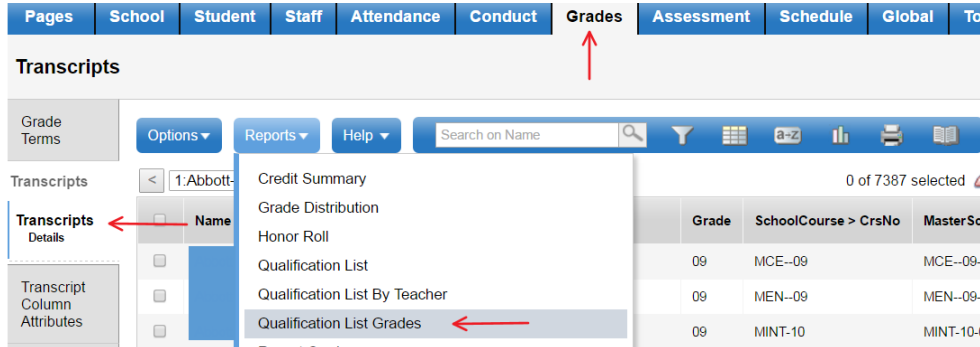


Potential Failures

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

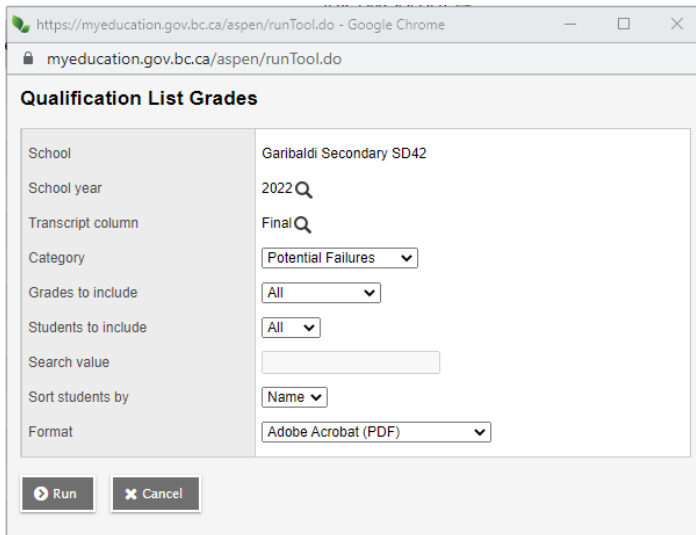


The screenshot shows the 'Grades' menu in the 'Transcripts' section. A red arrow points to the 'Grades' menu item. Another red arrow points to the 'Qualification List Grades' option in the dropdown menu. A third red arrow points to the 'Transcripts Details' section on the left. A table of course data is visible on the right, with 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**



The screenshot shows the 'Qualification List Grades' popup window. The form fields are as follows:

- School: Garibaldi Secondary SD42
- School year: 2022
- Transcript column: Final
- Category: Potential Failures
- Grades to include: All
- Students to include: All
- Search value: (empty)
- Sort students by: Name
- Format: Adobe Acrobat (PDF)

Buttons: Run, Cancel

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