



# Cumulative Courses



# Table of Contents

**Cumulative Courses** ..... 1



# Cumulative Courses

**Grade Reporting > Maintenance > Student > Individual Maint > Cumulative Courses**

This tab allows you to view and update a student's courses and grade information from all years. Historical grade averaging can also be recalculated, and you can print the student's AAR (same as [SGR2047](#)) from this tab.

**View data:**

[Select a student](#)

To retrieve a student's records, select the student in one of the following ways:

<p><b>Student</b></p>	<p>Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name <i>begins with</i> the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.</p> <p>The student can also be located by typing the name in one of the following formats:</p> <ul style="list-style-type: none"> <li>• Last name, comma, first name (smith, john)</li> <li>• Last name initial, comma, first name initial (s,j)</li> <li>• Comma, first name (,j)</li> </ul>
<p><b>Texas Unique Student ID</b></p>	<p>Type all or part of the student's Texas Unique Student ID to retrieve students whose ID <i>begins with</i> the characters you typed.</p> <p>If the student does not have a Unique ID, click <a href="#">TSDS Unique ID</a> button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.</p> <p>Review the <a href="#">Assign a TSDS Unique ID</a> guide for additional information.</p>
<p><b>Directory (photo)</b></p>	<p>Click to select a student from the <a href="#">Directory</a>.</p> <p>If a photo exists for the student, the student photo is displayed.</p> <p>From <a href="#">Registration &gt; Maintenance &gt; Student Enrollment</a>, you can change the student photo:</p> <ol style="list-style-type: none"> <li>1. Hover over the image, and click <b>Change</b>. The Change Student Photo window opens.</li> <li>2. Click <b>Choose File</b>. Locate and open the file for the new image.</li> <li>3. Click <b>Save</b>. The window closes, and the new image is displayed.</li> </ol> <p>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.</p>

Click **Retrieve**.

- The student's demographic data is displayed.
- The **Status** field displays ACT (active) or W/D (withdrawn) according to the student's current enrollment status.

<b>TEXAS Grant Ind</b>	The code indicating the student’s TEXAS Grant eligibility status is displayed, as set on <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Demo3</a> .	
<b>Credit</b>	The number of credits earned by the student is displayed and cannot be manually change from here.	
	<b>State</b>	The total number of state credits earned is displayed.  If a course's <b>AAR Use</b> is anything other than local, it is counted as state credit.
	<b>Local</b>	The total number of local credits earned is displayed.  For a local credit courses, one of the following must be true:  <ul style="list-style-type: none"> <li>• The course's <b>AAR Use</b> must be set to <i>L:Local Credit</i> either district-wide on <a href="#">Maintenance &gt; Master Schedule &gt; District Schedule</a>, or at the student-level on <a href="#">Maintenance &gt; Student &gt; Individual Maintenance &gt; Grd/Crs Maint</a> or <a href="#">Maintenance &gt; Student &gt; Individual Maintenance &gt; Cumulative Courses</a> (click the <b>Semester Grade</b> link).</li> </ul> or  <ul style="list-style-type: none"> <li>• The Service ID must set as a local service ID. In this case, you do not have to set the <b>AAR Use</b> field.</li> </ul> <b>IMPORTANT:</b> The value is only displayed if <b>Include - Local crs in Credit Totals</b> is selected and you click <b>Retrieve</b> .
	<b>Credit Totals (State) or Credit Totals(State+Local)</b>	Initially, <b>Credit Totals (State)</b> is displayed, which displays the total number of state credits earned, excluding local credits.  If you select <b>Include - Local crs in Credit Totals</b> and click <b>Retrieve</b> , the field name changes to <b>Credit Totals (State+Local)</b> , and the field displays the sum of both state and local credits earned.
<b>Cumulative GPA College 4 Point Class Rank Class Size and Quartile</b>	The student's grade averaging and class ranking information is displayed. This data is populated and updated when the <a href="#">Cumulative Grade Averaging and Class Ranking utility</a> is run.	

