format: Adobe Acrobat (PDF)

Buttons for 'Run' and 'Cancel' are located at the bottom of the window.