<p><b>EOC Assessments</b></p>	<p>The student's test administration dates and levels for the highest level achieved for each test subject are displayed, as determined by the <b>Student Academic Performance</b> values on <a href="#">Test Scores &gt; Maintenance &gt; Individual Maintenance &gt; EOC</a>.</p> <p>If a student has more than one record for a test subject with the same highest level achieved, the most current test administration date for that subject is displayed.</p> <p>For <b>EOC</b>, if a level cannot be determined for the subject, the EOC Assessment level on the AAR displays I. This applies to students who do not have a value for Student Academic Performance Level I, II, or III for the five EOC subjects that appear on the AARs, are not combining Reading and Writing Scores for English I or English II, and are not exempt from taking the exam with either an AAR exemption or ARD exception.</p> <hr/> <p><b>Individual Graduation Committee (IGC) Students:</b> For IGC students, I is displayed for Level I for any EOC assessment where the student who did not pass with II, III, Approaches, Meets, or Masters, regardless of year assessment was taken.</p> <p><b>NOTES:</b></p> <p>A student is considered IGC if he has a record on his most recent enrollment year on <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Graduation</a> with the <b>IGC Graduate</b> field is selected.</p> <p>If student has an <b>End-of-Course Exception</b> for a subject on <a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; EOC Exception</a>, this will take precedence over IGC, with <i>ARD Met Standards</i> defaulting to I and <i>AAR Exempt</i> defaulting to N/A.</p> <p>Other than EOC Exception and IGC, subjects taken prior to 2017 will use I, II, III. Subjects taken 2017 and later will use DidNotMeet, Approaches, Meets, Masters.</p>
-------------------------------	--

You can modify the grid view clicking **Transcript** or **Test Scores**.

- The default view is the transcript data.
- Select **Test Scores** to view an embedded report displaying the test view.

In the **Transcript** view:

- The student's semesters 1 and 2 grades are displayed.

**NOTE:** If the campus has four semesters, the student's semesters 3 and 4 grades are displayed in the **Sem 1** and **2** columns with a # next to the grade.

- If the student received no credit due to excessive absences, an asterisk is displayed next to the

final grade.








- **Trans** is selected if the course meets one of the following criteria:
  - The course is a prior year transfer course.
  - **Xfr Crs** is selected for the course on the [Crs Assign](#) tab.
  - Two semesters of the same course are combined onto one line, and **Xfr Crs** is selected on the [Crs Assign](#) tab for at least one of those semesters.
- If a course has an AAR use code of W (i.e., PE-equivalent waiver), the course is displayed twice: once with grade W, and again with the actual course grade.
- To avoid duplication, if **Xfr Crs** is selected for a course on the [Crs Assign](#) tab, it will not appear if the same course already appears as a non-transfer course taken on a different campus for the same school year and semester with the same semester grade, final grade, and credit awarded.
- If a course has a special course consideration of 0 (i.e., the **Spec Cons** field is set to 0 (*FHSP endorsement course*) on [Maintenance > Master Schedule > District Schedule](#)), it will display as 10 on the Cumulative Courses tab under **Spec Crs 1** or **Spec Crs 2**, and on the AAR under **SE** (i.e., special explanation code).






















Indicate the data you want to see in the **Transcript** view:

<b>Include</b>	<b>Withdrawn Courses</b>	Select if you want to include withdrawn courses.
	<b>Local crs in Credit Totals</b>	Select if you want to include the total local credit in the <b>Credit Totals</b> field. Leave blank to exclude the total local credit.
<b>Display</b>	Select the data to display. <b>NOTE:</b> If you select <b>GPA Only</b> , "DNR" (i.e., does not rank) is displayed in the <b>Rank</b> field of the AAR report.	

<b>Test Scores</b>	For each assessment, indicate the data you want to view:				
	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• If you select <b>Test Scores</b>, the data will be displayed on the screen.</li> <li>• If you click <b>Print Test Scores</b>, the data will be displayed in a report.</li> <li>• If you click <b>Print AAR/Tst Scr</b>, the data will be displayed on a sub-report.</li> </ul>				
	<table border="1"> <tr> <td><b>Date</b></td> <td>Select to display only the administration dates.</td> </tr> <tr> <td><b>Score</b></td> <td>Select to display the assessment scores and administration dates.</td> </tr> </table>	<b>Date</b>	Select to display only the administration dates.	<b>Score</b>	Select to display the assessment scores and administration dates.
	<b>Date</b>	Select to display only the administration dates.			
<b>Score</b>	Select to display the assessment scores and administration dates.				
<p><b>Best</b> This option is not available for <b>TAKS</b>.</p> <p>For <b>ACT</b> and <b>SAT</b>: Select to display the administration date and assessment scores for the exam with the best total score.</p> <p>For <b>EOC</b> and <b>AP</b>: Select to display the best score and date of the score for each subject.</p> <p>If you select <b>Best</b> for <b>SAT</b> and the student took the SAT prior to March 2016 and also took the SAT March 2016 or later, both the record with the highest reading, writing, and math scores total for tests taken prior to March 2016 and the record with the highest evidence-based reading, writing, and math section scores total taken March 2016 or later are displayed.</p> <p>The old scores total is a combination of 3 values (reading, math, and writing), each with a range of 200-800 for a possible total of 2400. The new scores total is a combination of evidence-based reading &amp; writing and math section, each with a range of 200-800 for a possible total of 1600. Therefore, if the student has more than one record and at least one record has the old scores, and at least one record has the new scores, the record with the highest total for the old and the record with the highest total for the new scores are displayed as best. It is possible for a student to have two records for <b>Best</b>.</p>					
If no selection is made, no information is displayed for the assessment.					

If you made changes, click **Retrieve** to refresh the page.

<b>Print Test Scores (from Test Scores view)</b>	<p><a href="#">Print the student's test scores.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.</p> <p>Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.</p> <p>Click  to close the report window. Some reports may have a <b>Close Report</b>, <b>Exit</b>, or <b>Cancel</b> button instead.</p>
--	---

<b>Print AAR (from Transcript view)</b>	<p><a href="#">Print the student's Academic Achievement Record (AAR) (SGR2047).</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.  Click  to go back one page.  Click  to go forward one page.  Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.  Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.  Click  to close the report window. Some reports may have a <b>Close Report, Exit, or Cancel</b> button instead.</p>
<b>Print Screen</b>	<p><a href="#">Print the information as it appears on the page.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.  Click  to go back one page.  Click  to go forward one page.  Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.  Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.  Click  to close the report window. Some reports may have a <b>Close Report, Exit, or Cancel</b> button instead.  This includes all data on the page except the buttons and selectable fields.</p>
<b>Print AAR/Tst Scr</b>	<p><a href="#">Print the student's AAR and test scores.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.  Click  to go back one page.  Click  to go forward one page.  Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.  Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.  Click  to close the report window. Some reports may have a <b>Close Report, Exit, or Cancel</b> button instead.</p>

## Modify data for a current year course:

1. Click the grade link in the **Sem #** field. The [Grd/Crs Maint](#) tab opens allowing you to change the information. Note that the tab opens in a new page, without the tab headings.
2. From the Grd/Crs Maint tab, click **Return**. You are prompted to save any changes. Click **Yes**.
3. If you made changes, click **Retrieve** to refresh the page.
4. Click **Save**.

- On the Grd/Crs Maint tab, you cannot change grade-course information for a course that was taken in a different district.
- If you change a semester grade, and **Blank out Semester/Final on Grade Change** is selected on [Maintenance > Tables > Campus Control Options > Computation](#), the final grade is deleted when you save.

---

## Modify data for a prior year transfer course:

If the course was taken outside the district, or taken within the district but entered on the [Prior Yr Transfer](#) tab (e.g., summer school course), the Prior Yr Transfer tab opens when you click the grade link in the **Sem #** field. Note that the tab opens in a new page, without the tab headings.

You can update data for a prior year if you have been granted historical update access in Security Administration. When the data is saved, your user ID and the date-time stamp are recorded on the Grd/Crs Maint tab.

1. Click the grade link in the **Sem #** field. The Prior Yr Transfer tab opens allowing you to change the information.
  2. From the Prior Yr Transfer tab, click **Return**. You are prompted to save any changes. Click **Yes**.
  3. If you made changes, click **Retrieve** to refresh the page.
  4. Click **Save**.
-

## Recalculate historical grade averages:

### Under **Historical Grade Averaging Options**:

It may be necessary to update a student's grade for a previous school year, including courses taken within the district (whether recorded on the [Crs Assgn](#) tab, or courses taken within the district and recorded on the [Prior Year Transfer](#) tab - such as summer school). When the student's grades, credits, and/or GPA override are updated, you can recalculate the student's overall grade point average (GPA) using numeric, grade point, or 4-point averaging. For courses entered on the [Prior Year Transfer](#) tab, changes to **GA Wgt** and **GA Tbl** also affect the overall grade point average. Rank is not updated.

Individual student grade averages are only recalculated for prior school years where the following fields have changed on the students Crs Assign or Prior Year tabs for courses taken at your district:

- **Sem Avg**
- **Final Avg**
- **Credits**
- **GA Table/GA Weight**
- **GPA Override**

**NOTE:** If the student has both regular courses and prior year transfer courses within the same school year, grade average will not be recalculated for that school year unless the course has the same district and campus you are logged on to, and a valid local course number on the Prior Year Transfer tab.

<b>Numeric Avg</b>	Select to recalculate using numeric grade averaging (i.e., <a href="#">Maintenance &gt; Tables &gt; Grade Reporting Tables &gt; Num Grade Avg Operator/Value</a> ).
<b>Grade Pt Avg</b>	Select to recalculate using grade point grade averaging (i.e., <a href="#">Maintenance &gt; Tables &gt; Grade Reporting Tables &gt; Grade Averaging Table</a> ).
<b>4 Point Avg</b>	If using four-point average, select the code indicating how you want to calculate the average.

<b>Semester Final</b>	Select whether to recalculate the semester or final average. <b>Semester</b> is the default. Be sure to change this field if final grades are used in grade average calculations.
-----------------------	---

<p><b>Include Courses from Other Campuses</b></p>	<p>This field provides an alternative to entering an in-district transfer course on <a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Crs Assign</a>. If the course is entered on the Course Assign tab, do not select this field.</p> <p>Select to include a student's courses from another campus within the district. For example, if the student attended campus 001 for part of the year, and attended campus 002 for part of the year (e.g., credit recovery), you can include courses from both campuses, provided that the course is unique at the other campus, and was completed at the other campus. (A course is considered complete if the student has a semester grade or final grade, or credit, depending on whether the district uses final or semester grades.)</p> <p>This option can also be used if summer school is offered at a different campus. On the Prior Year Transfer tab, you can specify the campus where the student took the course.</p> <p>This field is only enabled if <b>Grds Used for Grade Avg</b> is S (semester) or F (final) on <a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; H Roll &amp; Gr Avg</a>.</p> <ul style="list-style-type: none"> <li>• Courses entered on the Prior Year Transfer tab are included if the campus ID is valid for the district, and if the local course number matches a course number in the district master schedule for the school year being run.</li> <li>• Numeric or grade point grade averaging tables from the logged on campus are used. If the other campus used a table that does not exist at the logged on campus, an error message is displayed.</li> <li>• If <b>High School Credit Lvl Courses for Middle School</b> is selected, the grade averaging tables from the logged on campus are used for the next year campus. The grade averaging tables at the middle school should match the high school tables to ensure continuity.</li> </ul>
---	---

### Specific details about courses included:

When **Include Courses from Other Campuses** is selected for the [Historical Grade Averaging and Class Ranking utility](#) or on the [Cumulative Courses tab](#), courses from another campus entered on [Grade Reporting > Maintenance > Student > Individual Maint > Crs Assign](#) will be included under the following conditions:

- Courses that are any semester in length are included.
- If a course has a **GPA Override** is & (*Exclude from Grd Avg & Class Rank*) on [Grade Reporting > Maintenance > Student > Individual Maint > Grd/Crs Maint](#), it will be included for calculating total credit, but excluded from grade averaging and class rank calculations (the same as courses at the logged on campus).

- If semester grades are used for grade averaging, the semester grade at the other campus cannot be blank, or credit must be greater than 0.

**NOTE:** The program will not include a course with blank semester grade for grade averaging, but will include it when summing credits.

- If semester grades are used for grade averaging and the course is 1 semester long, the final grade at the other campus cannot be blank, or credit must be greater than 0.

**NOTE:** The program will not include a course with blank final grade for grade averaging, but will include it when summing credits.

- The semester the course is taken at the other campus must be less than the maximum semester selected for processing on the utility, unless the course is self-paced. A self-paced course will be included for processing for maximum semester selected as long as the same course-semester does not exist at the logged in campus with either a semester/final grade (based on grade used for grade average), credit, more current entry date, or no withdrawal date. (This is the same way the Grade Computation and Credit Assignment utility includes courses from other campuses.)

Unless a course is self paced, **Sem 2** and/or **Sem 3** and/or **Sem 4** must be selected. Courses from another campus are not included when only **Sem 1** is selected, unless the course is self-paced.

- There cannot be a record at the logged on campus for the same course number and semester as the one at the other campus, unless the course at the logged on campus meets one of the following criteria:
  - Has an entry date prior to the one at the other campus
  - Is withdrawn
  - Does not have the applicable semester and/or final grade or credit, and **Incl Wd Crs in Rank** is not A on [Grade Reporting > Maintenance > Tables > Campus Control Options > H Roll & Gr Avg](#).

If both the logged on campus and the other campus have the same course number for the same semester, the logged on campus will be considered instead of the other campus, if the course on the login campus meets one of the following criteria:

- The semester grade is not blank (regardless of entry date and withdrawal date), and **Grds Used for Grade Avg** is S (semester) OR
- The final grade is not blank (regardless of entry and withdrawal date), and **Grds**

**Used for Grade Avg** is F (final) OR

- There is credit assigned (regardless of the entry and withdrawal date) OR
  - The student's entry date at the logged on campus is after the entry date from the other campus (regardless of semester grade or final grade or credit) OR
  - **Incl Wd Crs in Rank** is selected on [Grade Reporting > Maintenance > Tables > Campus Control Options > H Roll & Gr Avg](#) OR
  - The course is still active (no withdrawal date).
- If **Incl Wd Crs in Rank** is N on [Grade Reporting > Maintenance > Tables > Campus Control Options > H Roll & Gr Avg](#), the course from the other campus is only included for processing if it meets one of the following criteria:
    - There is no course withdrawal date OR
    - The course withdrawal date is the same as the student withdrawal date from the max student enrollment record at the other campus OR
    - The credit is greater than 0 and not NC OR
    - The course non-campus instructor is 08 OR
    - The course is self-paced.

**NOTE:** This criteria does not guarantee the course will be included in the calculations, just that the course will be checked to make sure it meets other criteria for processing.

- If the grading concept is semester, and the course-semester exists at more than one other campus with either a semester grade that is not blank and/or credit greater than 0, then the course that is the most current (maximum course entry date across campuses) and has either a semester grade and/or credit greater than 0 across the other campuses will be the one considered for inclusion.
- If the grading concept is final, and the course is one semester long, and the course-semester exists at more than one other campus with a final grade that is not blank and/or credit greater than 0, then the course that is the most current (maximum course entry date) and has either a final grade and/or credit greater than 0 across the other campuses will be the one considered for inclusion.
- If the grading concept is final, and the course is more than one semester long, and the course-semester exists at more than one other campus, then the course that is the most current (maximum course entry date) across the other campuses will be the one considered for inclusion.
- Courses from another campus entered on [Grade Reporting > Maintenance > Student > Individual Maint > Prior Yr Transfer](#) are included in the following conditions:

- The district ID is logged in district, and the campus ID is a valid campus in the district
- A value exists for a local course number

The program will process these courses the same way it would process Prior Yr Transfer courses from the logged on campus for the student.















<b>Recalc Only Credits</b>	Select to recalculate credits only. The student's grade average is not recalculated.
----------------------------	--

Click **Recalc Grd Avg** to perform the grade average recalculation.

**NOTE:**

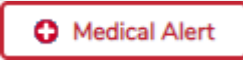
- Whether or not you click **Save**, the recalculated grade average is saved.
- Since you can change both in-district and out-of district courses on the Cumulative Courses tab, the **Recalc Grd Avg** on the Cumulative Courses tab has both the functionality of the [Historical Grade Averaging and Class Ranking utility](#), and the **Recalc** button on the [Prior Yr Transfer](#) tab, so it is not necessary to go to a different tab to recalculate the prior yr transfer courses that you updated on the Cumulative Courses tab.
- For a prior year transfer course taken outside the district, the average is only recalculated if the student was not enrolled in any courses within the district for that school year.
- For courses taken in the district but entered on the [Prior Year Transfer](#) tab (such as a summer school course), the district ID and campus ID must be the same as the current district and campus, and the local course number must be a valid number that can be matched to a course in the district master schedule for that school year, in order for the course to be included in averaging calculations.

Upon successful completion of recalculation, the **Print Recalc** button is enabled. If errors are encountered, the **Print Errors** button is enabled.

<p><b>Print Recalc</b></p>	<p>The button is only enabled if recalculation was successful. Click to view the report which displays the average(s) resulting from the recalculation. If recalculation was not successful, view the error report.  <a href="#">Review, save, and/or print the reports.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.  Click  to go back one page.  Click  to go forward one page.  Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.  Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.  Click  to close the report window. Some reports may have a <b>Close Report, Exit,</b> or <b>Cancel</b> button instead.</p>
<p><b>Print Errors</b></p>	<p>If errors are encountered, the button is enabled. Click to view the error report and determine if recalculations were performed. Some errors will prevent recalculation from occurring.</p> <p><b>NOTE:</b> The second error message in the example above can be expected, because the student's class rank was not recalculated; therefore his previous rank is no longer applicable.  <a href="#">Review, save, and/or print the reports.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.  Click  to go back one page.  Click  to go forward one page.  Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.  Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.  Click  to close the report window. Some reports may have a <b>Close Report, Exit,</b> or <b>Cancel</b> button instead.</p>

**NOTE:** If you are re-calculating multiple years, some years may have errors, and some years may not. The error report will list errors for any years in which errors were encountered.

Click **Save**.

<b>Comments</b>	<a href="#">View comments.</a> If comments exist for the student, the <b>Comments</b> button displays an exclamation mark and is outlined in red. These comments are entered on Registration > Maintenance > Student Enrollment and cannot be updated from this page.
	<a href="#">View medical alert.</a> The button is displayed if a medical warning exists for the student and <b>Consent to Display Alert</b> is selected on <a href="#">Health &gt; Maintenance &gt; Student Health &gt; Emergency</a> .  Click to view the student's medical alert information.
<b>Documents</b>	<a href="#">View or attach supporting documentation.</a>



## Back Cover